LGMSD 2022/23

Apac Municipal Council

(Vote Code: 793)

Assessment	Scores
Crosscutting Minimum Conditions	89%
Education Minimum Conditions	100%
Health Minimum Conditions	100%
Water & Environment Minimum Conditions	0%
Micro-scale Irrigation Minimum Conditions	0%
Crosscutting Performance Measures	85%
Educational Performance Measures	87%
Health Performance Measures	92%
Water & Environment Performance Measures	0%
Micro-scale Irrigation Performance Measures	0%

Crosscutting Performance Measures

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	Service Delivery Outcomes of DDEG investments Maximum 4 points on this performance measure	• Evidence that infrastructure projects implemented using DDEG funding are functional and utilized as per the purpose of the project(s): • If so: Score 4 or else 0	The evidence provided indicated the following infrastructure projects implemented using DDEG funding were functional and utilized as per the purpose of the project(s): Construction and installation/subscription of electricity/ windows/doors fitting of an office block at AMC Headquarters Phase IV Page 90	**4**
2	N23_Service Delivery Performance Maximum 6 points on this performance measure	The average score in the overall LLG performance assessment increased from previous assessment. • By more than 5%, score 3 • 1 to 5% increase, score 2 • If no increase, score 0 NB: If the previous average score was 95% and above, Score 3 for any increase.	The average score in the overall LLG performance assessment FY 2021/2022 average score was 89%; FY2022/2023 average score was 93% Therefore, the average score increased by 4%	**2**
2	N23_Service Delivery Performance Maximum 6 points on this performance measure	b. Evidence that the DDEG funded investment projects implemented in the previous FY were completed as per performance contract (with AWP) by end of the FY. • If 100% the projects were completed : Score 3 • If 80-99%: Score 2 • If below 80%: 0	There was evidence that the DDEG/USMID-funded investment projects implemented in the previous FY were completed. The MC had planned to implement 1 project under the Administration sector which was completed 100% as per the performance contract (with AWP) by the end of the FY 2022/2023 as indicated below: Construction and installation/subscription of electricity/ windows/doors fitting of an office block at AMC Headquarters Phase IV ABPR Page 37 The project under USMID was carried forward from FY 2022/2021 The DDEG-funded project was 100% completed by end of FY 2022/2023.	**3**

3	Investment Performance Maximum 4 points on this performance measure	a. If the LG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation guidelines: Score 2 or else score 0.	There was evidence that AMC budgeted for Ushs 56,000,000 and spent Ushs 56,000,000 of the DDEG for the previous FY on eligible projects/activities as per the DDEG grant. Though there were no projects planned under the USMID grant. The projects implemented with the DDEG as per the guideline were as indicated below; Construction and installation/subscription of electricity/ windows/doors fitting of an office block at AMC Headquarters Phase IV ABPR Page 37 Ushs 56,000,000 The MC spent the entire budgeted DDEG grant of Ushs 56,000,000 on eligible projects.	**2**
3	Investment Performance Maximum 4 points on this performance measure	b. If the variations in the contract price for sample of DDEG funded infrastructure investments for the previous FY are within +/-20% of the LG Engineers estimates, score 2 or else score 0	The variation in contract price for all sampled DDEG projects planned for in FY 2022/2023 were within +/-20%. For instance; • Construction and installation/subscription of electricity, windows/Doors fittings of an Office block at Apac MC headquarter phase 4 under DDEG at a contract price of UGX 74,826,000 against the engineers estimates of UGX 75,000,000 giving a contract price variation of +0.23%. Also, noted there was no USMID project planned for in FY 2022/2023.	**2**

Performance Reporting and Performance Improvement

4	Accuracy of reported information Maximum 4 points on this Performance Measure	a. Evidence that information on the positions filled in LLGs as per minimum staffing standards is accurate, score 2 or else score 0	A review of the staff list at Apac MC showed information on the positions filled in LLGs was not as per minimum staffing standards for instance in Agulu, and Akere Divisions as follows; Agulu Division; 1. Odoch Douglas-Senior Assistant Town Clerk 2. Opeto Scovia-Community Development Officer Akere Division; 1. Onguu Patrick Elvis-Senior Assistant Town Clerk 2. Bongo Bob Rukis-Treasurer	**0**

4	Accuracy of reported information Maximum 4 points on this Performance Measure	b. Evidence that infrastructure constructed using the DDEG is in place as per reports produced by the LG: • If 100 % in place: Score 2, else score 0. ***Note: if there are no reports produced to review: Score 0***	AMC did not plan for USMID infrastructure projects in FY 2022/2023. The MC implemented project (s) under DDEG and were 100% completed as per the produced reports. Construction and installation/subscription of electricity/ windows/doors fitting of an office block at AMC Headquarters Phase IV ABPR Page 37 Ushs 56,000,000. The above project was 100% completed and in place as was reported in the ABPR Page 37.	**2**
5	N23_Reporting and Performance Improvement Maximum 8 points on this Performance Measure	a. Evidence that the LG conducted a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise; If there is no difference in the assessment results of the LG and national assessment in all LLGs score 4 or else 0 **NB: The Source is the OPAMS Data Generated by OPM.**	The scores obtained from the two Divisions in the District assessment and from the LLG IVA were within the performance range of -/+ 10 which implied that the assessment was not credible. The comparative analyzed data was as presented below; DLG IVA Agulo Div 90 89 Akere Div 95 85	**4**
5	N23_Reporting and Performance Improvement Maximum 8 points on this Performance Measure	b. The District/ Municipality has developed performance improvement plans for at least 30% of the lowest performing LLGs for the current FY, based on the previous assessment results. Score: 2 or else score 0	There was evidence that AMC developed a Performance Improvement Plan for the current FY 2023/2024 dated 21st August 2023 for at least 30% of the lowest performing LLGs. The PIP places emphasis on issues of alignment of LLG approved Development Plan, Local Revenue, Developing Project Profile, analysis of staff attendance, providing extension services to farmers applicable to the 4 divisions	**2**

5	N23_Reporting and Performance Improvement Maximum 8 points on this Performance Measure	c. The District/ Municipality has implemented the PIP for the 30 % lowest performing LLGs in the previous FY: Score 2 or else score 0	The MC implemented PIP interventions for the 30 % of the lowest performance LLGs as evidenced in QBPR Page 12 through revenue mobilization mentorship and sensitization workshops and formulated a Local Revenue enhancement plan. Trained LLGs on data collection and use in planning and budgeting especially on Parish Development Management Information System (PDMIS) as evidenced in QBPR Page 16.	**2**

Human Resource Management and Development

6	Budgeting for and actual recruitment and deployment of staff Maximum 2 points on this Performance Measure	a. Evidence that the LG has consolidated and submitted the staffing requirements for the coming FY to the MoPS by September 30th of the current FY, with copy to the respective MDAs and MoFPED. Score 2 or else score 0	Apac Municipal Council consolidated and submitted staffing requirements for the FY 2024/25 to Ministry of Public Services on 29th August 2023, which was within the required deadline.	**2**
7	Performance management Maximum 5 points on this Performance Measure	a. Evidence that the District/Municipality has conducted a tracking and analysis of staff attendance (as guided by Ministry of Public Service CSI): Score 2 or else score 0	According to the data obtained from the HR Office, Apac MC had conducted a tracking of staff attendance. However, the analysis had not been done at the time of assessment.	**0**
7	Performance management Maximum 5 points on this Performance Measure	i. Evidence that the LG has conducted an appraisal with the following features: HODs have been appraised as per guidelines issued by MoPS during the previous FY: Score 1 or else 0	There was no evidence provided at the time of assessment that Heads of Departments of Apac MC were appraised during the FY 2022/2023	**0**

7	Performance management Maximum 5 points on this Performance Measure	ii. (in addition to “a” above) has also implemented administrative rewards and sanctions on time as provided for in the guidelines: Score 1 or else 0	Apac MC implemented administrative rewards and sanctions. A meeting was held on 8th September 2022 as follows; A case of absenteeism was recorded were Mr. Ekwaro Emmanuel absconded from duty for a period of more than 30 days. The accused accepted the case and asked for forgiveness for his grave action he did without seeking permission from his immediate supervisor. Resolution He was advised to officially inform his immediate supervisor for his whereabouts and always request for leave without pay in order to attend to his personal issues. He was also issued a warning letter and not to undermine his bosses at the workplace any more. .	**1**
7	Performance management Maximum 5 points on this Performance Measure	iii. Has established a Consultative Committee (CC) for staff grievance redress which is functional. Score 1 or else 0	There was no evidence provided at the time of assessment that Apac MC established a Consultative Committee for staff grievance redress	**0**
8	Payroll management Maximum 1 point on this Performance Measure or else score 0	a. Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: Score 1.	Records received from the HR Office indicated that 32 staff were recruited on 1st May 2023. The assessor sampled out 10 staff who accessed the salary payroll as follows; 1. Aber Jacob Education Assistant II accessed the salary payroll in May 2023 2. Amuo Harriet Assistant Law enforcement Officer accessed the salary payroll in May 2023 3. Okabo Allan Senior Accounts Assistant accessed the salary payroll in May 2023 4. Jamara Sam Senior Office Supervisor accessed the salary payroll in May 2023 5. Obua Patrick Planner accessed the salary payroll in May 2023 6. Akello Cecilia Education Assistant II accessed the salary payroll in May 2023 7. Adoc Dora Office Attendant accessed the salary payroll in May 2023 8. Omonya Stephen Education Assistant II accessed the salary payroll in May 2023 9. Ajok Mary Grace Town Agent accessed the salary payroll in May 2023. 10. Okwir Patrick Odur Assistant Law Enforcement Officer accessed the salary payroll in May 2023 All the 10 staff sampled accessed the salary payroll not later than two months after their appointment.	**1**

9	Pension Payroll management Maximum 1 point on this Performance Measure or else score 0	a. Evidence that 100% of staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: Score 1.	Records from the HR Office indicated that 9 staff had retired in the FY 2022/2023 and accessed the pension payroll as follows; 1. Ogwal Denis Calvin Principal Treasurer retired on 28th September 2022 and accessed the pension payroll in June 2023 2. Odot Felix Porter retired on 19th September 2022 and accessed the pension payroll in June 2023 3. Okello Okwir Charles Accounts Assistant retired on 18th March 2023 and accessed the pension payroll in June 2023 4. Ewac Emmanuel Education Assistant retired on 10th March 2022 and accessed the pension payroll in June 2023 5. Okello Peter Okite Head teacher retired on 13th September 2022 and accessed the pension payroll in June 2023 6. Alele James C Education Assistant II retired on 9th February 2023 and accessed the pension payroll in June 2023 7. Opwonya Nelson Education Assistant II retired on 12th December 2022 and accessed the pension payroll in June 2023 8. Odongo Amos Assistant Education Officer retired on 6th December 2022 and accessed the pension payroll in June 2023 9. Okao Charles Driver retired on 10th March 2022 and accessed the pension payroll in June 2023 All the staff sampled above accessed the pension payroll later than two months after retirement	**0**

Management, Monitoring and Supervision of Services.

10	N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery Maximum 6 points on this Performance Measure	a. If direct transfers (DDEG) to LLGs were executed in accordance with the requirements of the budget in previous FY: Score 2 or else score 0	There was evidence that AMC transferred the DDEG funds amounting to Ushs 181,348,274 to the LLGs in accordance with the requirements of the budget in previous FY as per the releases below; Agulu Division received - Ushs 57,409,373 Akere Division received - Ushs 47,106,149 Arocha Division received- Ushs 47,106,149 Atik Division received - Ushs 37,290,081 The total transfers to all the LLGs in the MC added up to Ushs 181,348,274 which was the Actual amount released by MoFPED for the FY 2022/2023.The above transfers were made in two instalments dated: Quarter 2 - was released on 2nd November 2022 and Quarter 3 - was released on 26th March 2023. .	**2**

10	N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery Maximum 6 points on this Performance Measure	b. If the LG did timely warranting/ verification of direct DDEG transfers to LLGs for the last FY, in accordance to the requirements of the budget:Note: Timely warranting for a LG means: 5 working days from the date of upload of releases by MoFPED). Score: 2 or else score 0	The evidence provided by the MC showed that warranting/ verification of direct DDEG transfers to LLGs for the last FY wan not timely in accordance with the requirements of the budget as per copy of the warrants availed: Quarter 2 warrant was done on 4th November 2022 while approval was on 18th October 2022; which was 12 working days from the date of receipt of release from MoFPED. Quarter 3 warrant was done on 25th January 2023 while approval was on 11th January 2023; which was 9 working days from the date of receipt of release from MoFPED. The MC was not compliant with doing warrants in 5 working days after receipt of the cash limits from the MoFPED.	**2**
10	N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery Maximum 6 points on this Performance Measure	c. If the LG invoiced and communicated all DDEG transfers for the previous FY to LLGs within 5 working days from the date of receipt of the funds release in each quarter: Score 2 or else score 0	The evidence indicated that the invoicing and communicating of all DDEG transfers for the previous FY to LLGs was not done within 5 working days from the date of funds release in each quarter; Quarter 2 funds were uploaded on 18th October 2022 and the MC transferred to LLGs on 4th November 2022 which was 12 working days from the date of receipt of releases from MoFPED Quarter 3 funds were uploaded on 11th January 2023 and the MC transferred to LLGs on 25th January 2023 which was 11 working days from the date of receipt of releases from MoFPED From the above observation the MC did not comply with the 5 days deadline as per the requirement.	**0**
11	Routine oversight and monitoring Maximum 4 points on this Performance Measure	a. Evidence that the District/Municipality has supervised or mentored all LLGs in the District /Municipality at least once per quarter consistent with guidelines: Score 2 or else score 0	There was no documentary evidence to prove that the MC supervised or mentored all the Divisions at least once per quarter consistent with the guidelines.	**0**

11	Routine oversight and monitoring Maximum 4 points on this Performance Measure	b. Evidence that the results/reports of support supervision and monitoring visits were discussed in the TPC, used by the District/ Municipality to make recommendations for corrective actions and followed-up: Score 2 or else score 0	There was evidence from the minutes of the MTPC meetings as per the minutes provided by the Planner, to prove that the results/reports of support supervision and monitoring visits were discussed to make recommendations for corrective actions. The MTPC held on 9th May 2023 under Min. 5/4/MTPC/2023 discussed UWEP monitoring, FAL monitoring; Health Department (Slaughter Slab, Biashara HC II Land and Nightingale Hospital) Key Recommendations: PCDO to organize a meeting with development partners to ensure that the mapped development partners share with the Council the thematic and geographic areas they are working in. The PDU to generate a list of items to be disposed of from the Board of Survey report. Senior Inspector of schools to mobilize Secondary School Administrators' to be taken through the process by the PDU.	**2**

Investment Management

12	Planning and budgeting for investments is conducted effectively Maximum 12 points on this Performance Measure	a. Evidence that the District/Municipality maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: Score 2 or else score 0 ***Note: the assets covered must include, but not limited to: land, buildings, vehicles and infrastructure. If those core assets are missing score 0***	There was evidence that the LG maintained an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual 2007, which clearly indicated the details of all assets for example; The assets acquired in FY 2022/2023 were recorded in the Asset register such as Arocha Division HQ (Title Deed No. LIR/2021/0087; Date of Acquisition 2023; Atik Division HQ Plot No. AML027, Cost 20,000,000 (Title Deed no. LIR/2022/0069; date of acquisition 2022); and Yamaha YBR 125G; LG 0034-134 Engine No. JYM154FMI; Cost 8,857,000	**2**

No.	Performance Area	Performance Measure	Assessment Findings	Score
12	Planning and budgeting for investments is conducted effectively Maximum 12 points on this Performance Measure	b. Evidence that the District/Municipality has used the Board of Survey Report of the previous FY to make Assets Management decisions including procurement of new assets, maintenance of existing assets and disposal of assets: Score 1 or else 0	There was evidence that the MC used the Board of Survey Report of the previous FY 2021/2022 and some of the recommendations in the report were rightly used it to make Assets Management decisions concerning procurement of engraving of new/existing assets, maintenance of existing assets and disposal of asset. The MC took the initiative to implement the recommendations in the Board of Survey Report as evidenced in the Treasury Form 44. e.g. Recommendation 1: To engrave all unengraved assets in the current FY: Action Taken; Assets have been engraved at the end of the FY Recommendation 2: Management to dispose of all obsolete assets Action Taken: All items recommended for disposal were disposed of by the end of the FY 2022/2023	**1**
12	Planning and budgeting for investments is conducted effectively Maximum 12 points on this Performance Measure	c. Evidence that District/Municipality has a functional physical planning committee in place which has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD. If so Score 2. Otherwise Score 0.	The MC had a Physical Planning Committee as evidenced by the appointment letter Ref AMC/16/30 dated 15th May 2017 signed by the Town Clerk, the committee was fully functional and held all the quarterly meetings in the FY 2022/23 as per the minutes of the meeting availed to the Assessment Team; Quarter 1 – meeting was held 28th September 2022; submitted and received on 12th October 2022 by the Office of the Commissioner Physical Planning Department, MLHUD Quarter 2 – meeting was held 30th December 2022; submitted and received on 5th January 2023 by the Office of the Commissioner Physical Planning Department, MLHUD Quarter 3 – meeting was held 30th March 2023; submitted and received on 28th April 2023 by the Office of the Commissioner Physical Planning Department, MLHUD Quarter 4 – meeting was held 30th June 2023; submitted and received on 10th August 2023 by the Office of the Commissioner Physical Planning Department, MLHUD as per the guidelines	**2**

12	Planning and budgeting for investments is conducted effectively Maximum 12 points on this Performance Measure	d.For DDEG financed projects; Evidence that the District/Municipality has conducted a desk appraisal for all projects in the budget - to establish whether the prioritized investments are: (i) derived from the third LG Development Plan (LGDP III); (ii) eligible for expenditure as per sector guidelines and funding source (e.g. DDEG). If desk appraisal is conducted and if all projects are derived from the LGDP: Score 2 or else score 0	The DDEG financed project was a continuous project which had been appraised in the FY 2020/2021, however, evidence was adduced of the following sampled project desk appraisals: • Construction of Five- Stance Drainable Latrines (AMC Development Plan 104, and 142) • Construction of a Single Staff house at Arocha Annex in Agulu Division ((AMC Development Plan 104, and 142) The MC had no USMID projects in the FY 2022/2023.	**2**
12	Planning and budgeting for investments is conducted effectively Maximum 12 points on this Performance Measure	For DDEG financed projects: e. Evidence that LG conducted field appraisal to check for (i) technical feasibility, (ii) Environmental and social acceptability and (iii) customized design for investment projects of the previous FY: Score 2 or else score 0	There was evidence to show that field appraisals for all DDEG projects implemented during the previous FY were prepared. • Construction and Installation/Subscription of Electricity, Windows/Doors fittings of an office block at AMC Headquarter Phase IV (AMC Development Plan Page 90, and 138) The MC had no USMID projects in the FY 2022/2023.	**2**

