



LGMSD 2024/25

Mbarara District

(Vote Code: 537)

Assessment

Scores

PMs and Indicators to Incentivise Delivery of Quality and Usable Visible Outputs (Infrastructure Assets)	70%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Education Services	62%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Health Services	73%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Water and Sanitation Services	75%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Micro-scale Irrigation Services	85%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Production Services	70%

PMs and
Indicators to
Incentivise
Delivery of
Quality and
Usable Visible
Outputs
(Infrastructure
Assets)

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				

Evidence that the LG constructed/installed all infrastructure projects in the previous FY (completed or on-going) as per design/specifications (and approved layout suitable to site conditions and sub-programme norms).

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

From LG Engineer collect:

- Approved Designs and site layout
- Sample at least 6 projects (1 per sub-program where there is an infrastructure project implemented) from the previous FY and check for compliance with designs and layout.

If all infrastructure comply to design/specifications and approved layout for all sampled projects score 15 or else 0

If the LG has no approved design/specifications and approved layout for all sampled projects score 0

There was evidence that the District Local Government had constructed and installed all infrastructure projects in the previous FY, as per design and specifications which had been approved with a layout suitable to site conditions and sub-program norms. In the following projects that were sampled and inspected during the assessment;

Procurement Ref: Mbar892/wrks/2023-2024/00005; Construction of OPD Block at Bwizibwera HCIV (phase II). The design dimension of the walkway shade was width 2.2m and height 3m. The measured dimensions on site were a width of 2.3m and a height of 3.1m. These were within the allowable margin of error and therefore complied with the designs. The design dimensions of the emergency room were 3 x 4m, while the measurements on site were 3 x 4.1m which was within the acceptable margin of error and therefore complied with the design.

Procurement Ref: Mbar892/wrks/2023-2024/00012; Completion of a classroom Block with Principals office and a three stance VIP latrine. The design measurement for the classroom was 3.2m in height, 7m in width, and 8m in length. While those on site were found to be height 3.3m, width 7m and length 8m and therefore complied with design. While the window dimensions were 1.2 x 1.5m on site and these were the same dimensions on the design and therefore complied.

Procurement Ref: Mbar892/wrks/2023-2024/00019; Construction of a three (3) Unit staff house at Kashare HCIII Phase II. The external design dimensions of the staff house were 12 x 8m, while measurements on site were 11.5 x 8.2m. The internal design dimension of the rooms were 3.0 x 3.5m and measured dimension on site were 3.2 x 3.6m which are within the acceptable margin of error and therefore complied with the design.

Procurement Ref: Mbar892/wrks/2023-2024/00004; Construction of a two (2) Classroom block at Kashaka Primary School. The internal design dimension of classroom were 7.8 x 6m, while the measurements on site were 8 x 6m which were within acceptable margin of error and therefore complied with the designs.

Procurement Ref: Mbar892/wrks/2023-2024/00003; Construction of a single cell (1500 x 1500mm) Box culvert on Nsiika-Ekicudenzi road in Kagongi Sub County. The design length of the culvert was 6m long and 2m wide. The measured length was 6.2m and width was 2.2m both of which were with the margin of error and therefore complied with the design.

Procurement Ref: Mbar892/wrks/2023-2024/00001; Construction of Kigoro Solar Powered system in Bukiro Subcounty. The dimensions of the water tank were as measured on site were width 3.1m, length 8.6m and height 2.8m. These were as designs and therefore complied.

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

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

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

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

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

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

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

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

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

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

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

There was evidence that the implemented infrastructure projects by the District Local Government in the previous FY, had no visible defects as was seen from the selected and sampled projects indicated below;

Procurement Ref: Mbar892/wrks/2023-2024/00005; Construction of OPD Block at Bwizibwera HCIV (phase II). There were no visible defects observed in the foundations, plinth walls, walls, ceiling, or the roof structure of the building, and therefore complied.

Procurement Ref: Mbar892/wrks/2023-2024/00012; Completion of a classroom Block with the Principal's office and a three-stance VIP latrine. There were no visible defects observed in the foundations, walls, ceilings, roof structure, windows, and doors.

Procurement Ref: Mbar892/wrks/2023-2024/00001; Construction of Kigoro Solar Powered system in Bukiro Sub-county. The were no observed defects in the walls of the water tank, there were no signs of water leakage observed around the tank. The power room/control had no observed defects in the floor and ceiling.

Procurement Ref: Mbar892/wrks/2023-2024/00003; Construction of a single cell (1500 x 1500mm) Box culvert on Nsiika-Ekicudenzi road in Kagongi Sub County. There were no observed defects in the abutment of the culvert the deck, guard rails at the time of the assessment.

Procurement Ref: Mbar892/wrks/2023-2024/00004; Construction of a two (2) Classroom Block at Kashaka Primary School. There were no observed defects in the foundation, plinth walls, verandah, floor, and roof structure at the time of the assessment.

Procurement Ref: Mbar892/wrks/2023-2024/00019; Construction of a three (3) Unit staff house at Kashare HCIII Phase II. There were no observed defects in the floor, ceiling, walls, doors, and windows at the time of the assessment.

Usable

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

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

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

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

There was evidence that the implemented infrastructure projects had the basic amenities, functional and used for the intended purpose as was observed in projects indicated here under;

Procurement Ref: Mbar892/wrks/2023-2924/00004; Construction of a two (2) Classroom block at Kashaka Primary School.

The classroom block had access ramp to the classrooms by persons with disability, there were chalkboard installed that enabled teachers give notes to pupils during lessons. This made the classroom block usable and functional for the pupils.

Procurement Ref: Mbar892/wrks/2023-2024/00001; Construction of Kigoro Solar Powered system in Bukiro Subcounty. The water harvesting tank, had inlet water pipes into the tank, from which the solar system pumped the water into a reservoir tank installed at higher level through outlet pipe. The water was then led into stand taps that served the community which made it functional and usable by people around.

Procurement Ref: Mbar892/wrks/2023-2024/00003; Construction of a single cell (1500 x 1500mm) Box culvert on Nsiika-Ekicudenzi road in Kagongi Sub County. The carriageway surface on top of the box culvert was well maintained without any sagging or vibrations, while the water flowed through the culvert, which made the road usable where the box culvert had been installed to drain water away from the road thus making it usable.

Procurement Ref: Mbar892/wrks/2023-2024/00019; Construction of a three (3) Unit staff house at Kashare HCIII Phase II. The staff house had three units each with a bed, sitting room, store, balcony area, all of which made the housing unit functional and usable by the occupants.

Procurement Ref: Mbar892/wrks/2923-2024/00012; Completion of a classroom Block with Principals office and a three stance VIP latrine. The classroom block had access ramp, chalkboard, while the VIP toilet had a stance for both able and disabled persons in place. This made the facilities functional and usable.

Procurement Ref: Mbar892/wrks/2023-2024/00005; Construction of OPD Block at Bwizibwera HCIV (phase II). There was a paved walkway, covered with iron sheets, the OPD had an emergency room, there was a general ward and all these made the facility usable and functional.

Evidence that the LG has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll.	From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of:	According to the customized and approved structure, the LG had substantively appointed, and deployed the following HoDs and were on the payroll for October 2024.
Districts		
i. Chief Finance Officer	Appointment letters for all HoDs	1. Muganzi Julius was appointed as Chief Finance Officer on the transfer of service from Rubiriza DLG to Mbarara DLG on 26th June 2018 under DSC Min. 48/06/2018: (a).
ii. District Planner	Review the payroll to establish that the recruited staff accessed the most recent payroll.	2. Tusimireyo Johnson was appointed on promotion as District Planner on 22nd May 2018 under DSC Min. 43/05/2018: (a) (vi).
iii. District Engineer		3. Muhumuza Hilary was appointed as DCDO on promotion and transfer of service from MOGLSD to Mbarara on 28th March 2023 under DSC Min. 112/03/2023 (b) (i) (1) vide letter dated 31st March 2023 forwarded by the PS MOGLSD.
iv. District Natural Resources Officer		4. Nkwasiabwe Admas Bwisho was appointed District Commercial Officer on transfer of service from Rukungiri DLG to Mbarara DLG on 4th July 2022 under DSC Min. 179/06/2022: (b) (1).
v. District Production Officer	If 100% of the above positions are filled score 6	5. Bagambe John Bat was appointed on transfer of service from Rwampara DLG to Mbarara DLG as a DNRO on 28th April 2023 under DSC Min. 126/04/2023 (h).
vi. District Commercial Officer	If 80 – 99% of the above positions are filled score 4	6. Baguma Andrew was appointed on transfer of service from Kitagwenda DLG to Mbarara DLG as District Engineer on 12th April 2024 under DSC Min. 193/04/2024 (b) (xviii).
vii. District Community Development Officer	If below 80% of the above positions are filled score 0	7. Ssebutinde Peter was appointed District Health Officer on 17th October 2019 under DSC Min. 69/10/2019: (a).
viii. District Health Officer		The following HoDs were not substantively appointed at the time of assessment.
ix. District Education Officer		1. The District Production Officer position was filled in Ag. Capacity by Muhwezi Dandus, the Principal Agriculture Officer assigned by the CAO vide letter dated 29th May 2024.
		2. The District Education Officer position was filled in Ag. Capacity by Muhwezi Deo, the Senior Education officer assigned by the CAO vide letter dated 29th May 2024.
		Out of the nine (9) HoD positions, only seven (7) were substantively filled which was 78%, below the 80% threshold required by the assessment manual.

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

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

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

According to the customized and approved structure, the LG had not substantively appointed and deployed two (2) Senior Assistant Secretaries and one (1) Town Clerk which were Critical Staff positions though they were all on the payroll for October 2024 as per the details below;

1. The Senior Procurement Officer was substantively filled by Bagume Robert appointed on transfer of service from Rwampara DLG to Mbarara DLG by the DCSC vide letter date 3rd September 2023 under DSC Min. 159/09/2023 (a) (ii).
2. The PHRO position was substantively filled by Kagaba Alan Lukira, appointed on promotion vide letter dated 17th October 2017 under DSC minute no. 49/10/2017 (a) (ii).
3. The PHRO position was substantively filled by Karunhanga Rosalia, appointed on acerated promotion vide letter dated 16th June 2021 under DSC minute no. 115/06/2021 (b) (ii).
4. The Senior Physical Planner position was substantively filled by Lucky Julius appointed by promotion vide letter dated 17th March 2020 under DSC minute no. 93/3/2021 (a) (27).

Engineer	
viii. Water Officer	
ix. Senior Inspector of Schools	5. The Principal Internal Auditor position was substantively filled by Rutakirwa Edson, appointed on transfer of service from Kamwenge DLG to Mbarara DLG vide letter date 3rd April 2023 under DSC Min. 112/03/2023 (b) (vi).
x. Labour Officer	6. The Senior Agriculture Officer position was substantively filled by Arianaitwe Osbert appointed on transfer of service vide letter dated 9th December 2021 under DSC Min. 32/12/2021 (k).
xi. Senior Assistant Secretaries (SAS)	7. The Water Officer position was substantively filled by Muchunguzi Joseph appointed on promotion
xii. Senior Assistant Town Clerks	vide letter dated 9th March 2020 under DSC Min. 23/02/2020: (q) (1).
xiii. Parish chiefs	8. The Senior Inspector of schools was substantively filled by Ayebazibwe Kellen appointed on promotion vide letter dated 9th April 2014 under DSC Min. 42/03/2014 (vii) (1).
	9. The Senior Labour Officer was substantively filled by Kakama Edgar appointed vide letter dated 21st December 2021 under DSC Min. 144/12/2021:(a) (viii) (1).
	10. Senior Environment Officer was substantively filled by Mwesigye Joseph appointed on promotion vide letter dated 23rd May 2023 under DSC Min. 140/05/2023 :(b) (ii).
	11. The Senior Assistant Town Clerk for Bukiro T/C was substantively filled by Mugumya Nelson, appointment on promotion vide letter dated 22nd February 2024 under DSC Min. 181/02/2024/: (b) (ii) (2).
	12. The Senior Assistant Town Clerk for Nyabisirira Town Council was substantively filled by Tubebamwe Edith appointed on promotion vide letter dated 22nd February 2024 under DSC. Min. 181/02/2024/: (b) (ii) (1).
	13. The Senior Assistant Town Clerk for Rwanyamahembe Town Council was substantively filled by Mutatiina Alex appointed on promotion vide letter dated 22nd February 2024 under DSC. Min. 181/02/2024/: (b) (ii) (3).
	14. The Senior Assistant Town Clerk for Bwezibwera Rutooma Town Council was substantively filled by Mafundo Gordon appointed on promotion vide letter dated 22nd February 2024 under DSC. Min. 181/02/2024/: (b) (ii) (4).
	15. The Senior Assistant Town Clerk for Kashare Sub count was substantively filled by Bainomugisha Asaph appointed on promotion vide letter dated 18th June 2024 under DSC. Min. 199/06/202: (b) (i).
	16. The Senior Assistant Secretary Kagongi Subcounty was substantively filled by Ngabirano Vicent appointed vide letter dated 3rd April 2023 under Min.112/03/2023: (iii).
	17. The Senior Assistant Secretary Babaare Subcounty was substantively filled by Bakashaba Innocent appointed vide letter dated 30th

December 2019 under Min.87/12/2019: (d) (2).