12	Planning and budgeting for investments is conducted effectively Maximum 12 points on this Performance Measure	f. Evidence that project profiles with costing have been developed and discussed by TPC for all investments in the AWP for the current FY, as per LG Planning guideline and DDEG guidelines: Score 1 or else score 0.	Evidence was provided to show that the project profiles for all investments with costing in the current FY were developed and discussed by the MCTPC of 09th May 2023 held at Community Hall under Min. as per LG Planning guideline and DDEG guidelines • Construction of Five- Stance Drainable Latrine at Awiri Primary school in Arocha Division (AMC Development Plan 104, and 142) • Construction of Five- Stance Drainable Latrine at Owand Primary school in Atik Division (AMC Development Plan 104, and 142) • Construction of Single Staff house at Arocha Annex in Agulu Division ((AMC Development Plan 104, and 142) • Construction and Installation/Subscription of Electricity, Windows/Doors fittings of an office block at AMC Headquarter Phase IV (AMC Development Plan Page 90, and 138). The MC had no USMID projects in the FY 2022/2023.	**1**
12	Planning and budgeting for investments is conducted effectively Maximum 12 points on this Performance Measure	g. Evidence that the LG has screened for environmental and social risks/impact and put mitigation measures where required before being approved for construction using checklists: Score 2 or else score 0	Environmental and Social Screening Form (ESS) for the construction of Administration block at the Headquarters. The form was signed and stamped on 6th September 2023 by Otim Samuel the Municipal Environment Officer and Aguti Joyce the Principle Community Development Officer. The Environment and social management plan had a total cost of UGX 1,250,000 for tree planting, monitoring, site restoration etc. There was USMID project for road construction (Chegere road and Hospital/Chawente road). The Environment and Social Impact Statement was conducted in November 2020. This was planned to continue in the current FY 2023/2024.	**2**
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	a. Evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan Score 1 or else score 0	There was evidence that all infrastructure projects for FY 2023/2024 to be implemented using DDEG/USMID were incorporated in the approved PDP dated 30th June 2023 and submitted to PPDA on 31st July 2023. For instance; • Construction an Office at Apac Municipal Council Headquarter phase 5 under DDEG at a budget of UGX 200,000,000. • Construction/Upgrade of Biashara/Kibola Lane and republic Road Under USMID-AF at a budget of UGX 9,208,000,000.	**1**

13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	b. Evidence that all infrastructure projects to be implemented in the current FY using DDEG were approved by the Contracts Committee before commencement of construction: Score 1 or else score 0	There was evidence that all infrastructure projects to be implemented in FY 2023/2024 using DDEG/USMID were approved by the contracts committee. For instance; • Construction an Office at Apac MC Headquarter phase 5 under DDEG at a budget of UGX 200,000,000, was approved by Contracts Committee on 13th September 2023 under minute no. 015/2023 and awarded to M/S Whimsy Uganda Ltd at a contract price of UGX 190,000,000. • Construction/Upgrade of Biashara/Kibola Lane and republic Road Under USMID-AF at a budget of UGX 9,208,000, was approved by Contracts Committee of 30th June 2023 under minute no. 073/2023 and awarded to M/S Sadeeml Kuwait General Trading and Contracting Co. Ltd at a contract price of UGX 7,945,312,876.75.	**1**
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	c. Evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines: Score 1 or else 0	There was evidence that Apac Municipal Council established the project implementation team as specified in the sector guidelines as presented below; • A letter by Town Clerk dated 9th January 2023 appointing Eng. Odong Francis as a contract supervisor, Ongu Elvis the SATC as a member, Otim Samuel the Environment Officer as a member, Ayugi Joan the Physical Planner as a member and Aguti Joyce the Principal Community Development Officer as a member and in charge Labour issues. There was no Clerk of Works appointment that was presented. An appointment letter by Town Clerk dated 9th January 2023 appointing Okori Gerald the Road inspector as a Clerk of Works for the construction of Office Block/installation of electricity, doors, windows and fittings at Apac Municipal Council was presented.	**1**

13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	d. Evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer: Score 1 or else score 0	There was evidence that all planned DDEG projects followed the standard technical designs provided by the Municipal Engineer. For instance; • For construction and installation/subscription of electricity, windows/Doors fittings of an Office block at Apac Municipal Council headquarters - phase 4, the scope of work for phase 4 specified in the bills of quantities included among others; providing 739SM of brick work in burnt clay bricks in cement and sand mortar (1:4) mix with and including 25x3mm hoop iron, provision of 378 LM of DPC, casting of 4 reinforced columns of 200mmX200mm, installation of electric power cables in conduits, planting of trees and land scaping. The scope was implemented as specified. Noted; there were no planned USMID infrastructure projects in the FY 2022/2023.	**1**
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	e. Evidence that the LG has provided supervision by the relevant technical officers of each infrastructure project prior to verification and certification of works in previous FY. Score 2 or else score 0	There was evidence that the Municipal Council had provided supervision by the relevant technical officers of each infrastructure project prior to verification and certification of works in the FY 2022/2023. For instance; • For construction and installation/subscription of electricity, windows/Doors fittings of an Office block at Apac MC headquarter phase 4, a request for payment by M/S Kasase Enterprises Ltd was dated 22nd June 2023. Certificate of practical completion signed by The Town Clerk, Municipal Engineer, Municipal Environment officer and Pricncipal CDO was dated 30th June 2023. Minutes of 2nd site meeting held on 10th May 2023 in which it was agreed that contractor speeds up works, adds more manpower, provides landscape and plants trees was presented. Attendants of the meeting included; Odong Francis the Senior Civil Engineer, Otim Samuel the Environment and Aguti Joyce the Principal CDO among others. Certificate of payment 02 issued on 23rd June 2023 was signed by Senior Engineer, Municipal Environment Officer and Community Development Officer on 23rd June 2023. Voucher 6432071 was effected on 28th June 2023 and acknowledged by the contractor on 2nd July 2023. • Construction of a single staff house with kitchen at Agulu P/S, a request for payment by M/S Shalak Uganda Ltd was dated 15th May 2023. A substantial completion certificate to M/S Shalak (U) Ltd signed by Municipal Environment Officer, Municipal Engineer, Principal Community Development Officer and Town Clerk on 29th May 2023 was presented. Minutes of 1st site meeting held on 23rd March 2023 were presented. Under minute 5/3/2023 the was instructed to always prepare reports for presentation during meetings. Attendants included the Municipal Engineer, Municipal Environment Engineer and the Principal CDO among others. A supervision report dated	**2**

			28th February 2023 by the relevant Officers in mobilisation and substructure was reported at 9% and 5% respectively was presented. Certificate of payment 01 issued on 29th May 2023 was signed by Senior Engineer, Municipal Environment Officer and Community Development Officer on 29th May 2023.Voucher 6437376 was effected on 28th June 2023. • Construction of a 5 stance drainable latrine at Awiri P/S, a request for payment by M/S Tonica Engineering Works Ltd was dated 22nd June 2023. Certificate of substantial completion for Construction of 5 stances drainable latrine at Awiri P/S signed by the Town Clerk, Municipal Environment Officer, Municipal Engineer and Principal CDO dated 29th June 2023 was presented. A supervision report by the Senior Engineer in which substructure and basement wall were reported complete was dated 29th May 2023. Certificate of payment 02 issued on 23rd June 2023 was signed by all relevant Officers on 23rd June 2023.Voucher 6440003 was effected on 28th June 2023.	
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	f. The LG has verified works (certified) and initiated payments of contractors within specified timeframes as per contract (within 2 months if no agreement): Score 1 or else score 0	There was evidence that the Municipal Council verified works and initiated payments of contractors within specified time frames. For instance; • For construction and installation/subscription of electricity, windows/Doors fittings of an Office block at Apac MC headquarter phase 4, a request for payment by M/S Kasase Enterprises Ltd was dated 22nd June 2023. Certificate of payment 02 issued on 23rd June 2023 was signed by Senior Engineer, Municipal Environment Officer and Community Development Officer on 23rd June 2023. Voucher 6432071 was effected on 28th June 2023 and acknowledged by the contractor on 2nd July 2023. • Construction of a single staff house with kitchen at Agulu P/S, a request for payment by M/S Shalak Uganda Ltd was dated 15th May 2023. Certificate of payment 01 issued on 29th May 2023 was signed by Senior Engineer, Municipal Environment Officer and Community Development Officer Officers on 29th May 2023.Voucher 6437376 was effected on 28th June 2023. • Construction of a 5 stance drainable latrine at Awiri P/S, a request for payment by M/S Tonica Engineering Works Ltd was dated 22nd June 2023. Certificate of payment 02 issued on 23rd June 2023 was signed by all relevant Officers on 23rd June 2023.Voucher 6440003 was effected on 28th June 2023.	**1**

13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	g. The LG has a complete procurement file in place for each contract with all records as required by the PPDA Law: Score 1 or else 0	There was evidence that the LG had complete procurement files in place for each contract with all records as required by PPDA Law. For instance; • For Construction and installation/subscription of electricity, windows/Doors fittings of an Office block at Apac MC headquarter phase 4, procurement ref; Apac701/WRKS/2022-2023/00001, the file had an evaluation report signed by the Evaluation Committee on 11th November 2022 recommending award to M/S Kasase Enterprises Ltd at a contract price of UGX 74,826,490. The Contracts Committee approved the evaluation report in a meeting held on 1st December 2022 under minute number 026/2022 and contract between the parties was signed on the 5th January 2023. • For Construction of a single staff house with kitchen at Agulu P/S, procurement ref: Apac701/WRKS/2022-2023/00002, the file had an evaluation report signed by the Evaluation Committee on 11th November 2022 recommending award to M/S Shalak Uganda Ltd at a bid price of UGX 81,116,091. The Contracts Committee approved the evaluation report in a meeting held on 1st December 2022 under minute number 026/2022 and the contract between the parties was signed on the 5th January 2023. • Construction of a 5 stance drainable latrine at Awiri P/S, procurement reference number; Apac701/WRKS/2022-2023/00007, the file had an evaluation report signed by Evaluation Committee on 7th April 2023 recommending award to M/S Tonica Engineering Works Ltd at a bid price of UGX 29,767,960. The Contracts Committee approved the Evaluation Report in a meeting held on 10th April 2023 under minute number 042/2023 and the contract between the parties was signed on 24th April 2023.	**1**

Environment and Social Safeguards

14	Grievance redress mechanism operational. Maximum 5 points on this performance measure	a. Evidence that the District/Municipality has i) designated a person to coordinate response to feed-back (grievance /complaints) and ii) established a centralized Grievance Redress Committee (GRC), with optional co-option of relevant departmental heads/staff as relevant. Score: 2 or else score 0	There was evidence that the MC designated a person to coordinate response to feedback and established a centralised GRC. i) There was appointment letter to Okori Suzan Hope the Personal Secretary to the Town Clerk as Grievance Handling Focal Person. The letter was dated 2nd January 2019 and signed by Ssebudde Joseph the Town Clerk. One of the roles was to receive complaints/grievances from any complainant. ii) Appointment letter to Mr. Onguu Patrick Elvis the Senior Assistant Town Clerk as a chairperson Grievance Handling Committee. Letter was dated 6th March 2023 and signed by Mangasa Stansloas the Town Clerk. Appointment letter to Aguti Joyce the Principle Community Development Officer as a member to grievance handling committee. Letter dated 5th October 2022 by Mangasa Stansloas the Town Clerk. Appointment letter to Miss Ayugi Joan the Physical Planner as a member of grievance handling committee. Letter dated 2nd January 2019 and signed by Ssebudde Joseph the Town Clerk. Appointment letter to Odongo Francis the Superintendent of Works as a member of grievance handling committee. Letter dated 2nd January 2019 and signed by Ssebudde Joseph. Appointment letter to Mr. Robert Sam Ongol Tego the MDF representative as member of grievance handling committee. Letter was dyted 1st February 2023 and signed by Mangasa Stanslaos the Town Clerk.	**2**
14	Grievance redress mechanism operational. Maximum 5 points on this performance measure	b. The LG has specified a system for recording, investigating and responding to grievances, which includes a centralized complaints log with clear information and reference for onward action (a defined complaints referral path), and public display of information at district/municipal offices. If so: Score 2 or else 0	There was a log book in place titled "Apac Municipal Council Grievance and Complaints log book" The log book had Ref/no, date registered, sector of complain, mode of reporting, affected person, contacts, grievance, accident, status of the grievance, date of resolution, resolution accepted yes/no, responsibility and how it ended. For instance; there was a complaint registered on 21st November 2022 (written complaint) on land with different coordinates in Akere Division. Charles the complainant was invited for a meeting with the GRC at the Municipal Council. That during road opening, his land was encroached on and he did not want the road in that area. The negotiation was done with him and since he understood that he needed the road too, he therefore offered 7.5 meters from his land and the case was concluded.	**2**

14	Grievance redress mechanism operational. Maximum 5 points on this performance measure	c. District/Municipality has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress. If so: Score 1 or else 0	There was evidence that the MC publicized the grievance mechanism. There was a letter indicating the contacts of the Focal Person (0776897180) which was pinned on roads and public places. This was to help with the USMID project of road construction in the Municipality.	**1**
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	a. Evidence that Environment, Social and Climate change interventions have been integrated into LG Development Plans, annual work plans and budgets complied with: Score 1 or else score 0	At the time of the assessment the MC provided evidence to show that they provided and integrated the Environment, Social and Climate change interventions into LGDP Page 99 AWP and budgets for the current FY Ushs 41,845,000 Page 24 and Page 26 for ABPR to carry out the following interventions: Increasing public awareness, strengthening mechanisms for screening and enforcement of environmental compliance, rehabilitation and restoration of degraded wetlands; orientation of traditional leaders on children protection	**1**
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	b. Evidence that LGs have disseminated to LLGs the enhanced DDEG guidelines (strengthened to include environment, climate change mitigation (green infrastructures, waste management equipment and infrastructures) and adaptation and social risk management score 1 or else 0	The evidence of the signed attendance list for the Dissemination meeting held on 14th May 2022 at Scouts Hall the Division Heads/SATC, Town Agents, Treasurers, CDOs, of the 4 LLGs, and Division Heads of department proved that the DDEG guidelines were disseminated. The description and explanations for the use and allocation of grants were given.	**1**

15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	(For investments financed from the DDEG other than health, education, water, and irrigation): c. Evidence that the LG incorporated costed Environment and Social Management Plans (ESMPs) into designs, BoQs, bidding and contractual documents for DDEG infrastructure projects of the previous FY, where necessary: score 3 or else score 0	There was evidence that the LG incorporated costed Environment and Social Management Plans (ESMPs) into designs, BoQs, bidding and contractual documents for DDEG infrastructure projects of the previous FY. For instance, contract No. Apac701/wrks/22-23/00001 by Kasase Enterprises Limited for the construction of office block at municipal headquarters. There was item on safety at UGX 300,000. There were no USMID projects initiated in the previous FY 2022/2023	**3**
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	d. Examples of projects with costing of the additional impact from climate change. Score 3 or else score 0	There were no projects with costings of additional impact on climate change.	**3**
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	e. Evidence that all DDEG projects are implemented on land where the LG has proof of ownership, access, and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: Score 1 or else score 0	Certificate of title, volume LIR221, Folio 25. Plot No. 19221, Akokoro road at Biashara (Apac Municipal Council Headquarters) - 13th February 2023. Certificate dated 9th March 2023 and signed by the registrar of titles. There were no USMID projects initiated in the previous FY 2022/2023	**1**

15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	f. Evidence that environmental officer and CDO conducts support supervision and monitoring to ascertain compliance with ESMPs; and provide monthly reports: Score 1 or else score 0	There was no evidence provided that the Environment Officer and the CDO conducted support supervision and monitoring at the time of assessment. There were no USMID projects initiated in the previous FY 2022/2023	**0**
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	g. Evidence that E&S compliance Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractors' invoices/certificates at interim and final stages of projects: Score 1 or else score 0	There was evidence that E&S compliance Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractors' invoices/certificates at interim and final stages of projects. For example, Interim certificate No.2 dated 23rd June 2023 for the construction of office block at municipal headquarters. Contract No. Apac701/wrks/22-23/00001 by Kasase Enterprises Limited. The certificate was worth UGX 74,826,490. This was signed on 23rd June 2023 by Municipal Environment Officer, Principla Community Development Officer, Municipal Engineer and the Town Clerk. Payment was made on 28th June 2023 PV No. 6432071. There were no USMID projects initiated in the previous FY 2022/2023	**1**

Financial management

16	LG makes monthly Bank reconciliations Maximum 2 points on this Performance Measure	a. Evidence that the LG makes monthly bank reconciliations and are up to-date at the point of time of the assessment: Score 2 or else score 0	There was evidence that the LG made monthly bank reconciliations and were up to date at the time of the assessment as per the printed copies of the reconciled bank accounts availed to PAT as detailed below: Reconciliation Previous FY 2022/2023 A/c name: APAC MC General Fund A/c A/c No:9030012339223 Bank Name: STANBIC Bank – Apac Branch Reconciled up to 30th June 2023 with a closing Balance of Ushs 1,449 verified by the Principal Treasurer and approved by the Town Clerk A/c name: APAC MC UWEP Recovery A/c A/c No:9030012954084 Bank Name: STANBIC Bank – Apac Branch Reconciled up to 30th June 2023 with a closing Balance of Ushs 4,518 verified by the Principal Treasurer and approved by the Town Clerk A/c name: APAC MC Youth Livelihood Fund Recovery A/c	**2**

			A/c No:9030012954076 Bank Name: STANBIC Bank – Apac Branch Reconciled up to 30th June 2023 with a closing Balance of Ushs 93,470 verified by the Principal Treasurer and approved by the Town Clerk Reconciliation Previous FY 2023/2024 A/c name: APAC MC General Fund A/c A/c No:9030012339223 Bank Name: STANBIC Bank – Apac Branch Reconciled up to 31st October 2023 2023 with a closing Balance of Ushs 6,866, 319 verified by the Principal Treasurer and approved by the Town Clerk A/c name: APAC MC UWEP Recovery A/c A/c No:9030012954084 Bank Name: STANBIC Bank – Apac Branch Reconciled up to 31st October 2023 with a closing Balance of Ushs 1,698,918 verified by the Principal Treasurer and approved by the Town Clerk A/c name: APAC MC Youth Livelihood Fund Recovery A/c A/c No:9030012954076 Bank Name: STANBIC Bank – Apac Branch Reconciled up to 31st October 2023 with a closing Balance of Ushs 127,870 verified by the Principal Treasurer and approved by the Town Clerk	
17	LG executes the Internal Audit function in accordance with the LGA Section 90 Maximum 4 points on this performance measure	a. Evidence that LG has produced all quarterly internal audit (IA) reports for the previous FY. Score 2 or else score 0	There was evidence that the MC produced all quarterly internal audit (IA) reports for the previous FY as shown below. 1st quarter report was produced on 31st October 2022 2nd quarter report was produced on 31st January 2023 3rd quarter report was produced on 28th April 2023 4th quarter report was produced on 31st July 2023 Form the observation the reports were timely produced to impact the improvement in financial management and reporting of the MC as per the report production dates stated above,	**2**

17	LG executes the Internal Audit function in accordance with the LGA Section 90 Maximum 4 points on this performance measure	b. Evidence that the LG has provided information to the Council/ chairperson and the LG PAC on the status of implementation of internal audit findings for the previous FY i.e. information on follow up on audit queries from all quarterly audit reports. Score 1 or else score 0	The MC provided information to the Mayor and the Chairperson LGPAC on the status of the implementation of internal audit findings for the previous FY 2022/23 as per letter Ref AMC/252/01 dated 29th August 2023 signed by the Internal Auditor and received in the MC Registry on the same date and by the Chairperson LGPAC on 31st August 2023.	**1**
17	LG executes the Internal Audit function in accordance with the LGA Section 90 Maximum 4 points on this performance measure	c. Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and that LG PAC has reviewed them and followed-up: Score 1 or else score 0	From the stamped copies of the Internal Audit Reports, it was evident that the reports for the previous FY were submitted to MC Accounting Officer, LGPAC and that LGPAC had reviewed as follows: 1st quarter report was submitted to the Town Clerk on 31st October 2022 and MCPAC on 31st October 2022 2nd quarter report was submitted to the Town Clerk on 31st January 2023 and MCPAC on 31st January 2023. 3rd quarter report submitted to the Town Clerk on 28th April 2023 and MCPAC on 28th April 2023. 4th quarter report submitted to the Town Clerk and LGPAC on 31st July 2023 The minutes for the LGPAC indicated that the quarterly reports were reviewed, and issues followed up: Minutes for LGPAC meeting held on 18th April 2023 Min. ADO6/08/2022 Discussion of the Internal Audit report for quarter 1 LGPAC recommended the Town Clerk to recall a double cabin pick up vehicle worth Ushs 90,000,000 from Mac East Africa Ltd; LGPAC also recommended to the Executive Officer to always give no advance to officers who will not have accounted for the previous advances asper Regulation 43(3) of the LGFAR 2007 Ushs 4,000,000 for internet subscription should be recovered from Edowk Moses (Airtel Services Ltd); Ushs 94,640,000 for Consultancy Services should be recalled in the subsequent committee session	**1**