The LG has 45 Parish Chiefs and Town Agents who were all substantively appointed as per the sample below:

18. Happy Sharot, the Parish Chief Rwenshanku Parish, Bubaare SC was appointed on 4th July 2022 under Min No: 179/06/2022:(k) (4).

19. Kyokushaba Hope, the Parish Chief Bitsya Parish, Rubindi SC was appointed on 12th April 2024 under Min No: 193/04/2024: (b) (iii) (4).

20. Nuwarinda Ronah, the Parish Chief Kariro Parish, Rubindi SC was appointed on 4th July 2022 under Min No: 179/06/2022 (k) (5).

21. Niwenyesiga Brave, the Parish Chief Mirongo Ward, Kashare SC was appointed on 12th April 2024 under Min No: 193/04/2024: (b) (iii) 3.

22. Mutaka Aiden, the Parish Chief Bwengure Parish, Kagongi SC was appointed on 11th April 2019 under Min No: 21/04/2019:(a) (xv) (7).

23. Ahimbisibwe Catherine, the Parish Chief Rubengo Parish, Bukiro SC was appointed on 21st June 2019: under Min No: 45/05/2019 :(x) (1).

24. Karuhanga Dancun, the Town Agent Karuenje Ward, Rwanyamahembe TC was appointed on 12th January 2022 under Min No: 150/01/2022 (a) (7).

25. Nagaba Dickson, the Town Agent Rwebishekye Ward, Muhanguzi Richard TC was appointed on 14th March 2023 under Min No: 107/02/2023 (h) (1).

26. Nuwagaba Monica, the Town Agent Kibaare Ward, Rubindi-Ruhumba TC was appointed on 12th January 2022 under Min No: 150/01/2022 (a) (4).

27. Kweronda Abel, the Town Agent Karwensanga Ward, Nyabisirira TC was appointed on 12th January 2022 under Min No: 150/01/2022 (a) (11).

28. Byamugisha Anitah, the Town Agent Mabira Ward, Rwanyamahembe TC was appointed on 12th January 2022 under Min No: 150/01/2022 (a) (12).

The Senior Assistant Secretary for the tow (2) Sub counties and Town Clerk for one (1) Town Council were in Acting Capacity i.e.

Rubindi Subcounty, Bukiro Subcounty and Rubindi-Ruhumba Town Council

From the above observation, by the time of the assessment the LG had not substantively filled all the key positions hence not being compliant.

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

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

Planning and budgeting

Evidence that the LG conducted and used results of site reconnaissance and technical investigations (where required) to prepare responsive tender documents for all infrastructure projects; conduct environmental, social, health, and safety assessments, incorporate project ESMPs into bidding documents; and ensure work item quantities are derived from standard or customized drawings, and maintain cost estimates consistent with customized designs.	From the LG Engineer obtain and review: • Standard technical designs. • Site reconnaissance reports. • Technical investigation reports (e.g. geo-technical investigations if required) Obtain and check for: • Existence of customized designs • Existence of customized BoQs based on the designs. • Incorporation of Cost Estimates. • Incorporation of costed ESMPs From the LG Community Development Officer /DNRO/SEO obtain	I) Mbarara District Local Government had infrastructure projects and a desk review was conducted for all planned and implemented infrastructure projects in FY 2023/2024. The reconnaissance/technical investigation information filled in the Project field appraisal forms to generate a report dated 18th August, 2023 was used to prepare tender documents as seen in a sample of three project files. Project Field Appraisal/technical investigation form for the construction of an OPD at Bwizibwera Health Centre IV (phase II) in Rutooma Town Council, inclusions were ; eligibility criteria , Appraisal criteria, recommendations to the community (stakeholders), environmental and social checklist (project site location, project inputs, project activities, anticipated project outcomes) , gender and empowerment impact assessment and overall assessment , all was endorsed by Sozi Emmanuel the Civil Engineer, Mwesigye Joseph the Senior Environment Officer, Muhumuza Hilary District Community Development Officer and Dr, Ssubutinde Peter the District Health Officer all was signed on 18th August 2023. Project Field Appraisal/technical investigation Form for the construction of a three unit staff house at Kashare Health Centre III in Kashare county .In the appraisal , the community recommendation included the healthy facility should be fenced in order to avoid trespassers including animals , there was need to conduct environmental screening so
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and check for:

- ESHS Assessment Reports (Project Briefs, ESIA, Screening reports) to determine whether they were undertaken timely

- ESMPs for projects (At least 3 projects)

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

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

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

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

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

v. Ensure that the

that ESMP was formulated to address all environmental issues that may have come as a result of the project, on page 7 Environmental and social checklist among others all was Endorsed by CE, SEO, DCDO,DHO on the 25th January 2024

Project Field Appraisal/technical investigation form for the construction of classroom block at Kashaka Primary School ,the recommendations included the school management committee should think about rainwater harvesting and hand washing facility for the project to be successful, there was need for conducting environmental social screening and formulation of ESMP among others all was endorsed by the appraisal team of CE,SEO, DCDO on 13th October 2023

For the completion of a classroom block with Pincipal's office and construction of a three(3) stance VIP latrine at Mbarara Training Institute at Bwizibwera , Project field Appraisal was done 7th July 2023 with the assessment team of CE , DCDO and SEO

For the construction of Kigoro solar powered water system (phase II) project field appraisal was done on 12th October 2023 and signed by the assessment team of SEO, CE,CE and DWO

ii) The requisite Environment ESHS assessments and screening for various projects implemented in the previous FY were undertaken. Below are some of the sampled projects as seen

- Environment and Climate Change screening form (ECSF) for the Completion of a classroom block with the Principal's office and construction of a three (3) stance VIP latrine at Mbarara Training Institute at Bwizibwera dated 18th August 2023, signed by Senior Environment Officer (SEO) Mwesigye Joseph and the District Community Development Officer (DCDO) Muhumuza Hilary

- ESCF for the Construction of Kigoro solar-powered water system (phase II) dated 30th November 2023 and signed by SEO and DCDO

- ESCF for the Construction of an OPD at Bwizibwera Health Centre IV (phase II) in Rutooma Town Council, dated 21st July 2023, signed by SEO and DCDO

- ESCF for the Construction of classroom block at Kashaka Primary School dated 26th October 2023, signed by SEO and DCDO

iii) There was evidence that the DLG had established the requisite Environment ESHS assessments in the preparation of the BoQs for infrastructure projects as sampled below

- Evidence was seen for adequate incorporation of ESMPs in the BOQ for the Construction of an OPD at Bwizibwera Health Centre IV (phase II) The BOQ pg 10,11,12 Element no. 13 indicates environmental restoration including the provision of site hoarding, surplus excavated materials, proper disposal of construction debris, leveling of the soil profile, revegetation of site, construction of drainage channels along the veranda and splash apron, plant

cost estimates are consistent with the customized designs.

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

10 compound trees and 10 no of fruit trees, provision of signage posts, allowance for the provision of an environment and social safeguards like PPES

- For the Completion of a classroom block with the Principal's office and construction of a three(3) stance VIP latrine at Mbarara Training Institute at Bwizibwera in the BOQ p.g 10/11, element no.9 Environmental management activities included allow provision sum of site hoarding, surplus excavated materials levelling of the soil profile, revegetation of site after completion, proper disposal of construction debris, plant 5 number of compound trees and 5 number of fruit trees in front and behind the structure, construction of drainage channels along the veranda , provision signage posts, the provision of an environment and social safeguards like PPES p.g 11/11 element no.10 Lightening arrestor and electric conducting

- For the Construction of a three-unit staff house at Kashare Health Centre III in Kashare County. The BOQ Element no 11 indicates environmental restoration including leveling and re-vegetation (planting paspalum), proper disposal of construction debris, planting 5 compound trees and 5 grafted fruit trees in front and behind the structure, construction of covered drainage channels, provision of an environment and social safeguards like PPEs, site hoarding, mobilization of plant and equipment on site, the level general surface to make the compound, load - chart and dispose of excess unwanted material

iv) Mbar892/wrks//2023/24/00001 for the Construction of the Kigoro solar-powered water system (phase II), Mbar892/wrks/2023/24/00012 for the Completion of a classroom block with the Principal's office, window dimensions were 1.2 x 1.5m on site and these were the same dimensions on the design and construction of a three(3) stance VIP latrine at Mbarara Training Institute at Bwizibwera, Mbar892/wrks/2023/24/00005 for the Construction of an OPD at Bwizibwera Health center IV (Phase II) the walkway shade measured dimensions on site were a width of 2.3m and a height of 3.1m that complied with the designs. Mbar892/wrks/20/23/24/00004 for the Construction of classroom block at Kashaka Primary School the room measurements on site were 8 x 6m which complied with the designs. For all the project quantities of work items of replacing dead plants with new ones by planting 10 trees, revegetation of the site after completion of structure throughout the contract period, and construction of drainage channels all were derived from the customized designs and no omissions were made.

v) There was evidence that the cost estimates in the costed BOQs for the sampled projects were consistent with the customized designs

For the Construction of an OPD at Bwizibwera Health Centre IV (phase II) The BOQ includes provision of site hoarding costing Ugx 200,000, surplus excavated materials Ugx 150,000, proper disposal of construction debris Ugx100,000, leveling of soil profile, revegetation of site Ugx

100,000, plant of 20 trees at Ugx 300,000 these were consistent with the customized designs

As per the Environment and Social management updated checklist, the DLG met indicators 6(ii) and (iii) therefore, scored the mark

Procurement

7

2

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

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

- i. Contracts Committee Composition. The Contracts Committee must be formally and properly constituted.
- ii. Approved Procurement Plan;
- iii. Initiation of procurement
- iv. Contracts Committee approval of the procurement method, bidding document, evaluation committee and shortlist of providers where applicable;
- v. Bidding document and any amendments or clarifications
- vi. Copy of the published advertisement of shortlist
- vii. Record of issuance of bidding document
- viii. Record of receipt of bids
- ix. Record of opening of bids
- x. Copies of bids received
- xi. Evaluation meetings and evaluation report
- xii. Notice of best evaluated bidder
- xiii. Submission of contract to the

There was evidence that the District Local Government maintained a complete project file for each infrastructure project implemented in the previous FY2023/2024. The procurement files that were sampled and reviewed adhered to the standards of PPDA guidelines (2024).