Local Revenues

18	LG has collected local revenues as per budget (collection ratio) Maximum 2 points on this performance measure	a. If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realization) is within +/- 10 %: then score 2 or else score 0.	The MC planned revenue collection for the last FY was Ushs 300,000,000 and Actual Revenue collected was Ushs 210,343,9822 which gave a variance of Ushs 89,656,018 (Final Draft A/cs 2022/2023-page 39) (210,343,982 /300,000,000) x 100% = 70% The MC only managed to correct 70% of its planned revenue, leaving a balance of -30% not collected. The budget realization was above -10%. The failure to realize the planned revenue was because the MC had budgeted for the property tax however, there was a delay in the conclusion of the valuation report and ascent by the Minister of Local Government; this adversely affected the OSR revenue collection since it was one of the major sources of revenue.	**0**
19	The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one) Maximum 2 points on this Performance Measure.	a. If increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from previous FY but one to previous FY • If more than 10 %: score 2. • If the increase is from 5% -10 %: score 1. • If the increase is less than 5 %: score 0.	The ratio of OSR for the LG the FY 2022/2023 as compared to that the FY 2021/2022 one as per Final Draft A/cs 2022/23 page 39 was: OSR 2021/2022 Final Accounts FY2021/2022 page 36) Total revenue = Ushs 190,083,888 OSR 2022/2023 Final Accounts FY2022/2023-page 39) Total revenue = Ushs 210,343,982 Therefore, Revenue 2022/2023 less revenue 2021/2022 Ushs 210,343,982– Ushs 190,083,888 = Ushs 20,260,094 = 20,260,094/190,083,888) x 100 = 11% Therefore, the OSR for FY 2022/2023 increased by 11%. The increase in the OSR for the FY 2022/2023 was due to; the introduction and close monitoring of the IRA system regulated the revenue collection gaps hence the increase.	**2**

20	Local revenue administration, allocation, and transparency Maximum 2 points on this performance measure.	a. If the LG remitted the mandatory LLG share of local revenues during the previous FY: score 2 or else score 0	At the time of the assessment the MC provided evidence to show that the local revenue collections for the FY 2022/2023 subjected to be shared with the LLGs was remitted to the Division at 50% which is Ushs 105,171,991 as follows; Agulu Division received: Q1 – 5th September 2022- Ushs 6,314,449 Q2 – 2nd November 2022- Ushs 1,497,495 Q3 – 26th March 2023 – Ushs 13,633,384 Q4 – 24th June 2023 – Ushs 7,457,000 Total for FY 2022/23 – Ushs 28,902,328 Akere Division received - Q1 – 5th September - Ushs 2,720,254 Q2 – 2nd November - Ushs 4,109,995 Q3 – 26th March 2023 – Ushs 12,614,514 Q4 – 24th June 2023 – Ushs 6,254,075 Total for FY 2022/23 – Ushs 25,698,838 Arocha Division received - Q1 – 5th September - Ushs 6,529,712 Q2 – 2nd November - Ushs 3,372,495 Q3 – 26th March 2023 – Ushs 12,358,514 Q4 – 24th June 2023 – Ushs 5,826,750 Total for FY 2022/23 – Ushs 28,087,472 Atik Division received Q1 – 5th September - Ushs 4,587,753 Q2 – 2nd November - Ushs 2,747,495 Q3 – 26th March 2023 – Ushs 12,953,188 Q4 – 24th June 2023 – Ushs 6,869,000 Total for FY 2022/23 – Ushs 27,157,436 The above transfers were remitted as shown above Realizing Ushs 109,846,074 which is slightly more than what the MC should have transferred; therefore the MC is compliant	**2**

Transparency and Accountability

21	LG shares information with citizens Maximum 6 points on this Performance Measure	a. Evidence that the procurement plan and awarded contracts and all amounts are published: Score 2 or else score 0	There was evidence that the procurement plan and awarded contracts and all amounts for FY 2022/2023 were published. For instance; • For Construction and installation/subscription of electricity, windows/Doors fittings of an Office block at Apac MC headquarter phase 4, the best evaluated bidder notice was from 2nd December 2022 – 14th December 2023 with best evaluated bidder as M/S Kasase Enterprises Ltd at a bid price of UGX 74,826,490. • For construction of a 5 stance drainable latrine at Awiri P/S, the best evaluated bidder notice was 10th April 2023 to 21st April 2023 with best evaluated bidder as M/S Tonica Engineering Works Ltd at a bid price of UGX 29,767,960. • For construction of a single staff house with kitchen at Agulu P/S, the best evaluated bidder notice was 2nd December 2022 to 14th December 2022 with best evaluated bidder as M/S Shalak Uganda Ltd at a bid price of UGX 81,116,091.	**2**
21	LG shares information with citizens Maximum 6 points on this Performance Measure	b. Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year: Score 2 or else score 0	There was display of the LLG performance assessment results and implications for the FY 2021/2022 on Block A of the Administration Block; and Block B notice boards dated 11th August 2023 signed by the Planner	**2**
21	LG shares information with citizens Maximum 6 points on this Performance Measure	c. Evidence that the LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: Score 1 or else score 0	During the previous FY 2022/2023, the MC conducted radio programs in various county community radio stations to provide feed-back on the status of activity implementation to the public where different topics were discussed e.g. on 21st June 2023. The RDC, DCDO and the District Communications Officer were on radio to discuss the status of implementation of the District programmes. The discussions were held at Radio Apac FM 92.9; and the Moderator was Okwang Ogule.	**1**

21	LG shares information with citizens Maximum 6 points on this Performance Measure	d. Evidence that the LG has made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal: If all i, ii, iii complied with: Score 1 or else score 0	At the time of the assessment the MC had proof to show that the tax rates for the previous FY had been displayed on the notice board to show the collection procedures, and procedures for appeal with contacts of the focal person in case of appeal. The Revenue Officer – Amucu Gloria is in charge of the appeals and her telephone number 0774107318 was displayed on the notice for ease of reference.	**1**
22	Reporting to IGG Maximum 1 point on this Performance Measure	a. LG has prepared a report on the status of implementation of the IGG recommendations which will include a list of cases of alleged fraud and corruption and their status incl. administrative and action taken/being taken, and the report has been presented and discussed in the council and other fora. Score 1 or else score 0	There were no alleged fraud and corruption cases raised by the IGG, hence no report was prepared.	**1**

Educational Performance Measures

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	Learning Outcomes: The LG has improved PLE and USE pass rates. Maximum 7 points on this performance measure	a) The LG PLE pass rate has improved between the previous school year but one and the previous year • If improvement by more than 5% score 4 • Between 1 and 5% score 2 • No improvement score 0	OPM guided during the LGPA Orientation of Assessors in the week of 23rd October that UNEB results for 2020 and 2022 are to be used when assessing this indicator. For 2022, total number of candidates who sat excluding Division X was 718 Total passes in Div I, II & III = 70+ 385+153= 608 Percentage was 608/718X 100=84.7% For 2020, total candidates excluding Division X was 913 Total passes in Div I, II & III = 91+481+141= 713 Percentage pass was 713/913 X100 = 78.1% Percentage change was 84.7%- 78.1%= 6.6% Hence percentage increased by 6.6%	**4**
1	Learning Outcomes: The LG has improved PLE and USE pass rates. Maximum 7 points on this performance measure	b) The LG UCE pass rate has improved between the previous school year but one and the previous year • If improvement by more than 5% score 3 • Between 1 and 5% score 2 • No improvement score 0	OPM guided during the LGPA Orientation of Assessors in the week of 23rd October that UNEB results for 2020 and 2022 are to be used when assessing this indicator. For 2022, total number of candidates who sat excluding Division X was 345 Total passes in Div I, II & III = 14+81+111= 206 Percentage was 206/345X 100=59.7% For 2020, total candidates excluding Division X was 211 Total passes in Div I, II & III = 9+55+65=129 Percentage pass was 129/211 X100 = 61.1% Percentage change was 59.7%- 61.1%= -1.4% Hence percentage decreased by 1.4%	**0**

2	N23_Service Delivery Performance: Increase in the average score in the education LLG performance assessment. Maximum 2 points	a) Average score in the education LLG performance has improved between the previous year but one and the previous year • By more than 5%, score 2 • Between 1 and 5%, score 1 • No Improvement, score 0 NB: If the previous average score was 95% and above, Score 2 for any increase.	The LLG performance results for FY 2021/2022 was 100% and for FY 2022/2023 was 85% therefore the performance decreased by 15% in the Education sector of the LLGs.	**0**
3	Investment Performance: The LG has managed education projects as per guidelines Maximum 8 points on this performance measure	a) If the education development grant has been used on eligible activities as defined in the sector guidelines: score 2; Else score 0	There was evidence that the education development grant of Ushs 137,100,000 was used on eligible activities as defined in the sector guidelines, e.g. 1. Construction of a construction of a staff house at Agulu P/S at Ushs 68,300,000 (ABPR page 48). 2. Construction 5-stance drainable latrine at Owang PS and Awiri PS at a total of Ushs 68,800,000 (ABPR page 48).	**2**

3	Investment Performance: The LG has managed education projects as per guidelines Maximum 8 points on this performance measure	b) If the DEO, Environment Officer and CDO certified works on Education construction projects implemented in the previous FY before the LG made payments to the contractors score 2 or else score 0	The verified certificates indicated that the DEO, CDO and Environment Officer certified the works on Education construction projects implemented in the previous FY before the LG made payments to the contractor as per the certificates below; Certificate No. 1 issued on 29th May 2023 for Ushs 33,001,390; Contract No. APAC701/WRKS/22-23/00002; Project; Construction of a single staff house with a kitchen at Agulu Primary School (Agulu Division) by Shalak Uganda Limited was certified by Environment Officer, CDO and DEO on 12th June 2023 as per the guidelines and payment was done on 28th June 2023. Certificate No. 2 issued on 23rd June 2023 for Ushs 11,817,789; Contract No. APAC701/WRKS/22-23/00007; Project; Construction of a Five Stance Drainable latrine at Awiri Primary School (Arocha Division) by Tonika Engineering Works Limited was certified by Environment Officer, CDO and DEO on 23rd June 2023 as per the guidelines; payment was done on 28th June 2023. Certificate No. 1 issued on 23rd June 2023 for Ushs 25,977,025; Contract No. APAC701/WRKS/22-23/00007; Project; Construction of a Five Stance Drainable latrine at Owang Primary School (Atik Division) by Kasase Enterprises Ltd was certified by Environment Officer, CDO and DEO on 23rd June 2023as per the guidelines; payments were done on 28th June 2023. From the above sampled certificates, the LG was compliant with the guidelines.	**2**
3	Investment Performance: The LG has managed education projects as per guidelines Maximum 8 points on this performance measure	c) If the variations in the contract price are within +/-20% of the MoWT estimates score 2 or else score 0	The variation in the contract price for all sampled education projects for FY 2022/2023 was within +/-20% of the engineer's estimates as per evidence provided. For instance; • For construction of a 5 stance drainable latrine at Awiri P/S at a contract price of UGX 29,767,960 against the engineers estimates of UGX 29,878,800 giving the contract price variation +0.37%. • For construction of a single staff house with kitchen at Agulu P/S at a contract price of UGX 81,116,091 against the engineers estimates of UGX 85,000,000 giving the contract variation of +4.6%. • For construction of 5 stance drainable latrine at Wang P/S at a contract price of UGX 29,089,614 against the engineers estimates of UGX 29,169,000 giving the contract price variation of +0.29%.	**2**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
3	Investment Performance: The LG has managed education projects as per guidelines Maximum 8 points on this performance measure	d) Evidence that education projects (Seed Secondary Schools)were completed as per the work plan in the previous FY • If 100% score 2 • Between 80 – 99% score 1 • Below 80% score 0	There was no Seed Secondary School projects planned for in the revised approved PDP for FY 2022/2023 dated 27th June 2023 and submitted to PDU on 14th July 2023	**2**
4	Achievement of standards: The LG has met prescribed school staffing and infrastructure standards Maximum 6 points on this performance measure	a) Evidence that the LG has recruited primary school teachers as per the prescribed MoES staffing guidelines • If 100%: score 3 • If 80 - 99%: score 2 • If 70 – 79% score: 1 • Below 70% score 0	The staff ceiling for Apac Municipal Council was 295 per the IPFs from MoFPED. The actual staff in positions were 208 Therefore percentage of compliance was 208/295x100=70.5%	**1**
4	Achievement of standards: The LG has met prescribed school staffing and infrastructure standards Maximum 6 points on this performance measure	b) Percent of schools in LG that meet basic requirements and minimum standards set out in the DES guidelines, • If above 70% and above score: 3 • If between 60 - 69%, score: 2 • If between 50 - 59%, score: 1 • Below 50 score: 0	The LG had 12 UPE schools and 3 USE Schools. According to the consolidated assets register dated 30th January 2023, all the 12 UPE schools and the 3 USE schools meet the basic requirements. To calibrate the LG compliance, (12+3)/15 x100 = 100%	**3**

Performance Reporting and Performance Improvement

5	Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance. Maximum 4 points on this performance measure	a) Evidence that the LG has accurately reported on teachers and where they are deployed. • If the accuracy of information is 100% score 2 • Else score: 0	The LG accurately reported on teachers and where they were deployed. The deployment list was dated 30th January 2023. The staff lists provided by the MEO were compared with the lists at the visited schools (Owang, Atopi and and Apac Model). The two lists were similar as verified from the staff lists posted at the head teachers' notice boards. For example; At Atopi P/S and Apac Model PS each had 15 teachers deployed' Similarly, Owang PS had 17 teachers deployed.	**2**
5	Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance. Maximum 4 points on this performance measure	b) Evidence that LG has a school asset register accurately reporting on the infrastructure in all registered primary schools. • If the accuracy of information is 100% score 2 • Else score: 0	Apac Municipal Council education department compiled an asset register that accurately reported on infrastructure in all registered schools. It was dated 30th January 2023. Three schools were sampled (Owang, Atopi and Apac Model Primary Schools) and the information in the consolidated asset register was verified to be true. For example, Owang, Atopi and Apac Model Primary Schools had 9, 17and 12 classrooms respectively. Similarly, Owang, Atopi and Apac Model Primary Schools had 32, 24 and 17 latrine stances respectively. For the case of staff accommodation, Owang, Atopi and Apac Model Primary Schools had Primary Schools had 11, 10 and 3 units respectively.	**2**

6	School compliance and performance improvement: Maximum 12 points on this performance measure	a) The LG has ensured that all registered primary schools have complied with MoES annual budgeting and reporting guidelines and that they have submitted reports (signed by the head teacher and chair of the SMC) to the DEO by January 30. Reports should include among others, i) highlights of school performance, ii) a reconciled cash flow statement, iii) an annual budget and expenditure report, and iv) an asset register: • If 100% school submission to LG, score: 4 • Between 80 – 99% score: 2 • Below 80% score 0	All the 12 primary schools in the Municipal Council complied with the MoES annual budgeting and reporting guidelines. The three sampled schools had these budgets signed by the head teacher and chairperson SMC by 30th January 2023. E.g. 1. Atopi P/S had the annual budget and the accompanying reports signed on 20th December 2022 2. Apac Model P/S had the annual budget and the accompanying reports signed on 30th December 2022 3. Owang P/S had the annual budget and the accompanying reports signed on 31st December 2022. At the Municipal Council all the 12 Primary schools had submitted the annual budgets and the accompanying reports before 30th January 2023. To calculate the percentage of compliance, 3/3X100 = 100%	**4**
6	School compliance and performance improvement: Maximum 12 points on this performance measure	b) UPE schools supported to prepare and implement SIPs in line with inspection recommendations: • If 50% score: 4 • Between 30–49% score: 2 • Below 30% score 0	There was evidence adduced to prove that LG had supported Schools in the preparation and implementation of SIPs. For example in a report by Education Officer G/C-AMC – Akello Grace to the Town Clerk, it was indicated that all the 12 government aided schools attended a 2-day training of head teachers and deputy head teachers about developing SIPs. The Principal Treasurer facilitated on the financial management and SIPs. The received was received by the town clerk on 29th September 2023. In the three schools sampled; Owang, Atopi and and Apac Model copies of SIPs were seen in the head teachers’ offices. Percentage of compliance was: 12/12 X 100 = 100%	**4**

6	School compliance and performance improvement: Maximum 12 points on this performance measure	c) If the LG has collected and compiled EMIS return forms for all registered schools from the previous FY year: • If 100% score: 4: • Between 90 – 99% score 2 • Below 90% score 0	Apac Municipal Council collected and compiled OTIMS return forms for all registered schools from previous FY as follows; 12 UPE schools with a total enrolment of 16,004 pupils, 3 USE school with a total enrolment of 1,973 students. The approved budget for FY 2023/24 has these schools reflected on pages (40-41)/72(UPE) and 42/72(USE) in agreement with OTIMS To calculate level of compliance; 15/15x100=100%	**4**

Human Resource Management and Development

7	Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision Maximum 8 points on this performance measure	a) Evidence that the LG has budgeted for a head teacher and a minimum of 7 teachers per school or a minimum of one teacher per class for schools with less than P.7 for the current FY: Score 4 or else, score: 0	The LG budgeted for a head teacher and a minimum of 7 teachers per school for the current FY year at UGX 1,658,918,000/-as reflected on page 39/72 of the approved budget estimates for FY 2023/2024.	**4**
7	Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision Maximum 8 points on this performance measure	b) Evidence that the LG has deployed teachers as per sector guidelines in the current FY, Score 3 else score: 0	Apac Municipal Council had deployed teachers as per sector guidelines in the current FY. According to staff lists of the three sampled primary schools, teachers were deployed as follows: 1. Owang PS had 16 teachers and a head teacher. The attendance register on 12th and 13th October 2023 confirmed these teachers to be on the ground as deployed. 2. Atopi PS had 14 teachers and a head teacher deployed. The attendance register 26th and 27th September 2023 confirmed these teachers to be on the ground. 3. Apac Model PS had 14 teachers and a head teacher deployed. Attendance register between 24th and 25th November 2023, confirmed these teachers to be on the ground as deployed.	**3**