The District Local Government had a Contracts Committee which was formally and properly constituted in the FY2023/2024. The **Contracts Committee was approved by the Permanent Secretary and Secretary to the Treasury** in three separate letters dated; 17th September 2021, 15th February 2024, and 2nd May 2024. The letters named following members as indicated below;

1. Mr. Bagambe John Bat - Chairman Contracts committee in letter of 2nd May, 2024
2. Mr. Tuham Cyril -Secretary and Member in letter of 17th September, 2021
3. Ms. Nshabohurira Agatha -member in letter of 1st February 2024
4. Mr. Murangira Kenneth -Member in the letter of 2nd May 2024
5. Kagaba Allan -Member in 17th September, 2021

The District Local Government had an Approved Procurement Plan, signed by CAO, on 26th May 2023 for the Financial Year 2023/2024. It had been approved under minute number MDLG/COU/132/05/2023, by the Council sitting of 23rd May 2023.

Procurement files were sampled and reviewed during the assessment as indicated here below;

Procurement ref: Mbar892/WRKS/2023/2024/00005; Construction of OPD Block at Bwizibwera Health Centre IV Phase II; had the following documents:

Initiation of procurement, on LG PP Form 1, was raised and approved on 30th August 2023. Approved procurement method, which was open Domestic bidding, the evaluation committee, and a shortlist of service providers, by the Contracts Committee in a meeting on 20th August 2023, under minute number 25/09/2023/2024 (e). Bidding documents such as BOQs, specifications, instructions to bidders, sample contracts, and a bid data sheet, were on file and dated 25th September 2023.

Solicitor General for clearance where applicable	A copy of the published advertisements of the shortlist with the different procurement works, among others was published in The New Vision on 25th September 2023, which was the date for the call of bids, and had ended on 16th October 2023. A record of the issuance of bidding documents dated 25th September 2023 was on file. The following contractors picked bids; Multiple Enterprises and Services Ltd and M/s Fleco Holdings Ltd. A record of receipt of bids dated 16th October 2023, showed contractors who had returned bids as; Multiple Enterprises and Services Ltd and M/s Fleco Holdings Ltd. A record of bid opening dated 16th October 2023, showed Multiple Enterprises and Services Ltd and M/s Fleco Holdings Ltd as bidders who had returned the bids. A record of copies of bids received on 16th October 2023, showed that Multiple Enterprises and Services Ltd and M/s Fleco Holdings Ltd had returned their bids at Ugx.89,751,870/= and Ugx.96,171,855/=, respectively.
xiv. Approval by Solicitor General where applicable	
xv. Contract and amendments thereto as per format/requirement including Contractor's ESMP	
xvi. Contract Committee minutes relating to the procurement	
xvii. Correspondences between the procuring and disposing entity and the bidder(s)	The evaluation committee in their report dated 24th October 2023, had recommended the award of the contract to Multiple Enterprises and Services Ltd who was the best-evaluated bidder at a contract sum of Ugx. 89,751,870/= VAT Inclusive. The Contracts Committee which sat on 24th October 2023, approved the award of the contract to Multiple Enterprises and Services Ltd at Ugx.89,751,870/= VAT Inclusive, under minute no. 32/10/2023/2024 (e). A notice of the best-evaluated bidder had been displayed on 31st October 2023 and removed on 13th November 2023. ESMPs were included in the contract as per requirement. Correspondence between the procuring and disposing entity and bidders, was on record dated 14th November 2023 in which the CAO informed the bidder of the contract award and the bidder had accepted the bid on 16th November 2023. There was no record of grievance seen on file during the assessment.
xviii. Evidence of resolution of grievance or complaints (if any)	
Score 2 if all documents are available otherwise score 0 if incomplete.	

Procurement ref:
Mbar892/WRKS/2023/2024/00001;
Construction of Kigoro Solar Powered Water System in Bukiro sub-county (Phase 11), had the following documents:

An Initiation of Procurement, LG PP Form 1, which had been raised on 27th July 2023 and approved on 16th August 2023. Approved procurement method, which was Open Domestic bidding documents, evaluation committee, and a shortlist of service providers by the Contracts Committee in a meeting that had sat on 20th September 2023, under minute number No.25/09/2023/2024 (a). Bidding documents such as BOQs, specifications, instructions to bidders, sample contracts, and bid datasheets were on file dated 25th September 2023. A Copy of the published advertisements of a shortlist of the different procurement works, among others was on record and had been published in The New Vision dated 25th September, 2023.

A record of issuance of bidding documents dated 25th September 2023 was on file. It had the following contractors who had picked bids, SB Innovations Ltd, Daikam Technical Ltd, SBR General

Supply and Construction Ltd, and Davis and Sharftlift Innovations Ltd. A record of receipt of bids dated 16th October 2023, showed Contractors who had returned their bids as; SB Innovations Ltd, Daikam Technical Ltd, SBR General Supply and Construction, Ltd, and Davis and Sharftlift Innovations Ltd. Similarly, a record of bid opening dated 16th October 2023, showed submitted bids with prices as; SB Innovations Ltd; Ugx. 176,966,588/=, Daikam Technical Ltd; Ugx. 170,040,591/=, SBR General Supply and Construction Ltd; 161,666,090/=, Davis and Sharftlift Innovations Ltd; Ugx. 389,875,995/=.

The Evaluation committee recommended the award of the contract to Daikam Technical Ltd who was the best-evaluated bidder at a contract sum of Ugx.170,040,591/= VAT Inclusive. The Contract Committee awarded the contract to Daikam Technical Ltd at a contract sum of Ugx.170,040,591/= VAT Inclusive, this done under minute No. 32/10/2023/2024 (a), when sat 31st October 2023. Notice of best-evaluated bidder had been displayed on 31st October 2023 and removed on 15th November 2023, it showed Daikam Technical Ltd, who had quoted Ugx.170,040,591/= VAT Inclusive as best evaluated. ESMPs were included in the contract as per requirement. There was correspondence between the procuring and disposing entity and bidders, dated 14th November 2023, in which the CAO informed the bidder of the contract award and the bidder accepted the bid on 15th November 2023. No record of grievance was seen on file during the assessment.

Procurement ref: Mbar892/WRKS/2023-2024/00003; Construction of a single Sell (1500mm X 1500mm Box culvert on Nsiika Ekiicundezi road; had the following documents on file;

Initiation of procurement form LG PP form 1 was raised on 28th July 2023 and then approved on 30th August 2023. Approval of the procurement method, Open domestic bidding documents, evaluation committee, and a shortlist of service providers was done under minute number No. 25/9/2023/2024 (c) by the Contracts Committee in a meeting that sat on 20th September 2023. The bidding documents such as BOQs, specifications, instructions to bidders, sample contracts, and bid datasheet among others dated 20th September, 2023. A copy of published advertisements of the shortlist dated 24th September 2023, and then removed on 16th October 2023.

There was a record of issuance of bidding documents dated 27th September 2023 to the following firms; MBB Links Ltd, Hemo Technical Services Ltd, Bikorwa (U) Technical Services Ltd, Zooru Uganda Safaris Ltd. A record of receipt of bids dated 16th October 2023 was on file. Bid opening record dated 16th October, 2023, and the following firms were captured; MBB Links Ltd at Ugx.78,978,197/= and Zooru Uganda Safaris Ltd at Ugx. 76,018,979

The report of the Evaluation Committee under minute no. 32/10/2023/2024 (C) dated 24th

October 2023 recommended MBB Links Ltd as the best bidder at Ugx.78,978,197/= VAT Inclusive.

The Contract Committee sitting on 24th October 2023, under No. 32/10/2023/2024 (C) approved the award of the contract to MBB Links Ltd as the best bidder at Ugx.78,978,197/= The notice of best-evaluated bidder which was displayed on 31st October, 2023 and removed on 13th November, 2023.

There was correspondence between the procuring and disposing entity and bidders dated 14th November 2023, and 17th November 2023. The contract agreement was signed on 7th December 2023.

Procurement ref: MBAR892/WRKS/2023-2024/00004; Construction of two (2) classrooms block Kashaka Primary School in Bubare Sub-County.

There was an Initiation of procurement form LG PP form 1, which had been raised on 28th August 2023, and then approved on 29th August 2023. The Contracts Committee had approved the procurement method, as Open Domestic bidding, the evaluation committee, and a shortlist of service providers in a meeting on 20th September 2023, under minute number No. 25/09/2023/2024 (d). The bidding documents such as BOQs, specifications, instructions to bidders, sample contracts, and bid datasheet among others dated 29th August 2023. A copy of the published advertisements of the shortlist which listed the different procurement works, among which was procurement ref: MBAR892/WRKS/2023-2024/00004; Construction of two (2) classrooms block Kashaka Primary School in Bubare Sub-County. It was published in the New Vision on 25th September 2023 which was the date for the call of bids and ended on 16th October 2023.

A record of the issuance of bidding documents dated 16th October 2023, and the following contractors were issued with bids; JB Kabuganda Ltd, Minitech Engineering Ltd, and Arthur Technical Ltd. These were captured to have submitted bids on 16th October 2023 at the following sums;

- JB Kabuganda Ltd; Ugx. 92,154,260/=

- Minitech Engineering Ltd; 82,371,080/=

- Arthur Technical Ltd; 98,233,230/=

The Evaluation Committee in their report dated 31st October 2023 recommended Arthur Technical as the best-evaluated bidder with a contract sum 91,934,636/= VAT Inclusive. There were Contract Committee minutes dated 31st October 2023, in which the contract was awarded to Arthur Technical Ltd at Ugx.98,233,230/= VAT Inclusive, under minute No. 32/10/2023/2024 (d). The Notice of best-evaluated bidder was displayed on 31st October 2023 and removed on 13th November 2023. It showed the best-evaluated bidder as Arthur Technical Ltd at Ugx. 98,233,230/= VAT Inclusive.

ESMPs were included in the contract as per

requirement. There was correspondence between the procuring and disposing entity and bidders, dated 14th November 2023 in which the CAO informed the bidder of the award and the bidder accepted the bid on 16th November 2023. The contract agreement was signed on 7th December 2023.

Procurement ref:

MbAR892/WRKS/2023/2024/00006:

Construction of 14m X 8m X 150mmHank concrete slab at Rubindi HC III; had the following documents on record.

Initiation of procurement on form LG PP form 1 was raised on 30th August 2023 and then approved on 30th August 2023. The contracts committee had approved the procurement method, as Open Domestic bidding, the evaluation committee, and the shortlist of service providers, in a meeting on 20th September 2023, under minute number 26/09/2023/2024 (a). The bidding documents such as BOQs, specifications, instructions to bidders, sample contracts, and bid datasheet among others dated 25th. September, 2023. A copy of the published advertisements of the shortlist which listed the different procurement works, among which was procurement ref; MbAR892/WRKS/2023/2024/00006: Construction of 14m X 8m X 150mm Hank concrete slab at Rubindi HC III. It was published in The New Vision on 5th September 2023 which was the date for the call of bids, and ended on 16th October 2023.

There was a record of the issuance of bid documents dated 16th October 2023, and the following contractors were issued with the bids; Zoora Uganda Safaris Ltd and Bikoro Uganda Technical Services Company Ltd. Bid were received and opened on 16th October 2023, as follows; Zoora Uganda Safaris Ltd; Ugx. 24,731,936/= and Bikoro Uganda Technical Services Co. Ltd; Ugx.20,625,488/=

The Evaluation Committee in their report of 22nd October 2023 recommended the award of the contract to Bikorwa Uganda Technical Services Company Ltd; as the best-evaluated bidder at contract sum Ugx.20,625,488/= VAT Inclusive. There were Contract Committee minutes dated 31st October 2023 in which the contract was awarded to Bikorwa Uganda Technical Services Company Ltd at Ugx. . 20,625,488/= VAT inclusive under minute No. 32/10/2023/2024 (I). The Notice of best-evaluated bidder was displayed on 31st October 2023 and removed on 13th November 2023. It showed the best-evaluated bidder as Bikorwa Uganda Technical Services Company Ltd at Ugx. 20,625,488/= VAT inclusive.