7	Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision Maximum 8 points on this performance measure	c) If teacher deployment data has been disseminated or publicized on LG and or school notice board, score: 1 else, score: 0	Lists of deployment were displayed in head teachers' offices in the schools that were sampled and visited. At Owang primary school, the deployed list had 17 teachers. At Atopi and Apac Model primary schools, teacher deployment data were clearly displayed on the notice boards indicating 15 government teachers each. At the district, the deployment list was displayed the notice board of the education department.	**1**
8	Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps. Maximum 8 points on this performance measure	a) If all primary school head teachers have been appraised with evidence of appraisal reports submitted to HRM with copt to DEO/MEO Score: 2 or else, score: 0	Apac Municipal Council had 12 Primary Schools. The Assessor reviewed 10 appraisal reports as follows; 1. Atala Hillary Head teacher of Apac Model Primary School was appraised by Odoch Douglas on 31st December 2022 2. Okuta Chris Head teacher of Okodomac Primary School was appraised by Odoch Douglas on 7th December 2022 3. Abich Tonny Head teacher of Awir Primary School was appraised by Akullu Stella on 31st December 2022 4. Omara Ben Head teacher of Apac Model Primary School was appraised by Akullu Stella on 31st December 2022 5. Otim Ray Head teacher of Atopi Prison Primary School was appraised by Akullu Stella on 31st December 2022 6. Ngura Tom Obia Head teacher of Atopi Primary School was appraised by Edyer Tonny on 1st December 2022 7. Aciro Evaline Gloria Head teacher of Apac Model Primary School was appraised by Ongu Patrick Elvis on 31st December 2022 8. Okabo Dickson Head teacher of Apac Primary School was appraised by Edyel Tonny on 30th December 2022 9. Acama Betty Lidya Head teacher of Arocha Annex Primary School was appraised by Odoch Douglas on 12th December 2022 10. Opio Isaac Head teacher of Atudu Annex Primary School was appraised by Adoch Douglas on 3rd December 2022	**2**

8	Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps. Maximum 8 points on this performance measure	b) If all secondary school head teachers have been appraised by D/CAO (or Chair BoG) with evidence of appraisal reports submitted to HRM Score: 2 or else, score: 0	Apac Municipal Council had 3 Secondary Schools and the respective Head teachers were appraised by the respective Senior Assistant Town Clerk as follows; 1. Oyera Donald Aquila Head teacher of Maruzi Seed SS was appraised by Ongu Patrick Elvis on 18th December 2022 2. Edeu John Justine Head teacher of Apac SS was appraised by Akullu Stella on 2nd February 2023. 3. Okello Paul Head teacher of St. Fransisca Girls SS was appraised by Ongu Patrick Elvis on 3rd January 2023	**2**
8	Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps. Maximum 8 points on this performance measure	c) If all staff in the LG Education department have been appraised against their performance plans score: 2. Else, score: 0	During the FY 2022/2023, Apac MC had 5 staff in the LG Education department and were appraised as follows; 1. The Municipal Education Officer Opio James was appraised by the Town Clerk Mangasa Stanlaos on 30th June, 2023; 2. The Senior Inspector of Schools Opio Moses was appraised by the Municipal Education Officer Opio James on 13th April 2023 3. The Inspector of Schools Oneke Phillips was appraised by the Municipal Education Officer Opio James on 30th June 2023. 4. The Education Officer Guidance and Counseling Akello Molly Grace was appraised by the Municipal Education Officer Opio James on 29th June 2023. 5. The Sports Officer Ekuka Felix Kennedy was appraised by the Municipal Education Officer Opio James on 24th June 2023.	**2**
8	Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps. Maximum 8 points on this performance measure	d) The LG has prepared a training plan to address identified staff capacity gaps at the school and LG level, score: 2 Else, score: 0	The LG Education department had a training plan for FY 2022/2023 dated 4th July 2022. The plan had out puts like; Kids Athletics refresher course, Ball games refresher course, Scout/Guide training, MDD teachers trained and SMC/PTA trained.	**2**

Management, Monitoring and Supervision of Services.

9	Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines. Maximum 8 points on this performance measure	a) The LG has confirmed in writing the list of schools, their enrolment, and budget allocation in the Programme Budgeting System (PBS) by December 15th annually. If 100% compliance, score:2 or else, score: 0	Apac Municipal Council confirmed in writing the list of schools, their enrolment and budget allocation in the Programme Budgeting System in a letter written by the TC on 26th October 2022. The letter was received by the PS MoES on 28th October 2022.	**2**
9	Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines. Maximum 8 points on this performance measure	b) Evidence that the LG made allocations to inspection and monitoring functions in line with the sector guidelines. If 100% compliance, score:2 else, score: 0	The LG made allocation of UGX 9,376,000/- to inspection and monitoring as per the approved budget of FY 2022/23, to cover printing, stationery, travel inland and welfare and entertainment. Quarter 4 report indicated these activities on pages 50/114	**2**
9	Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines. Maximum 8 points on this performance measure	c) Evidence that LG submitted warrants for school's capitation within 5 days for the last 3 quarters If 100% compliance, score: 2 else score: 0	There was evidence that the MC made timely submission of warrants for school's capitation grants for the last FY as follows; Quarter 1 warrants for school's capitation grants were submitted on 5th August 2022 which was the same MoFPED approved. Quarter 3 warrants for school's capitation grants were submitted on 16th January 2023 which was 3 working days after approval from MoFPED on 11th January 2023. Quarter 4 warrants for school's capitation grants were submitted on 24th April 2023 which was 2 working days after approval by MoFPED 20th April 2023.	**2**

9	Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines. Maximum 8 points on this performance measure	d) Evidence that the LG has invoiced and the DEO/ MEO has communicated/ publicized capitation releases to schools within three working days of release from MoFPED. If 100% compliance, score: 2 else, score: 0	There was evidence the MEO publicized all the quarterly financial releases to the health facility notice boards as per the circular dated 2nd June 2023.	**2**
10	Routine oversight and monitoring *Maximum 10 points on this performance measure*	a) Evidence that the LG Education department has prepared an inspection plan and meetings conducted to plan for school inspections. • If 100% compliance, score: 2, else score: 0	The LG prepared an inspection plan for the FY 2022/23 which was 10th June 2022. The department highlighted the following issues in the plan; Inspection of teaching and learning, Monitoring school health and sanitation, management and governance. A pre-inspection coordination meeting was held on 2nd September 2022 to plan for the inspection of term 3 of 2022. This meeting was attended by 5 people and they resolved to do the e-inspection within 2 weeks. . Another meeting was held on 12th May 2023 to plan for the e-inspection of term 2 of 2023. In Min 04/05/2023 the meeting agreed on the route chart.	**2**
10	Routine oversight and monitoring *Maximum 10 points on this performance measure*	b) Percent of registered UPE schools that have been inspected and monitored, and findings compiled in the DEO/MEO's monitoring report: • If 100% score: 2 • Between 80 – 99% score 1 • Below 80%: score 0	The LG inspected and monitored UPE schools and findings were compiled as follows: The inspection report for term 3 of 2022, dated 22nd December 2022, indicated that all the 12 government aided schools were inspected. Term 1 of 2023 inspection report was dated 24th April 2023 indicated that 16 primary schools were inspected, including all the 12 government aided schools. The inspection report for term 2 of 2023 dated 22nd June 2023, indicated that 39 primary schools were inspected including all the 12 government aided schools. Hence average number of schools inspected was (12+12+12)/3 = 12 Therefore, percentage compliance was 12/12X100= 100%	**2**

10	Routine oversight and monitoring *Maximum 10 points on this performance measure*	c) Evidence that inspection reports have been discussed and used to recommend corrective actions, and that those actions have subsequently been followed-up, Score: 2 or else, score: 0	There was no evidence that inspection reports were discussed and used to recommend corrective actions, and that those actions have subsequently been followed-up at the Municipal Council level as there were no pos- inspection meetings. However at the school level: A visit to the sampled schools showed that: At Owang P/S inspectors signed in the visitors' book on 4th June 2023, 18th October 2022, 12th March 2023, and made recommendations to the head teacher. At Apac Model PS inspectors signed the visitors' book on 10th March 2023, 17th October 2022, and 3rd June 2023, and made recommendations to the head teacher. At Atopi PS inspectors signed the visitors' book on 21st October 2022, 17th March 2023, 7th June 2023, and left inspection reports with the head teacher	**0**
10	Routine oversight and monitoring *Maximum 10 points on this performance measure*	d) Evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 or else score: 0	There was no evidence that the DIS and DEO presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES) However, at the three schools sampled inspection reports were presented to the head teachers on the following date: At Owang P/S on 4th June 2023, 18th October 2022 and 12th March 2023, At Apac Model PS on 10th March 2023, 17th October 2022, and 3rd June 2023. At Atopi PS on 21st October 2022, 17th March 2023, 7th June 2023. However, Inspection reports for term 1 and 3 of 2023, and term 3 of 2022, had not been received by DES by the time of assessment	**0**

10	Routine oversight and monitoring *Maximum 10 points on this performance measure*	e) Evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results, LG PAC reports etc. during the previous FY: score 2 or else score: 0	The minutes for the Health and Education Committee which is the Council Committee responsible for education met and discussed delivery for the meeting held on 31st 19th August 2022 under Min 6/8//2022 Presentation of Reports on monitoring and inspection reports and deliberated upon by the committee. The following recommendations to the issues were made: - Procurement of the Education Departmental vehicle to strengthen the inspection of schools in the MC and ensure that teachers are at schools. - Recruitment of more staff - More allocation of local revenue to the Education Department - Procurement of more desks - Construction of more classrooms	**2**
11	Mobilization of parents to attract learners *Maximum 2 points on this performance measure*	Evidence that the LG Education department has conducted activities to mobilize, attract and retain children at school, *score: 2 or else score: 0*	Apac Municipal Council Education department carried out mobilization activities to mobilize, attract and retain children at school. For example, A talk show on 29th June 2022 on Radio Apac 92.9 FM mobilized parents to enroll their children in the newly constructed Seed School. The discussants were PCDO, MEO, TC and The Secretary of Education. Earlier on in the of 29th June 2022 the discussants on the radio held a physical meeting with the community from 9;00 am to 3:00 pm, to mobilize the community to support Arocha Seed Secondary School. Photos taken in the meeting and while in the studio were seen.	**2**

Investment Management

12	Planning and budgeting for investments *Maximum 4 points on this performance measure*	a) Evidence that there is an up-to-date LG asset register which sets out school facilities and equipment relative to basic standards, *score: 2, else score: 0*	There was evidence that Apac Municipal Council had an up to-date assets register. The asset register dated 30th January, 2023 was found to contain information similar to the one picked from the sampled schools. For example; Owang, Atopi and Apac Model Primary Schools had 167, 238 and 168 desks respectively.	**2**

12	Planning and budgeting for investments *Maximum 4 points on this performance measure*	b) Evidence that the LG has conducted a desk appraisal for all sector projects in the budget to establish whether the prioritized investment is: (i) derived from the LGDP III; (ii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, DDEG). If appraisals were conducted for all projects that were planned in the previous FY, *score: 1 or else, score: 0*	The desk appraisal report dated 12th December 2022 indicated that the Education Development implemented projects in the previous FY 2022/2023 were appraised as per the details below; • Construction of Five- Stance Drainable Latrine at Awiri Primary school in Arocha Division (AMC Development Plan 104, and 142) • Construction of Five- Stance Drainable Latrine at Owand Primary school in Atik Division (AMC Development Plan 104, and 142) • Construction of Single Staff house at Arocha Annex in Agulu Division ((AMC Development Plan 104, and 142) The report recommended for the field appraisal, social and environmental screening of the above project.	**1**
12	Planning and budgeting for investments *Maximum 4 points on this performance measure*	c) Evidence that the LG has conducted field Appraisal for (i) technical feasibility; (ii) environmental and social acceptability; and (iii) customized designs over the previous FY, score 1 else score: 0	The field appraisal report dated 12th December 2022 indicated that the Education Development implemented projects in the previous FY 2022/2023 were appraised i) technical feasibility; ii) environmental and social acceptability; and (iii)customized designs as per the details below; • Construction of Five- Stance Drainable Latrine at Awiri Primary school in Arocha Division (AMC Development Plan 104, and 142) at a cost of Ushs 30,000,000 • Construction of Five- Stance Drainable Latrine at Owand Primary school in Atik Division (AMC Development Plan 104, and 142) at a cost of Ushs 30,000,000 • Construction of Single Staff house at Arocha Annex (Agulu) in Agulu Division ((AMC Development Plan 104, and 142) at a cost of Ushs 85,000,000 The filed appraisal was carried out by the following Officers: Municipal Engineer – Odongo Francis Municipal Environemtn Officer – Otim Samuel PCDO – Aguti Joyce Municipal Education Officer – Opio James	**1**

13	Procurement, contract management/execution *Maximum 9 points on this performance measure*	a) If the LG Education department has budgeted for and ensured that planned sector infrastructure projects have been approved and incorporated into the procurement plan, *score: 1, else score: 0*	There was no Seed Secondary School projects planned for in the approved PDP by Mangasa Stansloas for FY 2023/2024 dated 30th June 2023 and submitted to PPDA on 31st July 2023.	**1**
13	Procurement, contract management/execution *Maximum 9 points on this performance measure*	b) Evidence that the school infrastructure was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold) before the commencement of construction, *score: 1, else score: 0*	There was evidence that the school infrastructure projects in FY 2022/2023 were approved by the Contracts Committee. For instance; • Construction of a 5 stance drainable latrine at Awiri P/S was approved by the Contracts Committee in a meeting held on 10th April 2023 under minute number 042/2023 and awarded to M/S Tonica Engineering Works Ltd at a contract price of UGX 29,767,960. • Construction of a single staff house with kitchen at Agulu P/S was approved by the Contracts Committee on 1st December 2022 under minute number 026/2022 and awarded to M/S Shalak Uganda Ltd at a contract price of UGX 81,116,091. • Construction of 5 stance drainable latrine at Wang P/S, was approve by the Contracts Committee on 10th April 2023 under minute number 042/2023 and awarded to M./S Kasase Enterprises Ltd at a contract price of UGX 29,089,614.	**1**
13	Procurement, contract management/execution *Maximum 9 points on this performance measure*	c) Evidence that the LG established a Project Implementation Team (PIT) for school construction projects constructed within the last FY as per the guidelines. *score: 1, else score: 0*	There was evidence that Apac MC established a PIT for school construction projects constructed within the FY 2022/2023. For instance; • A letter by Town Clerk appointing the following as members of PIT for construction of a single staff house and kitchen at Agulu P/S was dated 9th January 2023; Opio James the Municipal Education Officer, Otim Samuel the Environment Officer, Ayugi Joan the physical Planner, Aguti Joyce the Principal CDO as a member. An appointment letter by Town Clerk dated 9th January 2023 appointing Owiny Tom as a Clerk of Works for the construction of single staff house with kitchen at Arocha Annex P/S was presented.	**1**

13	Procurement, contract management/execution *Maximum 9 points on this performance measure*	d) Evidence that the school infrastructure followed the standard technical designs provided by the MoES *Score: 1, else, score: 0*	There was no Seed Secondary School projects planned for in the revised approved PDP for FY 2022/2023 by Mangasa Stansloas the dated 27th June 2023 and submitted to PDU on 14th July 2023	**1**
13	Procurement, contract management/execution *Maximum 9 points on this performance measure*	e) Evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the previous FY *score: 1, else score: 0*	There was no Seed Secondary School projects planned for in the approved PDP by Mangasa Stansloas the CAO for FY 2022/2023 dated 27th June 2023 and submitted to PDU on 14th July 2023	**1**

13	Procurement, contract management/execution *Maximum 9 points on this performance measure*	f) If there's evidence that during critical stages of construction of planned sector infrastructure projects in the previous FY, at least 1 monthly joint technical supervision involving engineers, environment officers, CDOs etc .., has been conducted *score: 1, else score: 0*	There was evidence that during critical stages of construction of planned sector infrastructure projects in the FY 2022/2023, at least 1 monthly joint technical supervision involving engineers, environment Officers, CDO was conducted. For instance; • For construction of a 5 stance drainable latrine at Awiri P/S, a report on site snags at Awiri P/S five stance drainable construction dated 14th December 2023 by Odong Francis the Senior Engineer in which he reported defects such as cracks on floor, sagging aprons at the back walls, cracks in walls, no guard rails fitted in the disabled rooms and recommended that project sign post and embossment be put in place was presented. A supervision report for the month of May 2023 dated 29th May 2023 by Odong Francis the project supervisor in which he recommended the contractor to sensitize against any sexual activities and plant trees during the rainy season was presented. • Construction of a single staff house with kitchen at Agulu P/S, minutes of the 1st site meeting held on 23rd March 2023 at Agulu P/C was presented. Attendants included the following among others; Opio James the project manager(MEO), Odong Francis the Senior Civil Engineer, Otim Samuel the Environment Officer, Achola Harriet the Municipal CDO. Under MIN6/3/2023, the Engineer advised the contractor to always record every challenge for use while submitting claims. Minutes of 2nd site meeting held on 20th April 2023 with the following attendants among others was presented; Owiny Tom the Clerk of Works, Odong Francis the Supretendant of Works, Opio James the Project Manager (Municipal Education Officer). A supervision report for February 2023 dated 28th February 2023 in which Mobilisation and Substructure was reported at 9% and 5% respectively and recommended the contractor to improve on qualified personnel was presented. A supervision report dated 28th April 2023 in which Mobilisation and substructure was reported at 96% and 103 % respectively was presented. A Substantial completion certificate to M/S Shalak (U) Ltd issued on 29th May 2023 and signed by Town Clerk, Municipal Environmental Officer, Municipal Engineer and Principal CDO. • For construction of 5 stance drainable latrine at Wang P/S, a certificate of substantial completion to M/S Kasase Enterprises Ltd issued on 29th June 2023 and signed by Town Clerk, Municipal Environmental Officer, Municipal Engineer and Principal CDO was presented. A supervision report for May dated 29th May 2023 by Odong Francis in which mobilisation and setting out was reported at 50% and 100% respectively was presented. A supervision report for June dated 30th June 2023 by Odong Francis in which mobilisation, setting out and basement excavation were reported at 50%, 100% and 85% respectively was presented.	**1**

13	Procurement, contract management/execution *Maximum 9 points on this performance measure*	g) If sector infrastructure projects have been properly executed and payments to contractors made within specified timeframes within the contract, *score: 1, else score: 0*	The sector infrastructure projects were properly executed and payments to contractors were made within the specified timeframes and contract terms. For example; • Construction of Five- Stance Drainable Latrine at Awiri Primary school in Arocha Division, invoice was issued on the 23rd June 2023 and payment process was initiated by MEO on 23rd June 2023 and actual payment done on 28th June 2023 • Construction of Five- Stance Drainable Latrine at Owand Primary school in Atik Division, invoice was issued on the 23rd June 2023 and payment process was initiated by MEO on 23rd June 2023 and actual payment done on 28th June 2023.	**1**
13	Procurement, contract management/execution *Maximum 9 points on this performance measure*	h) If the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30, *score: 1, else, score: 0*	The Municipal Education department submitted their procurement plan for FY 2022/2023 to PDU on the 20th April 2022. Projects included; • Construction of girl's drainable pit latrine at Awiri P/S at a budget of UGX 29,000,000. • Construction of boy's drainable pit latrine at Owang P/S at a budget of UGX 29,000,000. • Construction of single staff house with a kitchen at Agulu P/S (Arocha Annex) at a budget of UGX 85,000,000.	**1**