The ESMPs were included in the contract as per requirement. There was correspondence between the procuring and disposing entity and bidders, dated 14th November 2023 in which the CAO informed the bidder of the contract award and the bidder accepted the bid on 14th November 2023. There was no record of grievances. The contract agreement was signed on 15th March 2024.

Procurement ref: Mbar892/WRKS/2023-2024/00012 Completion of classroom block with Principals office and Construction of the three (3) stance Pit Latrine at Mbarara School of Nursing and Midwifery; had the following documents on file;

Initiation of procurement, form LG PP form 1, which had been raised on 15th January 2024, and approved on 19th January 2024. The contracts committee had approved the procurement method, Open Domestic bidding, the evaluation committee, and the shortlist of service providers, in a meeting on 21st February 2024, under minute number No. 51/1/2023/2024 (g). There were bidding documents such as BOQs, specifications, instructions to bidders, sample contracts, and bid datasheet, dated 17th January 2024. A copy of the published advertisements of the shortlist which listed the different procurement works, among which was procurement ref; Mbar892/WRKS/2023-2024/00012 Completion of classroom block with Principal office and Construction of the three (3) stance Pit Latrine at Mbarara School of Nursing and Midwifery. It was selective bidding inviting bidders to bid on 17th January 2024 which was the date for the call to bid.

A record of issuance of bidding documents dated 17th January 2023 with the following contractors picking bids; Multiple Enterprise and Services Company Ltd and JB Kabuyanda Ltd. A record of receipt of bids and bid opening dated 31st January 2024 was as follows; Multiple Enterprises and Services Ltd at Ugx. 49,820,000/= and JB Kabuyanda Ltd. at Ugx. 49,895,215/=

The Evaluation Committee that sat on 21st February 2024 recommended the award of the contract to JB Kabuyanda Ltd as the best-evaluated bidder at a contract sum of Ugx.49,895,415/= VAT inclusive. The Contract Committee minutes dated 21st February 2024, in which the contract was awarded to JB Kabuyanda Ltd at Ugx.49, 895,415/= VAT Inclusive under minute number 59/2/2023/2024 (C). The Notice of best-evaluated bidder was displayed on 21st February 2024 and removed on 5th May 2024. It showed the best-evaluated bidder as JB Kabuyanda Ltd at Ugx.49, 895,415/= VAT Inclusive. The ESMPs were included in the contract as per the requirement

There was correspondence between the procuring and disposing entity and bidders, dated 6th March 2024 in which the CAO informed the bidder of the contract award and the bidder accepted the bid on 11th March 2024. The contract agreement was signed on 11th March 2024. No grievances seen on file during the assessment.

Procurement ref: Mbar892/WRKS/2023-2024/00009 Complete Twin Plant Clinic, Plumbing and Septic Work Phase III at the District Head Quarters.; had the following documents on file;

1. There was an Initiation of procurement, form LG PP form 1, which had been raised on 12th January, 2024, and then approved on 19th January, 2024.

2. The contracts committee had approved the procurement method, as Open Domestic bidding, the evaluation committee and a shortlist of service providers, in a meeting that sat on 17th January 2024, under minute number 51/1/2023/2024 (e).

3. The bidding documents such as BOQs, specifications, instructions to bidders, sample contracts, bid datasheet among others dated 19th January, 2024.

4. There was Copy of the published advertisements of shortlist for selected bidders which invited them to bid that started on 17th January 2024 ended on 31st January, 2024.

5. There was a Record of issuance of bidding documents dated 17th January, 2024 and the following contractor was issued with the bid; Twin Technical and Building Construction Ltd

6. There was a Record of receipt of bids dated 31st January, 2024 from Twin Technical and Building Construction Ltd at Ugx.10,513,800/=

7. There was a Record of bid opening dated 31st January, 2024; Twin Technical and Building Construction Ltd at Ugx.10,513,800/=

8. There was a Copy of bid received namely Twin Technical and Building Construction Ltd at Ugx.10,513,800/= dated 31st January, 2024.

9. The Evaluation committee sat and in their report dated 21st February, 2024 recommended the award of contract to Twin Technical and building Construction who was the best evaluated bidder at contract sum of Ugx.10,513,800/= VAT Inclusive.

10. There was Notice of best evaluated bidder which was displayed on 2st February 2024 and removed on 5th May, 2024. It showed best evaluated bidder as Twin Technical and building Construction Ltd at Ugx.10,513,800/= VAT Inclusive.

11. There was no need of submission to the Solicitor general for clearance since the contract amount was below the threshold required for solicitor General approval.

12. xi) There was no approval of contract from solicitor general since the contract amount was below the threshold which required approval from the Solicitor General.

13. x) The ESMPs were included in the contract as per requirement.

14. There were Contract Committee minutes dated 21st February, 2024 in which the contract was awarded to Twin Technical and building Construction Ltd at Ugx. 10,513,800/= VAT Inclusive under minute 59/2/2023/2024 (e)

15. There was correspondence between the procuring and disposing entity and bidders these dated 22nd February, 2024 in which the CAO informed the bidder of the contract award and the bidder accepted the bid on 1st March, 2024

16. There was no grievance seen on file during the assessment

17. The contract agreement was signed on 7th March, 2024.

Procurement ref: Mbar892/WRKS/2023-2024/00019 Completion of three (3) units staff house at Kashare Health Centre III Phase 2; had the following documents;

Initiation of procurement, form LG PP form 1, which had been raised on 8th April, 2024, and then approved on 8th April, 2024..Approved the procurement method which was Open Domestic bidding documents, evaluation committee and shortlist of service providers, in a meeting that sat on 15th April 2024, under minute number No. 89/4/2023/2024 (a).Bidding documents such as BOQs, specifications, instructions to bidders, sample contracts, and bid data sheet, dated 15th April, 2024. There was a Copy of the published advertisements of shortlist which listed the different procurement works, among which was procurement ref; Mbar892/WRKS/2023-2024/00019 Completion of three (3) units staff house at Kashare Health Centre III Phase 2. It was an invitation through selected bidding which called contractors for bidding on 15th April, 2024.

There was a Record of issuance of bidding documents dated 15th April, 2024 and the following contractors were issued with bids; Twin Technical B. Company Ltd, Multiple Enterprises and Services, Cornerstone Ltd, Epic Fine services and Contracts and Arthur Technical Services. There was a Record of receipt of bids dated 26th April, 2024 and the following bidders returned their bids; Twin Technical B. Company Ltd, Multiple Enterprises and Services Ltd, Cornerstone Ltd and Epic Fine services and Contracts Technical Services There was a Record of bid opening dated 26th April, 2024 that showed; Multiple Enterprises and Services Ltd and JB Kabuyanda Ltd. A record of Copies of bid received on dated 26th April, 2024, showed that ;Multiple Enterprises and Services Ltd and JB Kabuyanda Ltd had returned their bids at Ugx. 49,820,000/= and Ugx. 49,895,215/= respectively.

The Evaluation committee in their report dated 29th April, 2024 recommended the award of contract to Arthur Technical Services Ltd who had been the best evaluated bidder at contract sum Ugx.65,469,940/= . VAT inclusive under minute number 104/4/2023/2024 (a) A Notice of best evaluated bidder was displayed on 2nd May, 2024 and removed on 15th May 2024 The Contract Committee that sat on 30th May, 2024,approved the award of the contract to Arthur Technical Services Ltd at Ugx.65, 469,940/= VAT Inclusive, under minute No. 104/4/2023/2024 (a).ESMPs were included in the contract as per requirement.

There was Correspondence between the procuring and disposing entity and bidders, were on record dated 16th May, 2024 in which the CAO informed the bidder of the contract award and the bidder had accepted the bid on 17th May, 2024. There was no record of grievance seen on file during the

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

From the PDU obtain the procurement plan and procurement files.

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

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

assessment.

There was evidence that in the previous FY, the procurement plan included specific timeliness for completing the outlined activities. However, the timelines were not adhered to as was observed in the implemented projects namely; Procurement Ref: Mbar892/wrks/2023-2024/00005; Construction of OPD Block at Bwizibwera HCIV (phase II). The call for bids was planned for 8th September 2023 and the bids were called for on 25th September 2023, an advert in the New Vision, and did not adhere to the timelines. Bid opening was planned for 28th August, 2023 but instead, it was done on 16th October 2023, this did not adhere to the timeline. Notification of award of the contract was planned for 9th September 2023 but was done on 14th November 2023 and contract signing was planned for 15th September 2023 but was signed on 7th December 2023

Procurement Ref: Mbar892/wrks/2023-2024/00012; Completion of a classroom Block with the Principal's office and a three-stance VIP latrine. Call for bids was planned for 8th August, 2023 but bids were called for 17th January, 2024. There was no adherence to the timelines. Bid opening was planned for 28th August, 2023, instead, they were opened on 31st January, 2024, here there was no adherence to the timeline. Notification of award was planned for 9th September 2023 but instead was done on 6th March 2024 and the contract was signed on 11th March 2024

Procurement Ref: Mbar892/wrks/2023-2024/00004; Construction of a two (2) Classroom Block at Kashaka Primary School. The call for bids had been planned for 8th August 2023 but instead called for 25th September 2023, and bid opening was planned for 28th August 2023 instead they were opened on 16th October 2023 which was not as per plan. Contract notification was planned for 9th September 2023 but instead was done on 14th November 2023. While contract signing was planned for 15th September 2023 but was done on 7th December 2023 and therefore did not adhere to the timelines

Procurement Ref: Mbar892/wrks/2023-2024/00019; Construction of a three (3) Unit staff house at Kashare HCIII Phase II. The call for bids was planned for 8th August 2023 and was called on 15th April 2024, there was no adherence to the timelines. Bid opening was planned for 28th August 2023 and instead was opened on 26th April 2024. Award notification was planned on 9th September 2023 but was instead done on 16th May 2024. The contract signing was planned for 15th September 2023 but was instead done on 17th May 2024.

Contract management

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project management files.	There was evidence that the Project- Manager during project implementation issued compulsory approvals for materials testing, critical stage approvals, and mechanical electrical, and plumbing fixtures. This was observed in a commencement order for Procurement Ref: Mbar892/wrks/2023-2024/00005; Construction of OPD Block at Bwizibwera HCIV (phase II), dated 12th December 2023, in which the Project Manager instructed the contractor to take over the site with immediate effect from 12th December 2023. In the same letter, the contractor was instructed to seek approval for all the stages of work being implemented and the work contract was to be completed within 4 months. A letter dated 27th December 2023 approved the casting of concrete poles for the fence at the Bwizibwera HCIV among the critical stage approvals that were seen during the assessment. Approval dated 21st December 2023, was for the trench excavation and casting of strip concrete for, Procurement Ref: Mbar892/wrks/2023-2924/00004; Construction of a two (2) Classroom block at Kashaka Primary School in Bubare sub-county. The other was another approval dated 21st December 2023 that approved works for the trench excavation and casting of strip concrete that was made for the construction of a two-classroom block at Kashaka Primary School in Bubare sub county.
b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions	Check for • Compulsory approvals Verify if compulsory approvals were issued score 2 else score 0	
c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover		
d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period		
e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor		

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project management files.	There was evidence that the project Manager during project implementation had written site instructions, and the contractor had implemented those site instructions for instance; the site instruction dated 10th May, 2023, required the contractor to remove clear sheet glass from the windows of the toilets and bathrooms and replace them with opaque glass at, the OPD Block at Bwizibwera HCIV. This instruction was responded to as was noted in the report dated 11th June 2024, where the project manager indicated that the glasses had been replaced as had been instructed. Another site instruction dated 10th February 2024, for the construction of the box culvert at Nsiika Ekicundezi road in Kagongi sub-County, the contractor was asked to install a guard rail above the box culvert along the carriageway and this was responded to as was noted in a report dated 25th March 2024. Another site instruction that was issued by the project manager dated 17th April 2024, asked the contractor to paint the stand for the water tank, and align the paving slabs on the walkway these were issued for the works at OPD in Bwizibwera HCIV. These instructions were reported to have been complied with in a report dated 11th June 2024. The project manager also issued a site instruction dated 4th April 2024, that asked the contractor to fix celotex ceiling boards for the completion of a classroom block with principal's office and 3-stance latrine at Mbarara Health Training Institute.
b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions	Check for • Written Site instructions Verify if written site instruction were issued and there is evidence of their implementation score 2 else score 0	
c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover		
d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period		
e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor		

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project management files.	There was evidence that the Project Manager after the practical completion of implemented projects had compiled a snag list and instructed the contractor to correct defects before a completion certificate was issued and the contractor had rectified all defects before the practical handover. There was a Snag list dated 5th March 2024, for the construction of a two-classroom block at Kashaka Primary School. The issues noted were; hairline cracks in the chalkboard, minor cracks in the splash apron, and planted trees having been eaten by animals. The contractor was required to attend to this list and a report dated 5th April 2024, indicated that these issues had been attended to. A snag list dated 28th May 2024 for the construction of a three-unit staff house at Kashare HCIII (Phase II), showed that trees that had been planted by the contractor had dried and had been asked to replant them. A report dated 11th June 2024 by the project Engineer indicates that the contractor had replanted them.
b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions	Check for • Snag list • Final Completion Certificate including approvals from Environment Officer and DCDO.	
c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover	Verify if the project manager has compiled a snag list and instructed the contractor to correct all defects and ensured that the contractor has indeed corrected all defects before issuing the final completion certificate. Score 2 if all requirements are met; otherwise, score 0.	
d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period		
e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor		

- a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)
- b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions
- c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover
- d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period
- e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor

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

From LG Engineer obtain project management files.