No.	Performance measure	Scoring guide	Assessment	Score
13	Procurement, contract management/execution *Maximum 9 points on this performance measure*	i) Evidence that the LG has a complete procurement file for each school infrastructure contract with all records as required by the PPDA Law *score 1 or else score 0*	There was evidence that the Municipal Council had complete procurement files for each school infrastructure contract with all records required by the PPDA law. For example; • For Construction of a 5 stance drainable latrine at Awiri P/S; procurement ref: Apac701/WRKS/2022-2023/00007, the file had an evaluation report signed by the Evaluation Committee on 7th April 2023 recommending the award to M/S Tonica Engineering Works Ltd at a bid price of UGX 29,767,960. The Contracts Committee approved the evaluation report in a meeting held on 10th April 2023 under minute number 042/2023 and agreement between parties was signed on the 24th April 2023. • For Construction of a single staff house with Kitchen at Agulu P/S, procurement ref: Apac701/WRKS/2022-2023/00002, the file had an evaluation report signed by the Evaluation Committee on 11th November 2022 recommending award to M/S Shalak Uganda Ltd at a bid price of UGX 81,116,091. The Contracts Committee approved the evaluation report in a meeting held on 1st December 2022 under minute number 026/2022 and agreement between the parties was signed on the 5th January 2023. • For Construction of a 5 stance drainable latrine at Wang P/S, procurement ref: Apac701/WRKS/2022-2023/00008, the file had an evaluation report signed by the Evaluation Committee on 7th April 2023 recommending award to M/S Kasase Enterprises Ltd at a bid price of UGX 29,089,614. The Contracts Committee approved the evaluation report in a meeting held on 10th April 2023 under minute number 042/2023 and agreement between the parties was signed on the 24th April 2022.	**1**

Environment and Social Safeguards

No.	Performance measure	Scoring guide	Assessment	Score
14	Grievance redress: LG Education grievances have been recorded, investigated, and responded to in line with the LG grievance redress framework. *Maximum 3 points on this performance measure*	Evidence that grievances have been recorded, investigated, responded to and recorded in line with the grievance redress framework, score: 3, else score: 0	There was no grievance raised/recorded under Education sector in the log book.	**3**

15	Safeguards for service delivery. *Maximum 3 points on this performance measure*	Evidence that LG has disseminated the Education guidelines to provide for access to land (without encumbrance), proper siting of schools, 'green' schools, and energy and water conservation *Score: 3, or else score: 0*	Apac Municipal Council disseminated the Education guidelines to provide for access to land (without encumbrance), proper siting of schools, 'green schools and energy and water conservation in a dissemination meeting of head teachers held on 15th August 2022. All the 12 head teachers of the government aided schools attended and received the guidelines. These guidelines were found at all the three schools which were sampled.	**3**
16	Safeguards in the delivery of investments *Maximum 6 points on this performance measure*	a) LG has in place a costed ESMP and this is incorporated within the BoQs and contractual documents, *score: 2, else score: 0*	There was evidence that the costed ESMPs were incorporated into the BoQs of the following projects; Contract No. Apac Mc701/wrks/2022-23/00003 by Tonica Engineering Ltd for the construction of five stances drainable latrine at Awiri primary school. There was environment and social safeguards including tree planting at UGX550,000. Contract No. Apac Mc701/wrks/2022-23/00008 by Kasase Ent. Ltd for the construction of five stances drainable latrine at Owang primary school. There was element on safety, health and welfare of the workers at UGX 1,200,000 Contract No. Apac Mc701/wrks/2022-23/00002 by M/S Shalak (U) Ltd for the construction of a single staff house at Agulu primary school. There was item under general matters, environment and safety including planting trees/grasses around the facility at UGX 300,000. Contract No. MoES/UGIFT/WRKS/2022-23/00003 by Alliance Technical Services Ltd for the construction of Arocha Seed secondary school. There was item I for safety, health and welfare for work people at a cost of UGX 43,000,000, sign board for works at UGX 6,000,000.	**2**

16	Safeguards in the delivery of investments *Maximum 6 points on this performance measure*	b) If there is proof of land ownership, access of school construction projects, *score: 1, else score:0*	Certificate of titles, volume LIR112 Folio 18, Plot No. 140, block 1 at Acekele Bugolobi. Ownership – Apac Municpal Council - Arocha seed secondary school. - 16th March 2022. Certificate dated 16th March 2022 and signed by registrer of titles. Memorandum of understanding - Agreement between Apac Municipal Council and Owang primary school dated 24th April 2023. The Management of Owang primary school, danated land freely for the construction of five stance drainable toilets for boy's FY 2022/2023. This was signed by head teacher - Omara Ben, SMC chairperson Ebong, MEO - Opio James and Odiambo David the Town Clerk Memorandum of understanding - Agreement between Apac Municipal Council and Awiri primary school dated 24th April 2023. The Management of Awiri primary school, danated land freely for the construction of five stance drainable toilets for Girls FY 2022/2023. This was signed by head teacher - Eya Godffrey, SMC chairperson - Odic Tobbis, MEO - Opio James and Odiambo David the Town Clerk Memorandum of understanding - Agreement between Apac Municipal Council and Agulu primary school dated 24th April 2023. The Management of Agulu primary school, donated land freely for the construction of staff house with a kitchen FY 2022/2023. This was signed by head teacher - Acam Betty Lydia, SMC chairperson Ojuka Moses, MEO - Opio James and Odiambo David the Town Clerk	**1**
16	Safeguards in the delivery of investments *Maximum 6 points on this performance measure*	c) Evidence that the Environment Officer and CDO conducted support supervision and monitoring (with the technical team) to ascertain compliance with ESMPs including follow up on recommended corrective actions; and prepared monthly monitoring reports, *score: 2, else score:0*	There was no evidence provided that the Environment Officer and the Community Development Officer conducted support supervision for the following projects; 1. Cconstruction of five stances drainable latrine at Awiri primary school. 2. Construction of five stances drainable latrine at Owang primary school. 3. Construction of a single staff house at Agulu primary school. 4. Construction of the Seed secondary school.	**0**

16	Safeguards in the delivery of investments *Maximum 6 points on this performance measure*	d) If the E&S certifications were approved and signed by the environmental officer and CDO prior to executing the project contractor payments *Score: 1, else score:0*	Interim certificate No.2 dated 23rd June 2023 for the construction of five stances drainable latrine at Awiri primary school. Contract No. Apac Mc701/wrks/2022-23/00003 by Tonica Engineering Ltd. The certificate was worth UGX 29,767,966. Certificate was signed by Municipal Environment Officer, Principal Community Development Officer, Municipal Engineer and Town Clerk. Payment was made on 28th June 2023, PV No. 6440003. Interim certificate No.1 dated 23rd June 2023 for the construction of five stances drainable latrine at Owang primary school. Contract No. Apac Mc701/wrks/2022-23/00008 by Kasase Ent. Ltd. The certificate was worth UGX 29,089,614. Certificate was signed by Municipal Environment Officer, Principal Community Development Officer, Municipal Engineer and Town Clerk. Payment was made on 28th June 2023, PV No.26068783 Interim certificate No.1 dated 29th May 2023 for the construction of a single staff house at Agulu primary school. Contract No. Apac Mc701/wrks/2022-23/00002 by M/S Shalak (U) Ltd. The certificate was worth UGX 81,116,091. Certificate was signed by Municipal Environment Officer, Principal Community Development Officer, Municipal Engineer and Town Clerk. Payment was made on 28th June 2023, PV No. 6437376. Interim certificate No.1 dated 23rd June 2023 for the construction of Seed secondary school. Contract No. MoES/UGIFT/WRKS/2022-23/00003 by Alliance Technical Services Ltd. The certificate was worth UGX 3,337,643,526. Certificate was signed by Municipal Environment Officer, Principal Community Development Officer, Municipal Engineer and Town Clerk. Payment was made on 28th June 2023, PV No. 6425188.	**1**

Health Performance Measures

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	New_Outcome: The LG has registered higher percentage of the population accessing health care services. Maximum 2 points on this performance measure	a. If the LG registered Increased utilization of Health Care Services (focus on total deliveries. • By 20% or more, score 2 • Less than 20%, score 0	Apac MC had only one health facility at level II (Biashara HC II), which does not offer obstetric services (deliveries), as per Comprehensive Health Service Standards Manual, 2021 (pages27-28). The facility only offers normal delivery emergency services. Therefore, utilisation of health care services as measured by the percentage difference in total number of deliveries was not applicable.	**2**
2	N23_Service Delivery Performance: Average score in the Health LLG performance assessment. Maximum 4 points on this performance measure	a. If the average score in Health for LLG performance assessment is: • 70% and above, score 2 • 50% - 69%, score 1 • Below 50%, score 0	The average score in Health for LLG performance assessment for Year 2022 was 93% and year 2023 was 100%; therefore, the average score for the health sector in the LLGs was 97%.	**2**
2	N23_Service Delivery Performance: Average score in the Health LLG performance assessment. Maximum 4 points on this performance measure	b. If the average score in the RBF quality facility assessment for HC IIIs and IVs previous FY is: • 75% and above; score 2 • 65 – 74%; score 1 • Below 65; score 0	There was a letter from the Permanent Secretary (Dr. Diana Atwine) Ministry of Health, dated 7th December 2022 (Ref: ADM.45/545/02), addressed to all CAOs on “outstanding RBTF funds”. The letter highlighted a halt in the payment of RBF. Likewise, according to the checklist for Health Specialists (section 5.2.1, 2b) provided by OPM, this indicator is not applicable. To score 0 for all LGs. Indicator to be dropped from the maximum score during analysis.	**0**
3	Investment performance: The LG has managed health projects as per guidelines. Maximum 8 points on this performance measure	a. If the LG budgeted and spent all the health development grant for the previous FY on eligible activities as per the health grant and budget guidelines, score 2 or else score 0.	No IPF/budget provision for the development was given for Health Department in the FY 2022/2023	**2**

3	Investment performance: The LG has managed health projects as per guidelines. Maximum 8 points on this performance measure	b. If the DHO/MMOH, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers score 2 or else score 0	No IPF/budget provision for the development was given for Health Department in the FY 2022/2023	**2**
3	Investment performance: The LG has managed health projects as per guidelines. Maximum 8 points on this performance measure	c. If the variations in the contract price of sampled health infrastructure investments are within +/- 20% of the MoWT Engineers estimates, score 2 or else score 0	Apac MC did not plan for any health infrastructure project in the revised PDP for FY 2022/2023 dated 27th June 2023 but submitted to PPDA on 14th July 2023.	**2**
3	Investment performance: The LG has managed health projects as per guidelines. Maximum 8 points on this performance measure	d. Evidence that the health sector investment projects implemented in the previous FY were completed as per work plan by end of the FY • If 100 % Score 2 • Between 80 and 99% score 1 • less than 80 %: Score 0	Apac MC did not plan for any health infrastructure project(Health centre upgrades) in the revised PDP for FY 2022/2023 dated 27th June 2023 but submitted to PPDA on 14th July 2023.	**2**
4	Achievement of Standards: The LG has met health staffing and infrastructure facility standards Maximum 4 points on this performance measure	a. Evidence that the LG has recruited staff for all HCIIIs and HCIVs as per staffing structure • If above 90% score 2 • If 75% - 90%: score 1 • Below 75 %: score 0	This indicator is not applicable, as Apac MC did not have any HC IV or HC III. The MC had only one HC II (i,e Biashara HC II).	**2**
4	Achievement of Standards: The LG has met health staffing and infrastructure facility standards Maximum 4 points on this performance measure	b. Evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs. • If 100 % score 2 or else score 0	Apac MC did not plan for any health infrastructure project(Health centre upgrades) in the revised PDP for FY 2022/2023 dated 27th June 2023 but submitted to PPDA on 14th July 2023	**2**

Performance Reporting and Performance Improvement

5	Accuracy of Reported Information: The LG maintains and reports accurate information Maximum 4 points on this performance measure	a. Evidence that information on positions of health workers filled is accurate: Score 2 or else 0	There was evidence that information on positions of health workers filled was accurate. The Assessor reviewed the staff list from the MMOH's office (dated 03rd July 2023) and checked the staff list and duty attendance roster for the health facility (Biashara HC II) dated 6th December 2023, signed by the In-Charge, Akello Beatrice (Enrolled Midwife). It was established that the staff list from the MMOH's office was consistent with records of staff at Biashara HC II. The HC had 16 health workers. Note: The MC had only one Government health facility i.e Biashara HC II.	**2**
5	Accuracy of Reported Information: The LG maintains and reports accurate information Maximum 4 points on this performance measure	b. Evidence that information on health facilities upgraded or constructed and functional is accurate: Score 2 or else 0	From MMOH's office, it was noted that there was no health facility constructed or upgraded in the last FY 2022/2023. This information was collaborated with the Annual PBS report for FY 2022/2023 (signed on 28th July 2023 by the Town Clark), and was confirmed as accurate.	**2**
6	Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support. Maximum 14 points on this performance measure	a) Health facilities prepared and submitted Annual Workplans & budgets to the DHO/MMOH by March 31st of the previous FY as per the LG Planning Guidelines for Health Sector: • Score 2 or else 0	There was evidence that the health facility (i.e Biashara HC II) prepared and submitted Annual Work plan and Budget to the MMOH by 31st March 2023. The document was prepared by the In-Charge (Akello Beatrice) on 30th March 2023 and was verified by the Chairperson HUMC (Akao-Erach Praxeda Catherine) on 30th March 2023. It was received on 30th March 2023 by the Ag. MMOH (Okeng David L).	**2**

6	Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support. Maximum 14 points on this performance measure	b) Health facilities prepared and submitted to the DHO/MMOH Annual Budget Performance Reports for the previous FY by July 15th of the previous FY as per the Budget and Grant Guidelines : • Score 2 or else 0	Biashara HCII submitted an Annual Budget Performance Report the previous FY (prepared by In-Charge on 15th July 2023 and received by MMOH on 15th July 2023).	**2**
6	Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support. Maximum 14 points on this performance measure	a) Health facilities have developed and reported on implementation of facility improvement plans that incorporate performance issues identified in monitoring and assessment reports • Score 2 or else 0	From the review of the performance improvement plan for FY 2023/2024 for Biashara HC II (signed by the In-Charge on 20th July 2023 and endorsed by HUMC Chairperson), it was established that the plan incorporated performance issues. The health facility planned to increase: new OPD visits for under 5s, 1st and 4th ANC visits, postnatal care attendance (at 6 hours and 6 weeks), among others. In addition, the PIP highlighted the planed strategies and activities to mitigate the challenges that were identified.	**2**

6	Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support. Maximum 14 points on this performance measure	d) Evidence that health facilities submitted up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter) If 100%, • score 2 or else score 0	There was 100% timely submission of up to date monthly and quarterly HMIS reports for Biashara HC II. The Assessor reviewed all the monthly HMIS reports (HMIS 105) for the FY 2022/2023 submitted by the in-charge (Akello Beatrice, Enrolled Midwife). The submissions were as follows: **HMIS 105:** • July 2022: 05/08/2022 • August 2022: 05/09/2022 • September 2022: 04/10/2022 • October 2022: 07/11/2022 • November 2022: 06/12/2022 • December 2022: 06/01/2023 • January 2023: 06/02/2023 • February 2023: 07/03/2023 • March 2023: 06/04/2023 • April 2023: 05/05/2023 • May 2023: 06/06/2023 • June 2023: 05/07/2023 Note: The health facility was not offering ART and TB care services, which was in tandem with the Comprehensive Health Service Standards Manual, 2021 (pages 27). Therefore, it was not required to submit quarterly (HMIS 106a) reports.	**2**
6	Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support. Maximum 14 points on this performance measure	e) Evidence that Health facilities submitted RBF invoices timely (by 15th of the month following end of the quarter). If 100%, score 2 or else score 0 Note: Municipalities submit to districts	There was a letter from the Permanent Secretary (Dr. Diana Atwine) Ministry of Health, dated 7th December 2022 (Ref: ADM.45/545/02), addressed to all CAOs on “outstanding RBTF funds”. The letter highlighted a halt in the payment of RBF. Likewise, according to the checklist for Health Specialists (section 5.2.1, 6e) provided by OPM, this indicator is not applicable. To score 0 for all LGs. Indicator to be dropped from the maximum score during analysis.	**0**

6	Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support. Maximum 14 points on this performance measure	f) If the LG timely (by end of 3rd week of the month following end of the quarter) verified, compiled and submitted to MOH facility RBF invoices for all RBF Health Facilities, if 100%, score 1 or else score 0	There was a letter from the Permanent Secretary (Dr. Diana Atwine) Ministry of Health, dated 7th December 2022 (Ref: ADM.45/545/02), addressed to all CAOs on “outstanding RBTF funds”. The letter highlighted a halt in the payment of RBF. Likewise, according to the checklist for Health Specialists (section 5.2.1, 6e) provided by OPM, this indicator is not applicable. To score 0 for all LGs. Indicator to be dropped from the maximum score during analysis.	**0**
6	Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support. Maximum 14 points on this performance measure	g) If the LG timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports. If 100%, score 1 or else score 0	The MC provided letters of submission as evidence to show that they timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports to the Planner as required. Q1 Budget Performance Report was submitted on the 06th October 2022 Ref: No. CR/AMC/211/2 received by the Economic Planner on the same date Q2 Budget Performance Report was submitted on the 05th January 2023 Ref: No. CR/AMC/211/2 received by the Economic Planner on the same date Q3 Budget Performance Report was submitted on the 06th April 2023 Ref: No. CR/AMC/211/2 received by the Economic Planner on the same date Q4 Budget Performance Report was submitted on the 06th April 2023 Ref: No. CR/AMC/211/2 received by the Economic Planner on the same date and was submitted on the 18th July 2023	**1**

6	Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support. Maximum 14 points on this performance measure	h) Evidence that the LG has: i. Developed an approved Performance Improvement Plan for the weakest performing health facilities, score 1 or else 0	Whereas an Approved Performance Improvement Plan for Biashara HC II (the only health facility in the MC) was availed, there was no evidence that the plan was for improvement of that facility. Moreover, the plan only highlighted Aduku HC IV, which is found in Kwania DLG. It was prepared by Dr. Okino David (MMOH) on 3rd July 2022 and approved by Mongasa Stanslaos (Town Clark) on 3rd July 2022.	**0**
6	Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support. Maximum 14 points on this performance measure	ii. Implemented Performance Improvement Plan for weakest performing facilities, score 1 or else 0	There was no evidence that the MC implemented the Performance Improvement Plan.	**0**

Human Resource Management and Development

7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required). Maximum 9 points on this performance measure	a) Evidence that the LG has: i. Budgeted for health workers as per guidelines/in accordance with the staffing norms score 2 or else 0	There was evidence that the LG budgeted for health workers in accordance with the staffing norms. According to the MC approved Budget Estimates for the FY 2023/2024 (page 33), it was noted that the MC recurrent salary for health workers was UGX 297,553,000. The budgeted salary was for 07 health workers **(77.8%)** out of 09 health workers (see staff list dated 3rd July 2023), as per the Health Sub Programme Grant, Budget and Implementation Guidelines for LGs, FY 2023/ 2024 (pages 72-84). In addition, the salary was to cater for the health workers at the 4 Town Council headquarters and MMOH’s office.	**2**

7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required). Maximum 9 points on this performance measure	a) Evidence that the LG has: ii. Deployed health workers as per guidelines (all the health facilities to have at least 75% of staff required) in accordance with the staffing norms score 2 or else 0	According to the deployment list dated 03rd July 2023 (signed by Okeng David L, Health Educator), Biashara HC II had a total of 07 health workers out of 09 staffing norm, as per the Health Sub Programme Grant, Budget and Implementation Guidelines for LGs, FY 2023/ 2024 (pages 72-84). Hence, $\frac{7}{9}$ X 100 = **77.8%** Therefore, the MC deployed health workers as per guidelines (at least 75% of staff required) in accordance with the staffing.	**2**
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required). Maximum 9 points on this performance measure	b) Evidence that health workers are working in health facilities where they are deployed, score 3 or else score 0	There was evidence that health workers were working in health facilities where they were deployed. The Assessor reviewed the health workers' deployment list from the MMOH's office (03rd July 2023) and checked the duty roster, work attendance register and the staff list (dated 1st July 2023) at Biashara HC III. It was established that the health workers' deployment list was consistent with records of staff working at the health facility. There were 07 health workers deployed and working at the health facility.	**3**
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required). Maximum 9 points on this performance measure	c) Evidence that the LG has publicized health workers deployment and disseminated by, among others, posting on facility notice boards, for the current FY score 2 or else score 0	There was evidence that the MC had publicized health worker's deployment and disseminated this, as evidenced by the display of the list of deployed health workers on health facility's notice board. At Biashara HC II, the displayed staff list (dated 1st July 2023) indicated the name of the facility, name of the staff, cadre, and gender, telephone numbers.	**2**
8	Performance management: The LG has appraised, taken corrective action and trained Health Workers. Maximum 6 points on this performance measure	a) Evidence that the DHO/MMOHs has: i. Conducted annual performance appraisal of all Health facility In-charges against the agreed performance plans and submitted a copy to HRO during the previous FY score 1 or else 0	There was only 1 health facility in charge who was appraised against the agreed performance plans were done and submitted to HRO during the previous FY was as below; 1. Akello Beatrice Enrolled Midwife incharge of Biashara Health Centre II was appraised by Dr. Okino David PMO on 30th June 2023	**1**

8	Performance management: The LG has appraised, taken corrective action and trained Health Workers. Maximum 6 points on this performance measure	ii. Ensured that Health Facility In-charges conducted performance appraisal of all health facility workers against the agreed performance plans and submitted a copy through DHO/MMOH to HRO during the previous FY score 1 or else 0	There was only 1 health facility and the in-charges conducted performance appraisals of health facility workers against their agreed performance plans as follows; 1. Ogwal Tom a porter was appraised by Akello Beatrice Enrolled Midwife on 30th June 2023 2. Opio Geoffrey Nursing Assistant was appraised by Akello Beatrice Enrolled Midwife on 30th June 2023 3. Omo Tom Oyuru Porter was appraised by Akello Beatrice Enrolled Midwife on 30th June 2023 4. Adoko Dickens Askari was appraised by Akello Beatrice Enrolled Midwife on 30th June 2023 5. Adongo Isabella Health Assistant was appraised by Akello Beatrice Enrolled Midwife on 30th June 2023	**1**
8	Performance management: The LG has appraised, taken corrective action and trained Health Workers. Maximum 6 points on this performance measure	iii. Taken corrective actions based on the appraisal reports, score 2 or else 0	There were no major gaps that needed corrective action based on appraisals conducted. All appraisal reports pointed to good performance by the staff appraised	**2**
8	Performance management: The LG has appraised, taken corrective action and trained Health Workers. Maximum 6 points on this performance measure	b) Evidence that the LG: i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0	There was evidence that the MC conducted training of health workers (Continuous Professional Development) in accordance to the training plan. A report (dated 26th August 2022) on “braining of health workers on nutrition in pregnancy” was availed. It was prepared by Adongo Isabella (Health Assistant) any received by MMOH on 29th August 2022. The topic, on which the training was conducted, was reflected in the training plan (dated 1st July 2022). The plan was prepared by the Continuous Medical Education (CME) Focal Person (Adongo Isabella).	**1**

8	Performance management: The LG has appraised, taken corrective action and trained Health Workers. Maximum 6 points on this performance measure	ii. Documented training activities in the training/CPD database, score 1 or else score 0	There was evidence that the MC carried out training activities and documented these activities in the training database. The evidence was established from bthe Continuous Medical Education (CME) book. For example, the training mentioned in 8b(i) above (nutrition in pregnancy) was documented in the book/ database on 29th August 2023.	**1**

Management, Monitoring and Supervision of Services.

9	N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum 9 points on this performance measure	a. Evidence that the CAO/Town Clerk confirmed the list of Health facilities (GoU and PNFP receiving PHC NWR grants) and notified the MOH in writing by September 30th if a health facility had been listed incorrectly or missed in the previous FY, score 2 or else score 0	There was evidence that the Town Clerk notified the MoH in writing (by September 30th) about the status of list of health facilities (receiving PHC NWR grants) if correct or wrong in the previous FY. A letter (dated 13th September 2023, Ref. CR/AMC/211/2) from Town Clerk to Permanent Secretary, MoH, on “confirmation of health facility receiving PHC-NWG for FY 2023/2024” was availed. Only one health facility was highlighted to have been receiving PHC funds. The letter was received at the Registry, MOH on 15th September 2023. The remarks on the list showed that the health facility was receiving finds as planned.	**2**
9	N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum 9 points on this performance measure	b. Evidence that the LG made allocations towards monitoring service delivery and management of District health services in line with the health sector grant guidelines (15% of the PHC NWR Grant for LLHF allocation made for DHO/MMOH), score 2 or else score 0.	The documentary evidence indicated that the LG allocated 15% towards monitoring service delivery and management of District health services which was in line with the health sector grant as per the guidelines as per the computations below; The DHOs budget as per the Approved budget page 24 was Ushs 56,481,000 and the allocation was Ushs 10,166,500 which was 18%. 10,166,500/56,481,000 x 100 = 18% Hence being compliant.	**2**

9	N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum 9 points on this performance measure	c. If the LG made timely warranting/verification of direct grant transfers to health facilities for the last FY, in accordance to the requirements of the budget score 2 or else score 0	There was evidence that the LG made timely submission of warrants to health facilities for the last FY, in accordance to the requirements of the budget the 4 quarters. as per the dates from the IFMS; Quarter 1 warrants direct grant transfers to health facilities were submitted on 11th August 2022 the same day MoFPED approved the warrants. Quarter 2 warrants for direct grant transfers to health facilities were submitted on 18th October 2023 after 2 working days MoFPED approved the warrants on 14th October 2022 Quarter 3 warrants for direct grant transfers to health facilities were submitted on 23rd January 2023 after 2 working days MoFPED approved the warrants on 19th January 2023 Quarter 4 warrants for direct grant transfers to health facilities were submitted on 4th May 2023 the same day MoFPED approved the warrants. From the above, the MC was compliant since all quarterly warrants were made in accordance to the requirements. There was evidence that the LG did not invoice and communicate all PHC NWR Grant transfers for the previous FY to schools as per the verified transfer vouchers below; Quarter 1 was invoiced on 9th August 2022 which was 2 working days after the release of funds from MoFPED on 5th August 2022 Quarter 2 was invoiced on 21st October 2022 which was 3 days after the release of funds from MoFPED.18th October 2022 Quarter 3 was invoiced on 16th January 2023 which was 2 days after release of funds from MoFPED on.11th January 2023. Quarter 4 was invoiced on 24th April 2023 which was 10days after release of funds from MoFPED on 20th April 2023. The invoicing for all the quarter were within 5 working days hence the MC being compliant.	**2**

9	N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum 9 points on this performance measure	d. If the LG invoiced and communicated all PHC NWR Grant transfers for the previous FY to health facilities within 5 working days from the day of receipt of the funds release in each quarter, score 2 or else score 0	There was evidence that the LG invoiced and communicated all PHC NWR Grant transfers for the previous FY to schools as per the verified transfer vouchers below; Quarter 1 was invoiced on 9th August 2022 which was 2 working days after the release of funds from MoFPED on 5th August 2022 Quarter 2 was invoiced on 21st October 2022 which was 3 days after the release of funds from MoFPED.18th October 2022 Quarter 3 was invoiced on 16th January 2023 which was 2 days after the release of funds from MoFPED.11th January 2023. Quarter 4 was invoiced on 24th April 2023 which was 10days after the release of funds from MoFPED on 20th April 2023. The invoicing for the quarter was within 5 working days hence the MC being compliant.	**2**
9	N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum 9 points on this performance measure	e. Evidence that the LG has publicized all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED- e.g. through posting on public notice boards: score 1 or else score 0	There was evidence the MC publicized all the quarterly financial releases to the health facility notice boards as per the circular dated 27th June 2023. However, the circular was for all the quarters and not quarter specific and without showing the date of the financial releases hence not being compliant.	**0**

10	Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities. Maximum 7 points on this performance measure	a. Evidence that the LG health department implemented action(s) recommended by the DHMT Quarterly performance review meeting (s) held during the previous FY, score 2 or else score 0	There was evidence that the MC health department implemented action (s) recommended by the MHT Quarterly performance review meeting(s). For example, in MHT quarter 4 review meeting (under Min. 6/21/6/2023: Discussion and wan forward) held on 21st June 2023, it was noted that the MC need to increase on the outreach points to improve access to immunisation services. Relatedly, the Ag. Principal Health Inspector wrote to the In-Charge, Biashara HC II, Apac MC (letter dated 29th June 2023, Ref. CR/AMC/211/2) to create additional/ mobile Expanded Programme on Immunisation (EPI) service points.	**2**
10	Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities. Maximum 7 points on this performance measure	b. If the LG quarterly performance review meetings involve all health facilities in charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department, score 1 or else 0	Review of the quarterly performance review meeting attendance lists indicated that in charge of Biashara HC II and other key stakeholders like DTC, Mayor, Secretary for Health, Chair HUMC, Media, CDO, SATC, Implementing Partners e.g JCRC, among others. The meetings were held as follows: Quarter 1 meeting: held on 30th August 2022. Quarter 2 meeting: held on 11th January 2023. Quarter 3 meeting: held on 18th April 2023. Quarter 4 meeting: held on 21st June 2023.	**1**

10	Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities. Maximum 7 points on this performance measure	c. If the LG supervised 100% of HC IVs and General hospitals (including PNFPs receiving PHC grant) at least once every quarter in the previous FY (where applicable) : score 1 or else, score 0 If not applicable, provide the score	This indictor is not applicable. The MC had no HC IV or HC III. However, the MC had Biashara HC II, which was supervised 100% in the previous FY as follows. Quarter 1: Supervision report dated 22nd September 2022 was compiled by Adongo Isabella (Health Assistant). Quarter 2: Supervision report dated 8th December 2022 was compiled by Okeng David L (Health Educator). Quarter 3: Supervision report dated 12th April 2023 was compiled by Dr. Okino David (MMOH). Quarter 4: Supervision report dated 23rd June 2023 was compiled by Okeng David L (Health Educator).	**1**
10	Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities. Maximum 7 points on this performance measure	d. Evidence that DHT/MHT ensured that Health Sub Districts (HSDs) carried out support supervision of lower level health facilities within the previous FY (where applicable), score 1 or else score 0 • If not applicable, provide the score	This indicator is not applicable. The MC had no HSD. The MC had only one health facility (Biashara HC II) under its jurisdiction.	**1**
10	Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities. Maximum 7 points on this performance measure	e. Evidence that the LG used results/reports from discussion of the support supervision and monitoring visits, to make recommendations for specific corrective actions and that implementation of these were followed up during the previous FY, score 1 or else score 0	There was evidence that the MC used results/ reports from discussion of the support supervision and monitoring visits. During the support supervision, conducted on 25th May 2023 (see support supervision book, Serial No. 565839), it was recommended that the District Cold Chain office should be informed about the poor condition of the fridge, which needed to be repaired. To this end, the In-Charge Biashara HC II submitted a “request for repair and service of EPI fridge” to the DHO (Cc: MMHO) on 26th June 2023. It was received by the DHO on 29bth May 2023.	**1**

10	Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities. Maximum 7 points on this performance measure	f. Evidence that the LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY: score 1 or else, score 0	There was evidence that the MC provided support to Biashara HC II in the management of medicines and health supplies in FY 2022/2023. A report (dated 10th July 2023) on annual medicine management support supervision, for FY 2022/2023, at Biashara HC II was availed. The report was prepared by Obura Haron (District Medicines Management Supervisor – DMMS) and submitted to Ag. MMOH (Okeng David L) on 12th July 2023. From the report, it was established that the DMMS supported the health facility in prescribing, dispensing, ordering and reporting quality; medicines and medical supplies stock and storage management.	**1**
11	Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities Maximum 4 points on this performance measure	a. If the LG allocated at least 30% of District / Municipal Health Office budget to health promotion and prevention activities, Score 2 or else score 0	The documentary evidence indicated that the LG allocated 33% towards promotion and prevention activities which was in line with the health sector grant as per the guidelines as per the computations below; The MMOH budget as per the Approved budget page 22 was Ushs 56,481,000 and the allocation was Ushs 18,468,600 which was 33%. 18,468,600/56,481,000 x 100 = 33% Hence being compliant.	**2**
11	Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities Maximum 4 points on this performance measure	b. Evidence of DHT/MHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the previous FY score 1 or else score 0	There was evidence that the MHT led health promotion, disease prevention and social mobilization activities. For example, in MHT meeting (minutes prepared Ekwaro Emmanuel (Health Assistant) and approved by Okeng David L (Health Educator) on 27th June 2023), under Min: 06/05/2023 (b. Communication from Municipal Health Educator), issues related to Immunization, sanitation and hygiene (including Garbage collection in the Municipality) were discussed. The Health Educator indicated that he was to make a rout chart for garbage collection in the Municipality.	**1**

11	Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities Maximum 4 points on this performance measure	c. Evidence of follow-up actions taken by the DHT/MHT on health promotion and disease prevention issues in their minutes and reports: score 1 or else score 0	There was evidence of follow up actions taken by the MHT on health promotion and disease prevention issues. In relation to 11b above, a route chart for garbage collection in the Municipality was availed. The chart (dated 31st August 2023), prepared by Ekwaro Emmanuel (Health Assistant), showed the four divisions (Atik, Arocha, Akere and Agulu), their allocated days and time for garbage collection.	**1**

Investment Management

12	Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines. Maximum 4 points on this performance measure	a. Evidence that the LG has an updated Asset register which sets out health facilities and equipment relative to basic standards: Score 1 or else 0	There was an asset register (dated 11th July 2023) for Biashara HC II for FY 2022/2023, prepared by the In-Charge (Akello Beatrice) and witnessed by Adongo Isabella (Health Assistant). The register (equipment inventory) indicated the equipment description, functionality status, action(s) required/ remarks and action taken.	**1**
12	Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines. Maximum 4 points on this performance measure	b. Evidence that the prioritized investments in the health sector for the previous FY were: (i) derived from the third LG Development Plan (LGDPIII); (ii) desk appraisal by the LG; and (iii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, Discretionary Development Equalization Grant (DDEG)): score 1 or else score 0	Not applicable. The Municipal Council was not allocated any development grant in the FY 2022/2023 from the MoFPED	**1**
12	Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines. Maximum 4 points on this performance measure	c. Evidence that the LG has conducted field Appraisal to check for: (i) technical feasibility; (ii) environment and social acceptability; and (iii) customized designs to site conditions: score 1 or else score 0	Not applicable. The Municipal Council was not allocated any development grant in the FY 2022/2023 from the MoFPED	**1**

12	Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines. Maximum 4 points on this performance measure	d. Evidence that the health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist: score 1 or else score 0	There were no projects planned under health department for 2023/2024 therefore no screening for environmental and social safeguards was required.	**1**
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	a. Evidence that the LG health department timely (by April 30 for the current FY) submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans: score 1 or else score 0	For FY 2023/2024, the health department submitted its procurement plans to PDU on the 12th April 2023. There were no health infrastructure projects included.	**1**
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	b. If the LG Health department submitted procurement request form (Form PP1) to the PDU by 1st Quarter of the current FY: score 1 or else, score 0	The health department had submitted only one procurement request form to PDU by the time of assessment as presented below; • For HP i7 computer laptop at a budget of UGX 4,500,000 was submitted to PDU on 12th April 2023	**1**
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	c. Evidence that the health infrastructure investments for the previous FY was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold), before commencement of construction: score 1 or else score 0	Apac MC did not plan for health infrastructure projects as per revised approved PDP dated 27th June 2023 and submitted to PPDA on 14th July 2023.	**1**

13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0 If there is no project, provide the score	Apac MC did not plan for health infrastructure projects as per revised approved PDP dated 27th June 2023 and submitted to PPDA on 14th July 2023.	**1**
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	e. Evidence that the health infrastructure followed the standard technical designs provided by the MoH: score 1 or else score 0 If there is no project, provide the score	In the revised PDP for FY 2022/2023 by Town Clerk dated 27th June 2023 but submitted to PPDA on 14th July 2023, there was no planned HC II being upgraded to HC III.	**1**
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	f. Evidence that the Clerk of Works maintains daily records that are consolidated weekly to the District Engineer in copy to the DHO, for each health infrastructure project: score 1 or else score 0 If there is no project, provide the score	Apac MC did not plan for any health infrastructure project(Health centre upgrades) in the revised PDP for FY 2022/2023 dated 27th June 2023 but submitted to PPDA on 14th July 2023	**1**
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	g. Evidence that the LG held monthly site meetings by project site committee: chaired by the CAO/Town Clerk and comprised of the Sub-county Chief (SAS), the designated contract and project managers, chairperson of the HUMC, in-charge for beneficiary facility , the Community Development and Environmental officers: score 1 or else score 0 If there is no project, provide the score	Apac MC did not plan for any health infrastructure project(Health centre upgrades) in the revised PDP for FY 2022/2023 dated 27th June 2023 but submitted to PPDA on 14th July 2023	**1**

13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	h. Evidence that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction: score 1, or else score 0 If there is no project, provide the score	Apac MC did not plan for any health infrastructure project(Health centre upgrades) in the revised PDP for FY 2022/2023 dated 27th June 2023 but submitted to PPDA on 14th July 2023	**1**
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	i. Evidence that the DHO/MMOH verified works and initiated payments of contractors within specified timeframes (within 2 weeks or 10 working days), score 1 or else score 0	Not applicable. The Municipal Council was not allocated any development grant in the FY 2022/2023 from the MoFPED	**1**
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	j. Evidence that the LG has a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law score 1 or else score 0	Apac MC did not plan for health infrastructure projects as per revised approved PDP for FY 2022/2023 dated 27th June 2023 and submitted to PPDA on 14th July 2023.	**1**

Environment and Social Safeguards

14	Grievance redress: The LG has established a mechanism of addressing health sector grievances in line with the LG grievance redress framework Maximum 2 points on this performance measure	a. Evidence that the Local Government has recorded, investigated, responded and reported in line with the LG grievance redress framework score 2 or else 0	There was a compliant registered on 29th March 2023 by Opio Gerald, that he got an accident while crossing the road using the access boards put by the contractor under USMID project of road construction. He sustained injury and he needed compensation. The committee decided that the contractor compensates him by giving at least UGX 1,500,000. This was not concluded as at 30th June 2023.	**2**

15	Safeguards for service delivery: LG Health Department ensures safeguards for service delivery Maximum 5 points on this performance measure	a. Evidence that the LG has disseminated guidelines on health care / medical waste management to health facilities : score 2 points or else score 0	The guideline was disseminated during the following training. Training of Health Workers on medical waste management at the facility, dated 15th December 202. The training was conducted on 15th December 2022 for 7 Health Workers. The main objective was to build the capacity of health workers on waste management at the facility and reduce the risks of medical waste, and to disseminate the guideline. Report was prepared and signed by Adongo Isabella the Health Assistant – Biashara HC II.	**2**
15	Safeguards for service delivery: LG Health Department ensures safeguards for service delivery Maximum 5 points on this performance measure	b. Evidence that the LG has in place a functional system for Medical waste management or central infrastructures for managing medical waste (either an incinerator or Registered waste management service provider): score 2 or else score 0	There was no registered service provider, however, Municipal Council supervises only one Facility which is Health Centre II. The health centre had an incinerator for managing their medical waste, placenta pit and rubbish pits for managing other waste. In their annual work plan signed by the In-charge and chairperson HUMC on 30th March 2023, there was a budget for fuel for waste management.	**2**
15	Safeguards for service delivery: LG Health Department ensures safeguards for service delivery Maximum 5 points on this performance measure	c. Evidence that the LG has conducted training (s) and created awareness in healthcare waste management score 1 or else score 0	Report for training of Health Workers on medical waste management at the facility, dated 15th December 202. The training was conducted on 15th December 2022 for 7 Health Workers. The main objective was to build the capacity of health workers on waste management at the facility and reduce the risks of medical waste. Report was prepared and signed by Adongo Isabella the Health Assistant – Biashara HC II.	**1**
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments Maximum 8 points on this performance measure	a. Evidence that a costed ESMP was incorporated into designs, BoQs, bidding and contractual documents for health infrastructure projects of the previous FY: score 2 or else score 0	There were no projects planned and initiated under health sector therefore no BoQs were required.	**2**