Check for

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

- Payment vouchers

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

There was evidence that the Project Manager after practical completion had paid the retention fund to the contractor after the Defects Liability Period as per some of the completed projects below;

Final Completion Certificate No; 02; Procurement No: MBAR 892/WRKS/2022 – 2023/0005; Project: Construction of 4-Classrooms at Amabaare P/s in Kashare Subcounty – by M/s Arthur Technical Services SMC Ltd, Commencement date 9th January 2023 and Completion date 5th June 2023, the Final Certificate dated 8th June 2023 was approved by the DCDO on 8th June 2023 and District Environment Officer on 9th June 2024; the retention was paid on 22nd January 2024 as per Payment Voucher No. 768 after a retention period of 180 days.

Final Completion Certificate No; 03; Procurement No: MBAR 892/WRKS/2022 – 2023/0005 Project: Construction of Kigoro Solar Powered Scheme Phase I in Bukiro Subcounty by M/s DAIKAM Technologies Ltd, Commencement date 3rd February 2023 and Completion date 23rd April 2023, the Final Certificate dated 16th January 2024 was approved by the DCDO and District Environment Officer on 1st February 2024; the retention was paid on 24th February 2024 as per Payment Voucher No. 772 after a retention period of 180 days.

Final Completion Certificate No; 04; Procurement No: MBAR 892/WRKS/2022 – 2023/0007 Project: Construction of an OPD Block at Bwizibwera HCIV Phase I in Bwizibwera Rutooma Town Council by M/s Multiple Enterprises & Services Co. Ltd, Commencement date 25th January 2023 and Completion date 12th June 2023, the Final Certificate dated 13th June 2023 was approved by the DCDO and District Environment Officer on 13th June 2024; the retention was paid on 31st January 2024 as per Payment Voucher No. 781 after a retention period of 180 days.

Final Completion Certificate No; 04; Procurement No: MBAR 892/WRKS/2022 – 2023/0007 Project: Construction of an OPD Block at Bwizibwera HCIV Phase I in Bwizibwera Rutooma Town Council by M/s Multiple Enterprises & Services Co. Ltd, Commencement date 25th January 2023 and Completion date 12th June 2023, the Final Certificate dated 13th June 2023 was approved by the DCDO and District Environment Officer on 13th June 2024; the retention was paid on 31st January 2024 as per Payment Voucher No. 781 after a retention period of 180 days.

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project management files.	There was no evidence that for completed projects that site progress meeting schedule had been developed, and meetings were held in line with the schedule of works that coincided with payment stages/milestones in the contract. Project handover certificates and completion certificates were issued to the contractor for all three projects reviewed. This was observed in the sampled projects as indicated here below; Procurement Ref: Mbar892/wrks/2023-2024/00005; Construction of OPD block at Bwizibwera HCIV (phase II). There were records of site meetings as noted for 18th January 2024, 29th December 2023, and 14th May 2024. In the minutes of the meeting held on 18th January 2024, the DCDO asked the contractor to always register workers who had reported on-site daily and also provide PPEs for the workers on site to protect them from possible accidents. However, no schedule of minutes was seen on record to determine if the meetings had been on schedule.
b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions	• Meeting Schedules • Minutes of site meeting • Minutes of project handover to the client • Final Completion Certificate including approvals from Environment Officer and DCDO.	Procurement Ref: Construction of a classroom block with the Principal's office and a 3-stance V.I.P. latrine. There were records of site meetings held on 4th April 2024 and 14th May 2024. In the minutes of the meeting held on 14th May 2024, the project Engineer asked the contractor to do remedial works before payment could be made and also asked the contractor to carry on with the landscaping on the rear end of both the classroom block and the VIP latrine on the site. However, there was no schedule for meetings seen to determine whether they were on schedule.
c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover	Verify if: • The site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract	Procurement Ref: Mbar892/wrks/2023-2024/00003; Construction of a single cell (1500 x 1500mm) Box culvert on Nsika-Ekicundezi Road Kagongi Sub-county. There were minutes for meetings dated 25th August 2023 and 28th February 2024 in which the project manager highlighted the different types and sizes of culverts that are in use for on different roads. He noted that it depends on various factors for instance the volume of traffic on the road and the volume of water flow among other factors. He said after considering various factors that a single box culvert was installed along this particular road. There was no schedule for meetings also seen here.
d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period	• There was a Project hand-over to the client • Completion certificates were issued to the contractor	
e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor	Score 2 if all requirements are met; otherwise, score 0.	Procurement Ref: Mbar892/wrks/2022-2024/00019; Construction of a 3-unit staff house at Kashare HCIII (phase II). There was a schedule of meetings which was dated 17th May 2024, that indicated 28th May 2024 as launch and review of work progress. This meeting had been held on the planned date, in the meeting the DHO, indicated that he was happy with the project as it would help improve the accommodation of the health workers once completed. The LCV also asked the contractor to complete the project on time. Procurement ref: Mbar892/wrks/2023-2024/00001; Construction of Kigoro Solar power water system (phase II). There were only activity meetings held on the dates indicated here below; 12th December 2023 and 17th January 2024. There was no meeting schedule seen on record to determine adherence to the meeting schedule.

a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified. b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment c) Evidence that the project was implemented as per work schedule and completed within original completion date d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project files Check for • Evidence of joint measurement sheet/work verification Verify that joint measurements were effectively conducted for admeasurement contracts or that works were verified for lump sum contracts in terms of both quality and quantity. Ensure that the verification is signed by the Project Manager and the contractor before the works are certified. Score 2 if the requirements were met; otherwise, score 0.	There was evidence that joint measurements had been effectively conducted for admeasured contracts, verified in terms of both quality and quantity then signed by the project manager and contractor before works were certified. This was observed for Procurement Ref: Mbar892/wrks/2023-2024/00004; Construction of a two-classroom block- Kashaka primary school- Bubare subcounty. The joint measurement was done on 18th January, 2024, signed by both the contractor and the project engineer, then was verified by the DEO on 23rd January, 2024. Procurement Ref: Mbar892/wrks/2023-2024/00005; Construction of an OPD block at Bwizibwera HCIV, had joint measurement also done and had been signed on 29th February, 2024 by both the contractor and project engineer, then was verified by the DHO on 4th March, 2024. Procurement ref: Mbar892/wrks/2023-2024/0019; Construction of a 3-unit staff house Kashare HC III (phase II). Had a record of joint measurement signed by both the contractor and project engineer on 8th June, 2024, then had been verified on 11th June 2024 by the DHO. Procurement Ref: Mbar892/wrks/2023-2024/00003, Construction a single cell (1500 x 1500mm) Box culvert on Nsika-Ekicundezi Road - Kagongi Subcounty. A record for joint measurement was seen and had been made on 22nd March, 2024 signed by both contractor and project engineer, then had been verified by the District Engineer on 25th March, 2024.
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a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified.	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:	There was evidence that before the LG made advance payment there was proof of a valid performance guarantee verified the bank as per the projects below;
b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment	From LG Engineer obtain project files Check for • Evidence of Performance Guarantee	- Construction of a 2-Classroom Block at Kashaka P/s in Bubaare S/c; Procurement No. MBAR892/WRKS/2023-24/00004 after the Contractor (M/s Arthure Technical Services Ltd) had provided a performance guarantee of Ushs 9,193,463 issued and verified by UBA Bank, Ref. No CORP/PG/22/360 – BG/2212293702 dated 12th December 2023.
c) Evidence that the project was implemented as per work schedule and completed within original completion date	Verify that either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment. Ensure that the advance payment guarantee was verified by the bank. Score 2 if the requirements were met; otherwise, score 0.	- Construction of an OPD Block at Bwizibwera HCIV Phase I in Bwizibwera-Rutooma Town Council; Procurement No. MBAR892/WRKS/2023-24/00005 after the Contractor (M/s Multiple Enterprises & Services Co) had provided a performance guarantee of Ushs 8,975,187 issued and verified by Centenary Rural Development Bank, Ref. No CRDB/MBARARA CORPORATE/TF/13.01/02/2024 dated 13th February 2024.
d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).		- Construction of Kigoro Solar Powered Scheme Phase I in Bukiro Subcounty; Procurement No. MBAR892/WRKS/2023-24/00001 after the Contractor (M/s DAIKAM Technologies Ltd) had provided a performance guarantee of Ushs 33,888,274 issued and verified by CRDB/KIHIHI/TF/29.02/11/2023 dated 29th November 2023.
		From the above observation, the LG was compliant with the requirement.

a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified.	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project files Check for • Start and completion date in the contract compared to actual completion date.	There was no evidence that the projects had been completed as per the work schedule and completed within the original completion date. This was noted for infrastructure projects completed such, as Procurement Ref: Mbar892/wrks/2023-2024/00005; Construction of an OPD Block at Bwizibwera HC IV. The commencement order dated 12th December 2023, indicated the start date as 12th December 2023, and the completion date as 4 months from the time of signing the agreement. The agreement was signed on 7th December 2023, giving completion dated as 7th April 2024, while the completion certificate indicated the completion date as 10th June 2024. Therefore, the project was not completed as per the original schedule.
b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment	Verify if the project was implemented as per work schedule and completed within the original completion date. Score 2 if the requirements were met; otherwise, score 0.	Procurement Ref: Mbar892/wrks/2023-2024/00004; Construction of a two-classroom block at Kashaka Primary School-Bubare sub county. The commencement letter dated 12th December 2023 indicated a start date as 12th December 2023 and a completion date as three (3) months from the date of signing the agreement which was 7th December, which put the end date as 7th March 2024. The practical completion certificate states the completion date as 4th March 2024. Which showed that the project was completed in time.
c) Evidence that the project was implemented as per work schedule and completed within original completion date	Score 2 if the requirements were met; otherwise, score 0.	Procurement Ref: Mbar892/wrks/2023-2024/00019; Construction of a 3-unit staff house at Kashare HCIII (phase II). There was a commencement order dated 17th May 2024 which indicated 17th May 2024 as the date for the start of the contract and the completion date as one and half months (1 ½) from the date of signing of the contract which was signed on 17th May 2024 which put the date of completion on 17th July 2024. The completion certificate dated 11th June 2024 shows the date of completion as 10th June 2024. Procurement ref: Mbar892/wrks/2023-2024/00003; Construction of a single cell (1500 x 1500mm) Box culverts on Nsiika-Ekicundezi Road in Kagongi sub county. The commencement letter indicated the start date as 7th December 2023 and the contract end date as 15th March, 2024. The practical completion certificate dated 25th March 2024 indicates the completion date as 15th March 2024 and therefore followed the time schedule. Procurement ref: Mbar892/wrks/2023-2024/00001; Construction of Kigoro Solar power water system (phase II). There were no records on file seen to determine adherence to the work schedule for the implementation of the contract since the start and end dates of the contract were seen though the contract signing date was seen as 7th December, 2023.
d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).		