16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments Maximum 8 points on this performance measure	b. Evidence that all health sector projects are implemented on land where the LG has proof of ownership, access and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: score 2 or else, score 0	There were no projects initiated under health sector therefore no proof of land ownership was required.	**2**
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments Maximum 8 points on this performance measure	c. Evidence that the LG Environment Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs; and provide monthly reports: score 2 or else score 0.	There were no projects initiated under health sector therefore no support supervision monitoring reports were required.	**2**
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments Maximum 8 points on this performance measure	d. Evidence that Environment and Social Certification forms were completed and signed by the LG Environment Officer and CDO, prior to payments of contractor invoices/certificates at interim and final stages of all health infrastructure projects score 2 or else score 0	There were no projects initiated under health sector therefore no certificates of compliance were required at the time of assessment.	**2**

Water & Environment Performance Measures

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees *Maximum 4 points on this performance measure*	a. % of rural water sources that are functional. If the district rural water source functionality as per the sector MIS is: o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0	n/a	**0**
1	Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees *Maximum 4 points on this performance measure*	b. % of facilities with functional water & sanitation committees (documented water user fee collection records and utilization with the approval of the WSCs). If the district WSS facilities that have functional WSCs is: o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0	n/a	**0**
2	N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment Maximum 8 points on this performance measure	a. The LG average score in the water and environment LLGs performance assessment for the current. FY. If LG average scores is; • Above 80%, score 2 • 60% - 80%, score 1 • Below 60%, score 0	n/a	**0**
2	N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment Maximum 8 points on this performance measure	b. % of budgeted water projects implemented in the sub-counties with safe water coverage below the district average in the previous FY. o If 100 % of water projects are implemented in the targeted S/Cs: Score 2 o If 80-99%: Score 1 o If below 80 %: Score 0	n/a	**0**

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

Performance Reporting and Performance Improvement

4	Accuracy of Reported Information: The LG has accurately reported on constructed WSS infrastructure projects and service performance *Maximum 3 points on this performance measure*	The DWO has accurately reported on WSS facilities constructed in the previous FY and performance of the facilities is as reported: Score: 3	n/a	**0**

5	Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance *Maximum 7 points on this performance measure*	a. Evidence that the LG Water Office collects and compiles quarterly information on sub-county water supply and sanitation, functionality of facilities and WSCs, safe water collection and storage and community involvement): Score 2	n/a	**0**
5	Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance *Maximum 7 points on this performance measure*	b. Evidence that the LG Water Office updates the MIS (WSS data) quarterly with water supply and sanitation information (new facilities, population served, functionality of WSCs and WSS facilities, etc.) and uses compiled information for planning purposes: Score 3 or else 0	n/a	**0**
5	Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance *Maximum 7 points on this performance measure*	c. Evidence that DWO has supported the 25% lowest performing LLGs in the previous FY LLG assessment to develop and implement performance improvement plans: Score 2 or else 0 *Note: Only applicable from the assessment where there has been a previous assessment of the LLGs' performance. In case there is no previous assessment score 0.*	n/a	**0**

Human Resource Management and Development

6	Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff *Maximum 4 points on this performance measure*	a. Evidence that the DWO has budgeted for the following Water & Sanitation staff: 1 Civil Engineer(Water); 2 Assistant Water Officers (1 for mobilization and 1 for sanitation & hygiene); 1 Engineering Assistant (Water) & 1 Borehole Maintenance Technician: Score 2	n/a	**0**

6	Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff *Maximum 4 points on this performance measure*	b. Evidence that the Environment and Natural Resources Officer has budgeted for the following Environment & Natural Resources staff: 1 Natural Resources Officer; 1 Environment Officer; 1 Forestry Officer: Score 2	n/a	**0**
7	Performance Management: The LG appraised staff and conducted trainings in line with the district training plans. *Maximum 6 points on this performance measure*	a. The DWO has appraised District Water Office staff against the agreed performance plans during the previous FY: Score 3	n/a	**0**
7	Performance Management: The LG appraised staff and conducted trainings in line with the district training plans. *Maximum 6 points on this performance measure*	b. The District Water Office has identified capacity needs of staff from the performance appraisal process and ensured that training activities have been conducted in adherence to the training plans at district level and documented in the training database : Score 3	n/a	**0**

Management, Monitoring and Supervision of Services.

8	Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines. *Maximum 6 points on this performance measure*	• a) Evidence that the DWO has prioritized budget allocations to sub-counties that have safe water coverage below that of the district: • • • If 100 % of the budget allocation for the current FY is allocated to S/Cs below the district average coverage: Score 3 • • If 80-99%: Score 2 • • If 60-79: Score 1 • • If below 60 %: Score 0	n/a	**0**

8	Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines. *Maximum 6 points on this performance measure*	b) Evidence that the DWO communicated to the LLGs their respective allocations per source to be constructed in the current FY: Score 3	n/a	**0**
9	Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support. *Maximum 8 points on this performance measure*	a. Evidence that the district Water Office has monitored each of WSS facilities at least quarterly (key areas to include functionality of Water supply and public sanitation facilities, environment, and social safeguards, etc.) • If 95% and above of the WSS facilities monitored quarterly: score 4 • If 80-94% of the WSS facilities monitored quarterly: score 2 • If less than 80% of the WSS facilities monitored quarterly: Score 0	n/a	**0**
9	Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support. *Maximum 8 points on this performance measure*	b. Evidence that the DWO conducted quarterly DWSCC meetings and among other agenda items, key issues identified from quarterly monitoring of WSS facilities were discussed and remedial actions incorporated in the current FY AWP. Score 2	n/a	**0**
9	Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support. *Maximum 8 points on this performance measure*	c. The District Water Officer publicizes budget allocations for the current FY to LLGs with safe water coverage below the LG average to all sub-counties: Score 2	n/a	**0**
10	Mobilization for WSS is conducted *Maximum 6 points on this performance measure*	a. For previous FY, the DWO allocated a minimum of 40% of the NWR rural water and sanitation budget as per sector guidelines towards mobilization activities: • If funds were allocated score 3 • If not score 0	n/a	**0**

10	Mobilization for WSS is conducted *Maximum 6 points on this performance measure*	b. For the previous FY, the District Water Officer in liaison with the Community Development Officer trained WSCs on their roles on O&M of WSS facilities: Score 3.	n/a	**0**

Investment Management

11	Planning and Budgeting for Investments is conducted effectively *Maximum 14 points on this performance measure*	a. Existence of an up-to-date LG asset register which sets out water supply and sanitation facilities by location and LLG: Score 4 or else 0	n/a	**0**
11	Planning and Budgeting for Investments is conducted effectively *Maximum 14 points on this performance measure*	Evidence that the LG DWO has conducted a desk appraisal for all WSS projects in the budget to establish whether the prioritized investments were derived from the approved district development plans (LGDPIII) and are eligible for expenditure under sector guidelines (prioritize investments for sub-counties with safe water coverage below the district average and rehabilitation of non-functional facilities) and funding source (e.g. sector development grant, DDEG). If desk appraisal was conducted and if all projects are derived from the LGDP and are eligible: Score 4 or else score 0.	n/a	**0**
11	Planning and Budgeting for Investments is conducted effectively *Maximum 14 points on this performance measure*	c. All budgeted investments for current FY have completed applications from beneficiary communities: Score 2	n/a	**0**
11	Planning and Budgeting for Investments is conducted effectively *Maximum 14 points on this performance measure*	d. Evidence that the LG has conducted field appraisal to check for: (i) technical feasibility; (ii) environmental social acceptability; and (iii) customized designs for WSS projects for current FY. Score 2	n/a	**0**
11	Planning and Budgeting for Investments is conducted effectively *Maximum 14 points on this performance measure*	e. Evidence that all water infrastructure projects for the current FY were screened for environmental and social risks/ impacts and ESIA/ESMPs prepared before being approved for construction - costed ESMPs incorporated into designs, BoQs, bidding and contract documents. Score 2	n/a	**0**

12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements *Maximum 14 points on this performance measure* .	a. Evidence that the water infrastructure investments were incorporated in the LG approved: Score 2 or else 0	n/a	**0**
12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements *Maximum 14 points on this performance measure* .	b. Evidence that the water supply and public sanitation infrastructure for the previous FY was approved by the Contracts Committee before commencement of construction Score 2:	n/a	**0**
12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements *Maximum 14 points on this performance measure* .	c. Evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines Score 2:	n/a	**0**
12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements *Maximum 14 points on this performance measure* .	d. Evidence that water and public sanitation infrastructure sampled were constructed as per the standard technical designs provided by the DWO: Score 2	n/a	**0**

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

Environment and Social Requirements

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

15	Safeguards in the Delivery of Investments *Maximum 10 points on this performance measure*	a. Evidence that water source protection plans & natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented: Score 3, If not score 0	n/a	**0**
15	Safeguards in the Delivery of Investments *Maximum 10 points on this performance measure*	b. Evidence that all WSS projects are implemented on land where the LG has proof of consent (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: Score 3, If not score 0	n/a	**0**
15	Safeguards in the Delivery of Investments *Maximum 10 points on this performance measure*	c. Evidence that E&S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices/certificates at interim and final stages of projects: Score 2, If not score 0	n/a	**0**
15	Safeguards in the Delivery of Investments *Maximum 10 points on this performance measure*	d. Evidence that the CDO and environment Officers undertakes monitoring to ascertain compliance with ESMPs; and provide monthly reports: Score 2, If not score 0	n/a	**0**

Micro-scale Irrigation Performance Measures

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	Outcome: The LG has increased acreage of newly irrigated land Maximum score 4 Maximum 20 points for this performance area	a) Evidence that the LG has up to-date data on irrigated land for the last two FYs disaggregated between micro-scale irrigation grant beneficiaries and non-beneficiaries – score 2 or else 0	n/a	**0**
1	Outcome: The LG has increased acreage of newly irrigated land Maximum score 4 Maximum 20 points for this performance area	b) Evidence that the LG has increased acreage of newly irrigated land in the previous FY as compared to previous FY but one: • By more than 5% score 2 • Between 1% and 4% score 1 • If no increase score 0	n/a	**0**
2	N23_Service Delivery Performance: Average score in the micro-scale irrigation for the LLG performance assessment. Maximum score 4	a) Evidence that the average score in the micro-scale irrigation for LLG performance assessment is: • Above 70%, score 4 • 60% - 70%, score 2 • Below 60%, score 0	n/a	**0**
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	a) Evidence that the development component of micro-scale irrigation grant has been used on eligible activities (procurement and installation of irrigation equipment, including accompanying supplier manuals and training): Score 2 or else score 0	n/a	**0**

3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	b) Evidence that the approved farmer signed an Acceptance Form confirming that equipment is working well, before the LG made payments to the suppliers: Score 1 or else score 0	n/a	**0**
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	Evidence that the variations in the contract price are within +/-20% of the Agriculture Engineers estimates: Score 1 or else score 0	n/a	**0**
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY • If 100% score 2 • Between 80 – 99% score 1 • Below 80% score 0	n/a	**0**
4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards Maximum score 6	a) Evidence that the LG has recruited LLG extension workers as per staffing structure • If 100% score 2 • If 75 – 99% score 1 • If below 75% score 0	n/a	**0**
4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards Maximum score 6	b) Evidence that the micro-scale irrigation equipment meets standards as defined by MAAIF • If 100% score 2 or else score 0	n/a	**0**

4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards Maximum score 6	b) Evidence that the installed micro-scale irrigation systems during last FY are functional • If 100% are functional score 2 or else score 0	n/a	**0**

Performance Reporting and Performance Improvement

5	Accuracy of reported information: The LG has reported accurate information Maximum score 4	a) Evidence that information on position of extension workers filled is accurate: Score 2 or else 0	n/a	**0**
5	Accuracy of reported information: The LG has reported accurate information Maximum score 4	b) Evidence that information on micro-scale irrigation system installed and functioning is accurate: Score 2 or else 0	n/a	**0**
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	a) Evidence that information is collected quarterly on newly irrigated land, functionality of irrigation equipment installed; provision of complementary services and farmer Expression of Interest: Score 2 or else 0	n/a	**0**
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	b) Evidence that the LG has entered up to-date LLG information into MIS: Score 1 or else 0	n/a	**0**

6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	c.Evidence that the LG has prepared a quarterly report using information compiled from LLGs in the MIS: Score 1 or else 0	n/a	**0**
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	d) Evidence that the LG has: i. Developed an approved Performance Improvement Plan for the lowest performing LLGs score 1 or else 0	n/a	**0**
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	ii. Implemented Performance Improvement Plan for lowest performing LLGs: Score 1 or else 0	n/a	**0**

Human Resource Management and Development

7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	a) Evidence that the LG has: i. Budgeted for extension workers as per guidelines/in accordance with the staffing norms score 1 or else 0	n/a	**0**

7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	ii Deployed extension workers as per guidelines score 1 or else 0	n/a	**0**
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	b) Evidence that extension workers are working in LLGs where they are deployed: Score 2 or else 0	n/a	**0**
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	c) Evidence that extension workers' deployment has been publicized and disseminated to LLGs by among others displaying staff list on the LLG notice board. Score 2 or else 0	n/a	**0**
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	a) Evidence that the District Production Coordinator has: i. Conducted annual performance appraisal of all Extension Workers against the agreed performance plans and has submitted a copy to HRO during the previous FY: Score 1 else 0	n/a	**0**
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	a) Evidence that the District Production Coordinator has; Taken corrective actions: Score 1 or else 0	n/a	**0**

8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	b) Evidence that: i. Training activities were conducted in accordance to the training plans at District level: Score 1 or else 0	n/a	**0**
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	ii Evidence that training activities were documented in the training database: Score 1 or else 0	n/a	**0**

Management, Monitoring and Supervision of Services.

9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum score 10	a) Evidence that the LG has appropriately allocated the micro scale irrigation grant between (i) capital development (micro scale irrigation equipment); and (ii) complementary services (in FY 2020/21 100% to complementary services; starting from FY 2021/22 – 75% capital development; and 25% complementary services): Score 2 or else 0	n/a	**0**
9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum score 10	b) Evidence that budget allocations have been made towards complementary services in line with the sector guidelines i.e. (i) maximum 25% for enhancing LG capacity to support irrigated agriculture (of which maximum 15% awareness raising of local leaders and maximum 10% procurement, Monitoring and Supervision); and (ii) minimum 75% for enhancing farmer capacity for uptake of micro scale irrigation (Awareness raising of farmers, Farm visit, Demonstrations, Farmer Field Schools): Score 2 or else score 0	n/a	**0**
9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum score 10	c) Evidence that the co-funding is reflected in the LG Budget and allocated as per guidelines: Score 2 or else 0	n/a	**0**

9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum score 10	d) Evidence that the LG has used the farmer co-funding following the same rules applicable to the micro scale irrigation grant: Score 2 or else 0	n/a	**0**
9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum score 10	e) Evidence that the LG has disseminated information on use of the farmer co-funding: Score 2 or else 0	n/a	**0**
10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines Maximum score 8	a) Evidence that the DPO has monitored on a monthly basis installed micro-scale irrigation equipment (key areas to include functionality of equipment, environment and social safeguards including adequacy of water source, efficiency of micro irrigation equipment in terms of water conservation, etc.) • If more than 90% of the micro-irrigation equipment monitored: Score 2 • 70-89% monitored score 1 Less than 70% score 0	n/a	**0**
10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines Maximum score 8	b. Evidence that the LG has overseen technical training & support to the Approved Farmer to achieve servicing and maintenance during the warranty period: Score 2 or else 0	n/a	**0**
10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines Maximum score 8	c) Evidence that the LG has provided hands-on support to the LLG extension workers during the implementation of complementary services within the previous FY as per guidelines score 2 or else 0	n/a	**0**

10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines Maximum score 8	d) Evidence that the LG has established and run farmer field schools as per guidelines: Score 2 or else 0	n/a	**0**
11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture. Maximum score 4	a) Evidence that the LG has conducted activities to mobilize farmers as per guidelines: Score 2 or else 0	n/a	**0**
11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture. Maximum score 4	b) Evidence that the District has trained staff and political leaders at District and LLG levels: Score 2 or else 0	n/a	**0**

Investment Management

12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines Maximum score 8	a) Evidence that the LG has an updated register of micro-scale irrigation equipment supplied to farmers in the previous FY as per the format: Score 2 or else 0	n/a	**0**
12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines Maximum score 8	b) Evidence that the LG keeps an up-to-date database of applications at the time of the assessment: Score 2 or else 0	n/a	**0**

12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines Maximum score 8	c) Evidence that the District has carried out farm visits to farmers that submitted complete Expressions of Interest (EOI): Score 2 or else 0	n/a	**0**
12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines Maximum score 8	d) For DDEG financed projects: Evidence that the LG District Agricultural Engineer (as Secretariat) publicized the eligible farmers that they have been approved by posting on the District and LLG noticeboards: Score 2 or else 0	n/a	**0**
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	a) Evidence that the micro-scale irrigation systems were incorporated in the LG approved procurement plan for the current FY: Score 1 or else score 0.	n/a	**0**
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	b) Evidence that the LG requested for quotation from irrigation equipment suppliers pre-qualified by the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF): Score 2 or else 0	n/a	**0**
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	c) Evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria: Score 2 or else 0	n/a	**0**

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	d) Evidence that the micro-scale irrigation systems for the previous FY was approved by the Contracts Committee: Score 1 or else 0	n/a	**0**
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	e. Evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier for the farmer with a farmer as a witness before commencement of installation score 2 or else 0	n/a	**0**
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	f)Evidence that the micro-scale irrigation equipment installed is in line with the design output sheet (generated by IrriTrack App): Score 2 or else 0	n/a	**0**
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	g) Evidence that the LG have conducted regular technical supervision of micro-scale irrigation projects by the relevant technical officers (District Senior Agricultural Engineer or Contracted staff): Score 2 or else 0	n/a	**0**
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	h) Evidence that the LG has overseen the irrigation equipment supplier during: i. Testing the functionality of the installed equipment: Score 1 or else 0	n/a	**0**

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	ii. Hand-over of the equipment to the Approved Farmer (delivery note by the supplies and goods received note by the approved farmer): Score 1 or 0	n/a	**0**
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	i) Evidence that the Local Government has made payment of the supplier within specified timeframes subject to the presence of the Approved farmer's signed acceptance form: Score 2 or else 0	n/a	**0**
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	j) Evidence that the LG has a complete procurement file for each contract and with all records required by the PPDA Law: Score 2 or else 0	n/a	**0**

Environment and Social Safeguards

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	a) Evidence that the Local Government has displayed details of the nature and avenues to address grievance prominently in multiple public areas: Score 2 or else 0	n/a	**0**
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	b) Micro-scale irrigation grievances have been: i). Recorded score 1 or else 0 ii). Investigated score 1 or else 0 iii). Responded to score 1 or else 0 iv). Reported on in line with LG grievance redress framework score 1 or else 0	n/a	**0**

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	b) Micro-scale irrigation grievances have been: ii. Investigated score 1 or else 0 iii. Responded to score 1 or else 0 iv. Reported on in line with LG grievance redress framework score 1 or else 0	n/a	**0**
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	b) Micro-scale irrigation grievances have been: iii. Responded to score 1 or else 0 iv. Reported on in line with LG grievance redress framework score 1 or else 0	n/a	**0**
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	b) Micro-scale irrigation grievances have been: iv. Reported on in line with LG grievance redress framework score 1 or else 0	n/a	**0**

Environment and Social Requirements

15	Safeguards in the delivery of investments Maximum score 6	a) Evidence that LGs have disseminated Micro- irrigation guidelines to provide for proper siting, land access (without encumbrance), proper use of agrochemicals and safe disposal of chemical waste containers etc. score 2 or else 0	n/a	**0**
15	Safeguards in the delivery of investments Maximum score 6	b) Evidence that Environmental, Social and Climate Change screening have been carried out and where required, ESMPs developed, prior to installation of irrigation equipment. i. Costed ESMP were incorporated into designs, BoQs, bidding and contractual documents score 1 or else 0	n/a	**0**

15	Safeguards in the delivery of investments Maximum score 6	ii. Monitoring of irrigation impacts e.g. adequacy of water source (quality & quantity), efficiency of system in terms of water conservation, use of agro-chemicals & management of resultant chemical waste containers score 1 or else 0	n/a	**0**
15	Safeguards in the delivery of investments Maximum score 6	iii. E&S Certification forms are completed and signed by Environmental Officer prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	n/a	**0**
15	Safeguards in the delivery of investments Maximum score 6	iv. E&S Certification forms are completed and signed by CDO prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	n/a	**0**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	a. Chief Finance Officer/Principal Finance Officer, score 3 or else 0	The Principal Treasurer, Oming Thomas, was appointed on 10th May 2023 through CR/AMC/156/2 as was directed by DSC Min 5/4/5/2023	**3**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	b. District Planner/Senior Planner, score 3 or else 0	The position of Senior Planner was neither substantively filled nor was there a staff seconded at the time of assessment.	**0**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	c. District Engineer/Principal Engineer, score 3 or else 0	The position of Municipal/Principal Engineer was neither substantively filled nor was there a staff seconded at the time of assessment.	**0**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	d. District Natural Resources Officer/Senior Environment Officer, score 3 or else 0	The position of Senior Environment Officer was substantively filled by Otim Samuel Ref. No. CR/AMC/156/ appointed vide letter dated 1st May 2017 under DSC Min No. 08/2017(a)	**3**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	e. District Production Officer/Senior Veterinary Officer, score 3 or else 0	The position of Senior Veterinary Officer was neither substantively filled nor was there a seconded staff.	**0**

1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	f. District Community Development Officer/Principal CDO, score 3 or else 0	The position of Principal Community Development Officer substantively filled by Aguti Joyce Ref No. CR/AMC/156/1 appointed vide letter dated 1st April 20222 under DSC Min No. 5a(iv)/11/2/2022	**3**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	g. District Commercial Officer/Principal Commercial Officer, score 3 or else 0	The position of Principal Commercial Officer was substantively filled by Odongo Daniel Sam. Ref No. CR/156/11 appointed vide letter dated 1st May 2017 under Min No. DSC/08/2017(a).	**3**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	i. A Senior Procurement Officer /Municipal: Procurement Officer, 2 or else 0.	The position of Municipal Procurement Officer was substantively filled by Acar Joel Ref No. CR/AMC/156/2 appointed vide letter dated 1st June 2018 under Min. No. DSC 66/2018(a)	**2**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	ii. Procurement Officer /Municipal Assistant Procurement Officer, score 2 or else 0	The position of Municipal Assistant Procurement Officer was substantively filled by Okello Denis Ref No. CR/AMC/156/2 appointed vide letter dated 1st June 2018 under Min. No. DSC 66/2018(a).	**2**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	i. Principal Human Resource Officer, score 2 or else 0	The position of Senior Human Resource Officer was substantively filled by Ocan joseph Ref No. CR/AMC/HRD/120 appointed vide appointment letter dated 1st July 2016 under Min, No. 108/2016(a).	**2**

1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	j. A Senior Environment Officer, score 2 or else 0	The position of Senior Environment Officer was substantively filled by Otim Samuel Ref. No. CR/AMC/156/ appointed vide letter dated 1st May 2017 under DSC Min No. 08/2017(a)	**2**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	k. Senior Land Management Officer /Physical Planner, score 2 or else 0	The position of Physical Planner was substantively filled by Ayugi Joan through ref. letter CR/AMC/156 dated 1st May 2017 DSC Min. 08/2017 (a)	**2**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	l. A Senior Accountant, score 2 or else 0	The position of Senior Accountant was substantively filled by Okello Morish Ref. No. CR/AMC/159/1 appointed vide appointment dated 1st October 2021 under Min. No. 4(c)/(ix)/Sep/ 2021	**2**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	m. Principal Internal Auditor /Senior Internal Auditor, score 2 or else 0	The position of Senior Internal Auditor was neither substantively filled nor was there a staff seconded at the time of assessment.	**0**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	n. Principal Human Resource Officer (Secretary DSC), score 2 or else 0	The position of Principal Human Resource Officer (Secretary DSC) was not provided for in the customized staff structure for Apac MC.	**2**

2	New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG Maximum score is 15	a. Senior Assistant Secretary (Sub-Counties) /Town Clerk (Town Councils) / Senior Assistant Town Clerk (Municipal Divisions) in all LLGS, score 5 or else 0 (Consider the customized structure).	There were 4 Divisions namely; Akere, Arocha, Agulu and Atik, positions of the Senior Assistant Town Clerks were substantively filled as follows: Onguu Patrick Elvis Ref. No. CR/AMC/HRD/120 appointed vide letter dated 30th September 2016 under Min. No. 108/2016(b) and posted to Akere Division Odoch Doglas Chrispas Ref. No. CR/AMC/156/2 letter dated 1st May 2022 under Min. No. 5g/24/4/2022 and posted to Arocha Division Ediel Tonny Ref. No. CR/AMC/156/2 appointed vide letter dated 10th May 2023 under minute 5/4/5/2023 and posted to Agulu Division Akullu Stella Ref. No. CR/AMC/156/2 appointed vide letter dated 10th May 2023 under Min. No.5/4/5/2023 and posted to Atik Division.	**5**
2	New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG Maximum score is 15	b. A Community Development Officer / Senior CDO in case of Town Councils, in all LLGS, score 5 or else 0.	There were 4 Divisions namely; Akere, Arocha, Agulu and Atik, positions of the CDOs were substantially filled as follows; Apel Nelson Oliel Ref. No. CR/DMC/156/2 appointed vide letter dated 3rd June 2023 under Min. No. 4b(i)/29/6/2023 and posted to Akere Division. Acheng Bella Ref. No. CR/AMC/156/2 appointed vide letter dated 10th May 2023 under Min. No. 5/4/5/2023 and posted to Atik Division. Okech Tonny Ref. No. CR/AMC/HRD/120 appointed vide letter dated 30th September 2016 under Min. No. 108/2016(b) and posted to Arocha Division. Opeto Scovia Ref No. CR/AMC/156/2 appointed vide letter dated 1st June 2018 under Min. No. 66/2018(c) and posted to Agulu Division.	**5**

2	New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG Maximum score is 15	c. A Senior Accounts Assistant /an Accounts Assistant in all LLGS, score 5 or else 0.	There were 4 Divisions namely; Akere, Arocha, Agulu and Atik, positions of Treasurers were substantively filled as follows: Apollo Julfer Ref, CR/AMC/156/2 appointed vide letter dated 23rd of Febuary 2022 under Min. No. 5a(ii)/11/2/2022 and posted to Arocha Division. Bongo Bob Rukis CR/AMC/HRD/120 appointed vide Letter 30th September 2016 under Min. No. 108/2016(c) and posted to Agulu Division. Ogom Janan CR/AMC/156/2 appointed vide letter dated 25th February 2022 under Min. No 5a(iii)/11/2/2022 and posted to Atik Division. Okello Felix CR/AMC/156/2 appointed vide letter dated 25th February 2022 under Min. No. 5a(i)/11/2/2022 and posted to Akere Division.	**5**

Environment and Social Requirements

3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY. Maximum score is 4	If the LG has released 100% of funds allocated in the previous FY to: a. Natural Resources department, score 2 or else 0	The evidence derived from the final accounts for FY 2022/23 indicated that the MC released 100% for Natural Resources as per the computation below: The budgeted amount was Ushs 116,440,000 (Approved Budget Estimates 2022/23, not paged) amount released was Ushs 116,440,000 (Final A/cs FY 2022/23-page 19), thus leaving zero balance of the planned amount. Therefore, the released amount was 100%; (116,440,000 /116,440,000) x 100 = 100% The MC released all the funds as planned hence being compliant.	**2**

3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY. Maximum score is 4	If the LG has released 100% of funds allocated in the previous FY to: b. Community Based Services department. score 2 or else 0.	The evidence derived from the final accounts for FY 2022/23 indicated that the MC released 100% for Community Based Services as per the computation below: The budgeted amount as Ushs 26,484,000 (Approved Budget Estimates 2022/23; not paged) amount released was Ushs 26,484,000 (Final A/cs FY 2022/23-page 19) leaving no balance. Therefore, the released amount was 100%; (26,484,000 /26,484,000) x 100 = 100% The MC released all the funds as planned, hence being compliant.	**2**
4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works. Maximum score is 12	a. If the LG has carried out Environmental, Social and Climate Change screening, score 4 or else 0	There was evidence that the MC carried out Environment, social and climate change screening. There was one DDEG project implemented as below: Environmental and Social Screening Form (ESS) for the construction of Administration block at the Headquarters. The form was signed and stamped on 28th September 2022 by Otim Samuel the Municipal Environment Officer and Aguti Joyce the Principle Community Development Officer. Project commenced on 5th January 2023. There were no USMID projects initiated in the previous FY 2022/2023 therefore filled screening forms were not required	**4**

4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works. Maximum score is 12	b. If the LG has carried out Environment and Social Impact Assessments (ESIAs) prior to commencement of all civil works for all projects implemented using the Discretionary Development Equalization Grant (DDEG), score 4 or 0	According to the NEMA guidelines annex 2c or A guide to the Environment Impact Assessment Process in Uganda by Kenneth Kakuru Annex 1 – September 2001, these projects were not in the list of those that required ESIAs, therefore no ESIAs was done.	**4**
4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works. Maximum score is 12	c. If the LG has a Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG);; score 4 or 0	The Environment and social management plan had a total cost of UGX 1,250,000 for tree planting, monitoring, site restoration etc. signed on 28th September 2022 by Municipal Environment Officer and the Principal Community Development Officer. There were no USMID projects initiated in the previous FY 2022/2023 therefore costed ESMPs were not required.	**4**

Financial management and reporting

5	Evidence that the LG does not have an adverse or disclaimer audit opinion for the previous FY. Maximum score is 10	If a LG has a clean audit opinion, score 10; If a LG has a qualified audit opinion, score 5 If a LG has an adverse or disclaimer audit opinion for the previous FY, score 0	Apac MC had unqualified audit opinion for FY 2022/2023.	**10**

6	Evidence that the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes issues, recommendations, and actions against all findings where the Internal Auditor and Auditor General recommended the Accounting Officer to act (PFM Act 2015). maximum score is 10	If the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g), score 10 or else 0.	The evidence provided indicated that the MC provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous FY as the submission letter Ref CR/AMC/251/1 dated 30th January 2023 was received by MoFPED on 31st January 2023. The submission date was within the recommended date as required by end of February (PFMA s. 11 2g).	**10**
7	Evidence that the LG has submitted an annual performance contract by August 31st of the current FY Maximum Score 4	If the LG has submitted an annual performance contract by August 31st of the current FY, score 4 or else 0.	The MC submitted the annual performance contract on 29th July 2023 which was before August 31st of the current FY. Hence being compliant.	**4**
8	Evidence that the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year maximum score 4 or else 0	If the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year, score 4 or else 0.	The MC submitted the Annual Performance Report for the previous FY on 28th July 2023, which was before the mandatory time frame of August 31, of the current Financial Year.	**4**
9	Evidence that the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year Maximum score is 4	If the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year, score 4 or else 0.	The MC submitted the Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous as per the dates below. Quarter 1: the QBPR was submitted on 14th December 2022 Quarter 2: the QBPR was submitted on 8th February 2023 Quarter 3: the QBPR was submitted on 8th May 2023 Quarter 4; the QBPR was submitted on 28th July 2023 From the above submission dates the MC submitted the 4th QBPR before the mandatory date of August 31 of the current Financial Year. Hence being complaint.	**4**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has substantively recruited or the seconded staff is in place for all critical positions in the District/Municipal Education Office. *The Maximum Score of 70*	a) District Education Officer (district)/ Principal Education Officer (municipal council), score 30 or else 0	The position of Municipal Education Officer was substantively filled by Opio James Ref. No. CR/AMC/156/2 appointed vide appointment letter dated 1st May 2022 under Min. No. DSC 5f/24/4/2022	**30**
1	New_Evidence that the LG has substantively recruited or the seconded staff is in place for all critical positions in the District/Municipal Education Office. *The Maximum Score of 70*	b) All District/Municipal Inspector of Schools, score 40 or else 0.	The position of Municipal Inspector of Schools was substantively filled by Mr. Opio Moses Ref. No. CR/AMC/156/1 appointed vide letter dated 1st April 2022 under Min. No. 5a(v)/11/2/2022. Mr. Oneke Phillips the Inspector of Schools Ref. No. CR/AMC/HRD/120 appointed vide letter dated 30th September 2016 under Min. No. 108/2016(b)	**40**
Environment and Social Requirements				
2	Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs) The Maximum score is 30	If the LG carried out: a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.	There was evidence that the MC carried out Environmental, Social and Climate Change Screening for Education Projects. 4 projects were sampled as follows: 1. Environmental and Social Screening Form(ESS) for the construction of a Girls five stance drainable pit latrine at Awiri primary school. This was signed and stamped on 23rd September 2022 by Otim Samuel the Environment Officer and Aguti Joyce the Principle Community Development Officer. Environment and social management plan had a total cost of UGX 2,200,000 for installing water harvesters, monitoring, sensitization etc. Project commenced on 14th April	**15**

2023.

2. Environmental and Social Screening Form(ESS) for the construction of a Boys five stance drainable pit latrine at Owang primary school. This was signed and stamped on 23rd September 2022 by Otim Samuel the Environment Officer and Aguti Joyce the Principle Community Development Officer.

Environment and social management plan had a total cost of UGX 1,800,000 for installing water harvesters, monitoring, sensitization etc.

Project commenced on 14th April 2023.

3. Environmental and Social Screening Form(ESS) for the construction of a single staff house with a kitchen at Agulu primary school. This was signed and stamped on 23rd September 2022 by Otim Samuel the Environment Officer and Aguti Joyce the Principle Community Development Officer.

Environment and social management plan had a total cost of UGX 12,000,000 for tree planting and protection, monitoring, sensitization etc.

Project commenced on 14th February 2023.

4. Environmental and Social Screening Form(ESS) for the construction of Arocha Seed secondary school. signed and stamped on 23rd September 2022 by Otim Samuel the Environment Officer and Aguti Joyce the Principle Community Development Officer.

Environment and social management plan had a total cost of UGX 17,000,000 for tree planting and protection, monitoring, sensitization etc.

Project commenced in April 2023.

2	Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs) The Maximum score is 30	If the LG carried out: b. Social Impact Assessments (ESIAs) , score 15 or else 0.	According to the NEMA guidelines annex 2c or A guide to the Environment Impact Assessment Process in Uganda by Kenneth Kakuru Annex 1 – September 2001, these projects were not in the list of those that required ESIAs, therefore no ESIAs was done.	**15**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. *Applicable to Districts only.* *Maximum score is 70*	a. If the District has substantively recruited or the seconded staff is in place for: District Health Officer, score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. *Applicable to Districts only.* *Maximum score is 70*	b. Assistant District Health Officer Maternal, Child Health and Nursing, score 10 or else 0		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. *Applicable to Districts only.* *Maximum score is 70*	c. Assistant District Health Officer Environmental Health, score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. *Applicable to Districts only.* *Maximum score is 70*	d. Principal Health Inspector (Senior Environment Officer), score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. *Applicable to Districts only.* *Maximum score is 70*	e. Senior Health Educator, score 10 or else 0.		

1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. *Applicable to Districts only.* *Maximum score is 70*	f. Biostatistician, score 10 or 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. *Applicable to Districts only.* *Maximum score is 70*	g. District Cold Chain Technician, score 10 or else 0.		
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. *Applicable to MCs only.* *Maximum score is 70*	h. Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0.	The position of Principal Medical Officer was substantively filled by Dr. Okino David Ref. CR/AMC/156/1 appointed vide appointment letter dated 23th February 2022 under DSC. Min. 5a (xii)/11/2/2022.	**30**
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. *Applicable to MCs only.* *Maximum score is 70*	i. Principal Health Inspector, score 20 or else 0.	The position of Principal Health Inspector was filled on secondment by Okeng David L, the Health Educator, vide letter dated 15th September 2022, ref CR/AMC/1301/1.	**20**
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. *Applicable to MCs only.* *Maximum score is 70*	j. Health Educator, score 20 or else 0	The position of Health Educator was substantively filled by Okeng David L Ref. No. CR/AMC/156/2 appointed vide appointment letter dated 1st August 2022 under Min. No. 5 d (I)/19/5/2022.	**20**

Environment and Social Requirements

2	Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs) Maximum score is 30	If the LG carried out: a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.	There were no projects planned and initiated under health department therefore no ESS was required.	**15**

2	Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs) Maximum score is 30	b. Social Impact Assessments (ESIAs) , score 15 or else 0.	There were no projects initiated under health department therefore no ESIA was required.	**15**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District Production Office responsible for Micro-Scale Irrigation *Maximum score is 70*	If the LG has recruited; a. the Senior Agriculture Engineer *score 70 or else 0.*	n/a	**0**
Environment and Social Requirements				
2	New_Evidence that the LG has carried out Environmental, Social and Climate Change screening have been carried out for potential investments and where required costed ESMPs developed. *Maximum score is 30*	If the LG: Carried out Environmental, Social and Climate Change screening score 30 or else 0.	n/a	**0**

Water & Environment Minimum Conditions

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. *Maximum score is 70*	a. 1 Civil Engineer (Water), score 15 or else 0.	n/a	**0**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. *Maximum score is 70*	b. 1 Assistant Water Officer for mobilization, score 10 or else 0.	n/a	**0**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. *Maximum score is 70*	c. 1 Borehole Maintenance Technician/Assistant Engineering Officer, score 10 or else 0.	n/a	**0**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. *Maximum score is 70*	d. 1 Natural Resources Officer, score 15 or else 0.	n/a	**0**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. *Maximum score is 70*	e. 1 Environment Officer, score 10 or else 0.	n/a	**0**
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. *Maximum score is 70*	f. Forestry Officer, score 10 or else 0.	n/a	**0**
Environment and Social Requirements				
2	Evidence that the LG has carried out Environmental. Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	If the LG: a. Carried out Environmental, Social and Climate Change screening/Environment, score 10 or else 0.	n/a	**0**
2	Evidence that the LG has carried out Environmental. Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	b. Carried out Social Impact Assessments (ESIAs) , score 10 or else 0.	n/a	**0**

2	Evidence that the LG has carried out Environmental. Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	c. Ensured that the LG got abstraction permits for all piped water systems issued by DWRM, score 10 or else 0.	n/a	**0**