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| a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified. | <p>From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:</p> <p>From LG Engineer obtain project files</p> <p>Check for</p> <ul style="list-style-type: none"> • Work Schedule | <p>There was no evidence that the District Local Government had developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there was no contract variation or variations in the contract price for infrastructure investments for the previous FY that were approved.</p> |
| b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment | <ul style="list-style-type: none"> • When payment was made as compared to invoice date • Original and amended contract where there is a variation. | |
| c) Evidence that the project was implemented as per work schedule and completed within original completion date | <p>Verify if the:</p> <p>i. That the LG developed a work schedule, displayed it and reported on physical progress as per the work schedule.</p> | |
| d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold). | <p>ii. That there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold)</p> <p>Score 2 if the requirements (i) and (ii) were met; otherwise, score 0.</p> | |

Effective mobilisation and management of financial resources

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| 11 Evidence that the LG realised an increase in OSR (excluding one/off, e.g., sale of assets, but including arrears collected in the year) from the previous FY but one to the previous FY, and evidence that the LG remitted the mandatory LLG share of local revenues during the | <p>From the Chief Finance Officer, obtain a copy of the final accounts for the previous two years,</p> <ul style="list-style-type: none"> • Calculate the percentage increase in OSR, • Ascertain the percentage of the mandatory LLG share of local revenues | <p>i. There was evidence that the LG realized an increase of 6% in the OSR for the previous FY as compared to the previous FY but one as per Draft Final A/cs 2023/2024;</p> <p>OSR 2022/2023 Final Accounts FY2022/2023 (page 40) Total revenue = Ushs 1,282,382,219</p> <p>OSR 2023/2024 Draft Final Accounts FY2023/2024 (page 42) Total revenue = Ushs 1,360,104,025</p> <p>Therefore,</p> <p>Revenue 2023/2024 less revenue 2022/2023</p> |
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previous FY not more than 10 days after cash limit release.	during the previous financial year,	Ushs 1,360,104,025 - Ushs 1,282,382,219 = Ushs 77,721,806
	• Calculate the percentage of the LLG remitted	= (77,721,806/1,282,382,219) x 100 = 6%
	From CFO obtain invoices and vouchers to ascertain when LG revenue was received and remitted.	Therefore, the OSR for FY 2023/2024 decreased by 6%. The decrease in the OSR for the FY2023/2024 was attributed to; Involvement of the political leaders in the mobilization local revenue.
	Verify if:	Introduction of IRAS in the collection of local revenue.
	i. If the increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from the previous FY but one to the previous FY was more than 5%	ii. There was evidence that the LG remitted all the mandatory share of 65% to the Sub-counties and 100% to the Town Councils. The local revenue of the previous financial year totaling to Ushs 640,119,672 of which Ushs 536,616,109 was remitted to the Town Councils (100%) and Ushs 67,277,316 (65%) of Ushs 103,503,563 was remitted to the Sub counties as per the schedule below;
	ii. If the LG remitted the mandatory LLG share of local revenues during the previous financial year not more than 10 days after the cash limit release	1. BUBAARE S/C received Ushs 20,615,092 2. BUKIRO S/C received Ushs 3,106,361 3. RUBAYA S/C received Ushs 18,628,272
	If the LG complies to (a) and (b) score 2 or else 0.	4. RUBINDI S/C received Ushs 4,523,165 5. KASHARE S/C received Ushs 9,502,105 6. KAGONGI S/C received Ushs 10,902,411 7. NYABISIRIRA T/C received Ushs 80,052,814 8. BWIZIBWERA-RUTOOMA T/C received Ushs 225,820,164 9. BUKIRO T/C received Ushs 6,117,838 10. RWANYAMAHEMBE T/C received Ushs 95,927,670 11. RUBINDI-RUHAMBAA T/C received Ushs 128,697,623
		The above remittances were done on quarterly basis at least within 10th day after the cash limit release as below;
		First quarter cash limit release date was 3rd August 2023 and remittance date 15th August 2023 which was 7 working days after the cash limit release.
		Second quarter cash limit release date 5th October 2023 and remittance date 12th October 2023 which was 4 working days after the cash limit release.

Third quarter cash limit release date 27th March 2024 and remittance date 5th April 2024 which was 7 working days after the cash limit release.

Fourth quarter cash limit release date 13th June 2024 and remittance date 18th June 2024 which was 4 working days after the cash limit release.

12

Evidence that the LG used all the development grants as per the grant guidelines and the eligible items in the respective investment menu score 2

Obtain Budget performance reports from the Chief Finance Officer to ascertain the Development grants transferred to LGs during the previous FY

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

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

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

There was evidence that the LG received a total of Ushs 1,220,556,321 for infrastructure projects constructed in the previous FY and the above amount was spent on eligible items in the respective investment menu as per some of the infrastructure projects implemented below;

- Construction of Kigoro solar powered water system (phase II) in Bukiro Subcounty at Ushs 170,040,591 using RWSG.

- Construction of an OPD at Bwizibwera HCIV (phase II) in Bwizibwera-Rutooma Town Council at Ushs 89,751,870 using the PHC and Transition Grant.

- Construction of an Administration Block (phase I) at Rwanyamahembe Town Council at Ushs 26,060,010 using Startup Fund.

- Construction of 3 in 1 staff house at Kashare HCIII in Kashare Subcounty at Ushs 65,469,940 using the PHC Grant.

- Completion of Classroom block with a Principal's office and a 3-stance VIP latrine at Mbarara Training Institute at Bwizibwera Subcounty at Ushs 49,985,803 using DDEG.

- Drilling and installation of 7 Boreholes in Bubaare, Rubindi, Kashare, Ruhaya and BUkiro Sub-counties at Ushs 174,063,436 using RWSG.

- Design, supply and installation of irrigation scheme for Tibendezana Fred in Rwenshanku Parish – Bubaare Subcounty at Ushs 24,976,000 using UGIFT.

The above projects were all eligible as per the grand guidelines and investment menu.

2

Evidence that the LG produced an annual audit plan and quarterly internal audit reports, the LG PAC discussed internal and external audit issues and reported to the district chairperson or Mayor, and the LG resolved audit issues identified by internal and external audits.	From the Internal Auditor, obtain an audit plan and audit reports to verify the timely production of internal audit reports.	i. There was evidence that the LG had prepared an Annual Audit plan for the FY2023/2024 and share the same with the Office of the Internal Auditor General on 11th July 2023.
	Obtain minutes of LG PAC to establish whether they have discussed both internal and external issues and made recommendations to the Accounting officer.	The MC produced Quarterly Audit Reports as per the dates below;
	From CFO, Obtain reports on the implementation of audit recommendations.	Q1 Report was produced on 30th October 2023 which was 1 month after the end of the quarter.
	Verify If the LG:	Q2 Report was produced on 29th January 2024 which was 1 month after the end of the quarter.
	i. Produced an annual audit plan and quarterly internal audit reports within two months of the end of the quarter,	Q3 Report was produced on 26th April 2024 which was 1 month after the end of the quarter.
	ii. The LG PAC discussed internal and external audit issues and reported to the district chairperson or Mayor , and	Q4 Report was produced on 29th July 2024 which was 1 month after the end of the quarter.
	iii. The LG resolved at least 80% of audit issues identified by internal and external audits (due audit recommendations are implemented)	ii. The LGPAC Meeting held on 13th December 2023 under Min. MBR.DPAC.04/12/2023 discussed Q1 Internal Audit report for the FY2023/2024.
	If the requirements (i) to (iii) are met score 2 or else 0.	The LGPAC Meeting held on 20th March 2024 under Min. MBR.DPAC.06/03/2024 discussed Q2 and Q3 Internal Audit reports and Auditor General's Report for 2022/2023 was discussed meeting held on 9th November 2023 under Min. MBR.DPAC.06/03/2024.
		The LGPAC Meeting held on 2nd and 3rd October 2024 under Min. MBR.DPAC.06/10/2024 discussed Q4 Internal Audit report.
		A report for the above discussions by the LGPAC was prepared 15th October 2024 received by the District Chairperson on 17th October 2024.
		iii. The LG had 72 internal and external audit queries raised in the FY2023/2024, by the time of the Assessment 6 queries were uncleared, hence the LG had cleared 92% of the queries.

Evidence that the LG has an unqualified audit opinion for the previous FY	From the OAG, obtain and review audit opinions	Awaiting for the OAG opinion to determine the score.
	Verify if the LG has an unqualified audit opinion for the previous FY to score 2 or else 0	

Evidence that the LG implemented all mitigation measures in the Environmental & Social Management Plans (ESMPs) for all Projects in the previous year as provided for in the Guidelines.

From DNRO/Environment Officer

- Obtain and review the Environmental & Social Management Plans (ESMPs) for all projects
- Sample projects (at least 3) to verify that the mitigation measures in the project ESMPs were implemented as reported.

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

From the project ESMPs implementation reports, project safeguards clearance report, and field Visits, there was evidence of the implementation of mitigation measures in the three sampled projects as shown below;

- For the Construction of OPD at Bwizibwera Health Centre IV (Phase II) in Rutooma T/C mitigation measures included solid waste management sites including toilets, placenta pits, proper water drainage channels, rainwater harvesting tank, Water gutters to harvest water to the tank, landscaping, grass planting (paspalum and native grass), planting of fruit and compound trees that act as windbreakers, lump for accessibility, hand washing basins. These mitigation measures were all verified to have been implemented during the field visits.
- For the Construction of 2 classroom blocks at Kashaka Primary School in Bubaare S/C, implemented mitigation measures from the project visit included; restoration by planting Fruit trees (Mango trees) and Grevellia trees that act as windbreakers, paspalum planting, availability of lightening arrestor, proper drainage channels at the site, safety learning instructions, availability of lump, Landscaping. All these were verified as implemented during the time of assessment.
- For the construction of Kigoro solar-powered water system (Phase II) in Bukiro S/C. Mitigation measures that were implemented around the Solar plant included restoration plans, proper stormwater drainage channels, ground leveling, paspalum planting, a 2-room storage shelter, a lightening arrestor, and chain link fencing of the concrete water tank among others. All these were verified to have been undertaken during the fieldwork visit to the project site at the time of assessment.

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

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

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

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

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

There was evidence that the LG's constructed infrastructure projects have proof of land ownership as indicated below;

Mbarara District HQ is located on Plot 2, Block 24 at Mbarara Municipality, Mbarara District, and acquired on 27th September 2023 and the Title deed is the Names of Mbarara District LG.

Rubaya Subcounty office is located on Plot 699, Block 29 at Muko village, Rubaya Subcounty, Mbarara District, and was acquired on 8th May 2024. The title deed is the name of Rubaya Subcounty LG.

Bwizibwera HCIV is located on Plot 75, Block 5 at Bwizibwera Upper Ward, Bwizibwera-Rutooma Town Council, Mbarara District, and was acquired on 17th May 2024. The title deed is the name of Bwizibwera HCIV.

Bubaare Subcounty office is located on Plot 1329, Block 35 at Kashaka-Kooga-Kyantamba village, Bubaare Subcounty, Mbarara District, and was acquired on 25th January 2024. The Title deed was registered in the name of Bubaare Subcounty LG.

Nyabisharira Town Council office is located on Plot 50, Block 14 at Bunyangabo Cell, Nyabisharira Town Council, Mbarara District, and was acquired on 10th January 2024 the Title deed was registered in the name of Nyabisharira Town Council LG.

Bwizibwera-Rutooma Town Council office is located on Plot 515, Block 5 at Rutooma Trading Center, Bwizibwera-Rutooma Town Council, Mbarara District, and acquired on 1st March 2024 the Title deed is the Names of Bwizibwera-Rutooma Town Council LG.

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

From the DCDO obtain and review;

- The approved Stakeholder Engagement Plans for the previous FY.

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

- o The engagements held with stakeholder

- o Resolutions made

- o Actions taken

- o Outcomes of the actions

Note that reports should be in tandem with the SEP

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

The DLG did not have a Stakeholder Engagement Plan for the previous FY in place but for the current FY the Sub-program had established a SEP for better implementation nevertheless no implementation reports were seen.

Evidence that GRCs at project level are existent, functional and that the communities/workers have been sensitized about their existence and are using them	Review the GRCs at various projects to establish	i. There was no evidence presented during the time of assessment that DLG had constituted a functioning GRC at the project level as per the circular issued by MoGLSD.
	i. They are as constituted as per the circular issued by MoGLSD in July 2023	ii. There was evidence that grievances have been recorded. in a logbook entitled" Mbarara District Local Government Grievance records.
	ii. Evidence that grievances are recorded	On 8th December 2023 A male complainant from Rugorogoro - Nkaka cell complained about the borehole relocation , land owners had rejected the proposal of land they had offered to the community. The GRC, Chairman LC1, land owner and the family members were engaged in a meeting where they concluded that " the Borehole was relocated to another site as per stakeholders meeting held on 8th December 2023"
	iii. Evidence that the grievances that were received were acted upon	
	iv. Evidence that the GRC activities are funded	However, the secretary or the Focal person was not present during the time of assessment to present the necessary documents
	v. Evidence that the community/workers have been sensitized about the existence of the GRC	
	vi. Evidence that the GRCs have been trained on their roles and responsibilities	
	If the requirement (i) to (vi) above are complied with score 2 or else 0.	

Transparency, oversight, reporting and accountability

The LG shared key information with and responded to the issues raised by the councilors and citizens	From Clerk to Council find minutes of Council discussing the LG assessment report.	i. There was evidence that the LG shared LGMSD PA results for the previous FY as per the TPC meeting held on 17th October 2024 under Min.23/10/2024 and attendance list of 25 participants where the results for each subprogram were declared and a total of Ushs 178,720,101 was gained by the LG due to the average performance as follows;
	Sample 5 sites to establish display of relevant information	The education department gained Ushs 39,534,203
	From the LG Planner, obtain minutes of Baraza and attendance lists to establish issues discussed	The health department gained Ushs 36,794,546
	Radio Program Recordings	The water department gained Ushs 91,059,956
	Obtain from the CFO the charge policy.	The planning Unit gained Ushs 13,649,621
	Check display of tax information on public notice boards	MSI department Ushs 2,318,224
	Verify that:	ii. The LG Council discussed the Performance Assessment results for FY20022/2023 in the Council Meeting held on 18th September 2024 in the District Council Hall as per the minutes under Min. MDLG/COU/06/09/2024 Presentation and Discussion of the LG Performance Assessment Results 2022/2023 and its impact on service delivery where the regrated declining results in performance despite the increase in the grant

i. LG shared LGMSD PA results for the previous FY and how much the LG gained or lost regarding the size of the development grants based on performance results with the citizens through at least one of the following forms: barazas; radio; circulars and workshops	allocation and the council resolved that; - the LG should set up a District Internal Assessment Team to prepare for the next assessment to perform better.
ii. The LG Council has discussed the LG Performance assessment results in Council and that the Accounting Officer has implemented the Council resolutions on the LG Performance Assessment	The above recommendations were implemented by the CAO through; - Composing the District Internal Assessment Team as per the introduction letter of the Committee members (with Tuhamwe Cyril Senior IT Officer - Team Leader) dated 14th August 2024. The Team took action as per the induction training report on the Assessment Manual for LLGs held on 27th August 2024 and HoDs Training report on the New Manual for the LG Management of Service Delivery Performance Assessment held on 14th November 2024 signed by Tuhamwe Cyril- Senior IT Officer Mbarara LG.
iii. The LG has placed site boards on all construction sites to display information regarding procurement and contract management including: the name of the project; the contractor; source of funding; expected duration (include start and end dates as well as calendar days) and location.	iii. The LG has placed site boards on all construction sites to display information regarding procurement and contract management including the name of the project; the contractor; the source of funding; expected duration that included start and end dates as well as calendar days and location this was seen on sampled projects. The site boards were at Bwizibwera HCIII where the site board read " Project: Construction New OPD block at Bwizibwera HCIV phase II. Funding: PHC Transition fund. FY 2023/2024 Contract sum 89,751,562/= Contractor: Multiple Enterp. And Services Co. LTD"
iv. The LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programs etc.) with the public to provide feedback on status of activity implementation:	iv. There was evidence that the LG during the previous FY conducted discussions in barazas with the public and provided feedback on the status of activity implementation as per the report dated 20th February 2024 of the Barazas held on 14th February 2024 in Bwizibwera-Rutooma Town Council and Bubaare Subcounty held on 12th February 2024 as per the details below; The District Health Officer presented the list of completed projects e.g. construction of a classroom block and principal's house Bwizibwera Nursing School in Bwizibwera-Rutooma T/c at Ushs 63,700,000; Construction of an OPD Block at Bwizibwera HCIV Phase I in Bwizibwera-Rutooma Town Council at Ushs 8,975,187
v. The LG has made publicly available information on i) tax rates, ii) collection procedures, iii) procedures for appeal; (iv) amounts collected during the previous FY and how it was used.	The District Production Officer presented the list of completed projects e.g. construction and installation of 15 Micro Scale irrigation systems in Bubaare S/c; Rwenyamahembe T/c; Bwibwera-Rutooma T/c and Rubindi-Ruhumba T/c and Kagongi S/c Ushs 231,430,756; construction of 2-Diary zero-grazing units at Nyabisirira T/c and Bukiro T/c Ushs 11,000,000.
If (i) to (v) above	The District Education Officer presented the list of

complied with score 2 or 0 completed projects e.g. construction of 2 blocks at Kashaka P/s in Bubaare S/c at a cost of Ushs 91,934,626; construction of 2 blocks at Akarungu P/s in Rubindi S/c at a cost of Ushs 84,366,460 and construction of 2 blocks at Amabaare P/s in Kashare S/c at a cost of Ushs 84,648,480.

The reported major activities were; supervision and monitoring of schools, PDM, YLP, UWEP, SEGOP, etc..., Local revenue collection, MSI co-funding from the community, health care service provision at health centers, and grants for PWD groups.

v. There was evidence that the LG made publicly available information on i) tax rates, ii) collection procedures, iii) procedures for appeal as per the display on the LG Notice board dated 8th August 2023 and with the contacts of the Contact person for the Appeals Committee/District Commercial Officer – Nkwatsibwe Adams Bwisho

Tel: 0773070006

(iv) the total amount of Ushs 1,360,104,025 collected during the previous FY and how it was used was well displayed as per the circular dated 8th October 2024 and signed by the CFO and approved by the District Chief Administration Officer.

20

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

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

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

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

Check and verify that:

i. The LG has supervised or mentored all LLGs;

i. There was evidence that the LG mentored and supported LLGs in the previous financial year as per the reports provided;

Q1 mentoring and supervision of LLGs was held on 4th October 2023 and LLGs mentored on the preparation of PBS and timelines; guidelines/purposes for DDEG and ineligible costs under the grant.

Q2 mentoring and supervision of LLGs was held on 11th January 2024 and LLGs mentored on development planning and budgeting/ mainstreaming of cross-cutting issues, performance indicators, and PBS preparation.

Q3 mentoring and supervision of LLGs was held on 3rd May 2024 and LLGs were mentored strategic direction of the LGs and National strategic direction; introduction of the PDM; the relationship between plan and budget and prioritization of activities/projects in the annual budget.

Q4 mentoring and supervision of LLGs was held on 23rd July 2024 and LLGs were on allocation of DDEG funds between different levels of LGs;

ii. There was evidence that the Results/reports of support supervision visits were discussed by the TPC and used by the LG to make recommendations for corrective actions and followed up as per the TPC minutes below;

TPC meeting held on 21st November 2023, Min. 44/11/2023 Presentation of Quarter 1 LLG Mentoring report; the TPC recommended that DDEG and other Grant guidelines be discussed again with involvement of all LLG staff to improve

2

ii. Results/reports of support supervision visits were discussed by the TPC, used by the LG to make recommendations for corrective actions and followed up	service delivery.
iii. The LG conducted credible assessment of LLGs as verified during the National LGPA exercise	TPC meeting held on 31st January 2024, Min. 09/01/2024 Presentation of Quarter 2 LLG Mentoring report; the PTC recommended that the Senior Planner/focal person for PBS conducts refresher trainings to help LLGs understand the integration of cross-cutting issues in the annual workplans and budgets and master the use of the PBS System.
iv. The LG conducted mock assessment, discussed the results and took corrective action in preparation/readiness for the national performance assessment exercise	TPC meeting held on 10th June 2024, Min. 54/06/2024 Presentation of Quarter 3 LLG Mentoring report; the PTC recommended that all newly recruited staff in LLGs and political leaders be mentored on their duties, roles and responsibilities, professional code of conduct for public service and disciplinary procedures and terms and conditions of service.
If (i) to (iv) above requirements are complied with score 2 or else 0	TPC meeting held on 23rd July 2024, Min. 05/07/2024 Presentation of Quarter 4 LLG Mentoring report; the PTC recommended that several copies of the DDEG Guidelines be printed and shared with the users and that the Planning department should have all its staff attached to the various LLGs for continuous support.
	v. The LG conducted credible assessment of LLGs in the previous FY as verified during the National LGPA exercise
	There was evidence that the LG conducted mock assessment from 4th - 10th September 2024 as per the Circular dated 23rd August 2024 signed by the CAO and discussed the results and took corrective action in reparation/readiness for the national performance assessment exercise as per the Minutes for the TPC meeting held on 17th October 2024 under Min. 23/10/2024 and it was recommended that the Head of Internal Assessment Team with HoDs should ensure that all the remaining gaps are fixed to improve on the performance of the LG.

21

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

From Clerk to Council, obtain minutes of council committees

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

There was evidence that the LG prepared both quarterly financial and quarterly physical progress reports covering all development projects and the reports were discussed by the relevant organs as indicated below;

Q1 financial and quarterly physical progress report was prepared on 24th November 2023 and discussed by the TPC in a meeting held 21st November 2023 under Min. 45/11/2023, the TPC recommended the Finance Department through the Revenue Officer arrange to train all Ward Agents on the IRAS system to improve the district local revenue correction; the revenue team should develop proposals for external funding and present to the TPC for review before forwarding it to the Council for consideration.

Q2 financial and quarterly physical progress report was prepared on 22nd January 2024 and discussed by the TPC in a meeting held 31st January 2024 under Min. 06/01/2024 Discussion of Q2 Report; the

2

TPC recommended that monthly expenditure be reviewed by the Departmental/Sector Accountants to ensure accuracy and HoDs to consistently review the workplans to ensure maximum utilization of all funds released from the Center.

Q3 financial and quarterly physical progress report was prepared on 4th June 2024 and discussed by the TPC in a meeting held 10th June 2024 under Min.54/06/2024, Discussion of Q3 Report; the TPC resolved a revenue collection committee be formed and trained on current revenue sources in order to improve the revenue for the LG; Departments were encouraged to develop proposals that can attract external funding from Development Partners to increase the total revenue.

Q4 financial and quarterly physical progress report was prepared on 16th August 2024 and discussed by the TPC in a meeting held 19th August 2024 under Min.17/08/2024, Discussion of Q4 Report; the TPC recommended that the planning department should conduct trainings for PBS focal persons on the PBS System; the LG should increase the funding for the revenue collection team to improve its functionality and more conduct more training for the team in the next FY.

On the same note the DEC and District Council Committee the financial and quarterly physical progress report as below;

Q1 financial and quarterly physical progress report was discussed by DEC in meeting held on 11th December 2023 under Min.MBR.DEC.32/012/2023 and District Council Committee discussed the report on 9th November 2023 under Min. No MBRA.MIN.FIN/01/09/11/2023.

Q2 financial and quarterly physical progress report was discussed by DEC in meeting held on 18th March under Min.MBR.DEC.53/02/2024 and District Council Committee discussed the report on 6th March 2024 under Min. No MBRA.MIN.FIN/01/06/03/2024.

Q3 financial and quarterly physical progress report was discussed by DEC in meeting held on 20th May 2024 under Min.MBR.DEC.60/05/2024 and District Council Committee discussed the report on 29th May 2024 under Min. No MBRA.MIN.FIN/01/29/05/2024.

Q4 financial and quarterly physical progress report was discussed by DEC in meeting held on 30th July 2024 under Min.MBR.DEC.05/07/2024 and District Council Committee discussed the report on 18th September 2024 under Min. No MBRA.MIN.FIN/01/18/09/2024.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year	From the LG obtain UNEB results disaggregated between Government aided and private schools and review: • The LG PLE results for the previous school year but one and the previous year • Calculate the pass rate or percentage increase between the previous school year but one and the previous year • Calculate the percentage of pupils that passed between grades 1 and 4 for both years • For districts with municipalities, disaggregate results between the districts and the MC. If the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year, Score 3 or else score 0	PLE 2023 Total No. of candidates registered in the LG were 3348 Government candidate was equal (overall – private candidates) = $3348 - 555 = 2793$ Breakdown of candidates passing per division: Div1 – $781 - 289 = 492$ Div2 – $2072 - 232 = 1840$ Div3 – $314 - 19 = 295$ Div4 – $89 - 06 = 83$ Div U – $55 - 04 = 51$ Div X – $37 - 05 = 32$ Total = 2741 candidates were registered in government schools. Total absentees government were $2741 - 32 = 2709$ Total that sat were 2709 Total Grades (1,2,3&4) = $492 + 1840 + 295 + 83 = 2710$ Pass rate = $(2710 / 2709) \times 100 = 100.03\%$ PLE 2022 Total Registered Candidates were 3588 Government candidates were equal to (3588-515 (private)) = 3073 3073 government breakdown according to scores Div1 = 745 Div2 = 1839 Div3 = 287 Div4 = 101 Div U = 45 Div X = 56 Therefore the pass rate was =	3

$$\text{DIV1} + \text{DIV2} + \text{DIV3} + \text{DIV4} =$$

$$745 + 1839 + 287 + 101 = \mathbf{2972}$$

$$\% \text{ pass rate for 2022} = 2972/3073$$

$$= \mathbf{96.7\%}$$

Therefore the percentage increase in pass rate between 2023 and 2022 was $(100 - 96.7) = \mathbf{3.3\%}$

1

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

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

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

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

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

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

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

b) 2023

$$\% \text{ Grades (1 \& 2) was } (492 + 1840) = (2332/2709) \times 100 = \mathbf{86.1\%}$$

Therefore 86.1% of the learners passed in divisions 1&2 which is above the 20% scoring threshold.

3

1

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

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

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

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

PLE 2023

Total No. of candidates registered in the LG were 3348

Government candidate was equal (overall – private candidates) = $3348 - 555 = 2793$

Breakdown of candidates passing per division:

$$\text{Div1} - 781 - 289 = 492$$

$$\text{Div2} - 2072 - 232 = 1840$$

$$\text{Div3} - 314 - 19 = 295$$

3

the previous year

$$\text{Div4} - 89 - 06 = 83$$

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

$$\text{Div U} - 55 - 04 = 51$$

$$\text{Div X} - 37 - 05 = 32$$

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

Total = 2741 candidates were registered in government schools.

$$\text{Total absentees government were } 2741 - 32 = \mathbf{2709}$$

$$\text{Total that sat were } \mathbf{2709}$$

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

$$\text{Total Grades (1,2,3\&4)} = 492 + 1840 + 295 + 83 = 2710$$

$$\text{Pass rate} = (2710/2709) \times 100 = \mathbf{100.03\%}$$

PLE 2022

Total Registered Candidates were 3588

Government candidates were equal to (3588-515 (private)

$$= \mathbf{3073}$$

3073 government breakdown according to scores

$$\text{Div1} = 745$$

$$\text{Div2} = 1839$$

$$\text{Div3} = 287$$

$$\text{Div4} = 101$$

$$\text{Div U} = 45$$

$$\text{Div X} = 56$$

Therefore the pass rate was =
 $\text{DIV1} + \text{DIV2} + \text{DIV3} + \text{DIV4} =$

$$745 + 1839 + 287 + 101 = \mathbf{2972}$$

$$\% \text{ pass rate for 2022} = 2972/3073$$

$$= \mathbf{96.7\%}$$

Therefore the percentage increase in pass rate between 2023 and 2022 was $(100 - 96.7) = \mathbf{3.3\%}$

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

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

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

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

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

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

If 70% of the learners in the LG government-aided schools scored PLE pass grade rates 4 (cumulative), Score 2 or else score : 0

PLE 2023

Total No. of candidates registered in the LG were 3348

Government candidate was equal (overall - private candidates) = $3348 - 555 = 2793$

Breakdown of candidates passing per division:

Div1 - $781 - 289 = 492$

Div2 - $2072 - 232 = 1840$

Div3 - $314 - 19 = 295$

Div4 - $89 - 06 = 83$

Div U - $55 - 04 = 51$

Div X - $37 - 05 = 32$

Total = 2741 candidates were registered in government schools.

Total absentees government were $2741 - 32 = 2709$

Total that sat were 2709

Total Grades (1,2,3&4) = $492 + 1840 + 295 + 83 = 2710$

Pass rate = $(2710/2709) \times 100 = 100.03\%$

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

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

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

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

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PLE 2023

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Div U - $55 - 04 = 51$

Div X - $37 - 05 = 32$

Total = 2741 candidates were registered in government schools.

Total absentees government were $2741 - 32 = 2709$

Total that sat were **2709**

Total Grades (1,2,3&4) =

aided schools scored PLE 492+1840+295+83 = 2710
pass grade rates 4
(cumulative), Score 2 or else score : 0
Pass rate =(2710/2709) x100 = **100.03%**

PLE 2022

Total Registered Candidates were 3588

Government candidates were equal to
(3588-515 (private)

= **3073**

3073 government breakdown according to
scores

Div1 = 745

Div2 = 1839

Div3 = 287

Div4 = 101

Div U = 45

Div X =56

Therefore the pass rate was =
DIV1+DIV2+DIV3+DIV4 =

745+1839+287+101 = **2972**

% pass rate for 2022 = 2972/3073

=**96.7%**

Therefore the percentage increase in pass
rate between 2023 and 2022 was (100-
96.7) = **3.3%**

Access

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

- From UBOS obtain data on population of primary school going age children.
- From EMIS/LG Education department obtain enrolment data for the current and previous year.
- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

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

Enrollment data for the 84 primary schools government-aided schools in Mbarara DLG

School Year 2023

Boys/males = 13,727

Girls/females = 13459

Total: 27,186 pupils from the above of which 2282 where SNE

School year 2024

Boys/males = 20,156

Girls/females = 19,383

Total = 39,538 pupils

From the above of which 2318 where SNE

Boys enrolment increased: $20,156 - 13,727$
= 6429 pupils

% increase of boys enrolment was = $(\text{boys enrolment } 2024 - \text{boys enrolment } 2023) / \text{enrolment } 2023$ was $(6429/13727)$

= **46.8%** increase in the boys 'enrolment

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

- From UBOS obtain data on population of primary school going age children.
- From EMIS/LG Education department obtain enrolment data for the current and previous year.
- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

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

Enrollment data for the 84 primary schools government-aided schools in Mbarara DLG

School Year 2023

Boys/males = 13,727

% of boys = 50.5 %

Girls/females = 13459

% of girls = 49.5%

TOTAL: 27,186 PUPILs From the above of which 2282 where SNE = $(2282/27,186)100 = 8.39\%$ of the total population

the school year 2024

Boys/males = 20,156

% of boys = 51%

Girls/females = 19,383

% of girls = 49%

TOTAL: = 39,538 pupils

From the above of which 2318 where SNE = $(2318/39,538)100=5.86\%$ of the total population.

Girls enrolment change = enrolment 2024 - enrolment 2023= 19,383-13,459

= 5924 pupils

% girls enrolment = $(5924/13,459)100 = 44\%$ which is above the 5% measure of performance

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

- From UBOS obtain data on population of primary school going age children.
- From EMIS/LG Education department obtain enrolment data for the current and previous year.
- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

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

The SNE's enrolment increased by over 5% from the previous school year

From the EMIS for 2024 and from LG Data for other years

SNE enrolment for 2024 was 2318

SNE learners for 2023 were 2282

Percentage increase in SNE's Enrolment.

$$= \frac{\text{Enrolment 2024} - \text{enrolment 2023} \times 100}{\text{Enrolment in 2023}}$$

$$= \frac{(2318 - 2282) \times 100}{2282}$$

$$= 1.58\%$$

$$= 1.58\%, \text{ which was below } 5\%$$

= 1.58%, which was below 5%

However, the total primary school enrollment for the previous and current academic years exceeded 80%, reaching 101.5%. According to the scoring guidelines, a Local Government (LG) qualifies for a score if the enrollment rate over the two academic years is either above 80% or has increased by at least 5%.

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

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

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

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

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

MBARARA DLG Secondary Schools

The district has 08 secondary schools:

Enrolment Data for 2023

The total enrolment in 2023 was 4049 students, distributed as follows:

- Boys: 1990 students (49.15% of the total population).
- Girls: 2059 students (50.85% of the total population).
- Students with Special Needs (SNE): 86 learners (2.12% of the total population).

Enrolment Data for 2024

The total enrolment in 2024 increased to 5,169 students, distributed as follows:

- Boys: 2614 students (50.57% of the total population).
- Girls: 2572 students (49.75% of the total population).
- Students with Special Needs (SNE): 128 learners.

a) Boys' Change in Enrolment

1. Percentage Change in Enrolment:

2024 Enrolment – 2023 enrolment / 2023 enrolment = $2614 - 1990 = (624/1990)100 = 31.35\%$ which was above the 5% performance indicator.

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

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

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

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

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

Enrolment Data for 2023

The total enrolment in 2023 was 4049 students, distributed as follows:

- Boys: 1990 students (49.15% of the total population).
- Girls: 2059 students (50.85% of the total population).
- Students with Special Needs (SNE): 86 learners (2.12% of the total population).

Enrolment Data for 2024

The total enrolment in 2024 increased to 5,169 students, distributed as follows:

- Boys: 2614 students (50.57% of the total population).
- Girls: 2572 students (49.75% of the total population).
- Students with Special Needs (SNE): 128 learners.

Girls' Change in Enrolment

Percentage Change in Enrolment:

2024 enrolment – 2023 enrolment / 2023 enrolment = $\frac{2572 - 2059}{2059} = 24.9\%$ which is above the 5% measure of performance.

2. Absolute Change in Enrolment:

$2572 - 2059 = 513$ girls.

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

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

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

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

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

Students with Special Needs (SNE)

SNE Data for 2023:

The total enrolment in 2023 was 4049 students, distributed as follows:

- Boys: 1990 students (49.15% of the total population).
- Girls: 2059 students (50.85% of the total population).
- Students with Special Needs (SNE): 86 learners (2.12% of the total population).

SNE Data for 2024:

The total enrolment in 2024 increased to 5,169 students, distributed as follows:

- Boys: 2614 students (50.57% of the total population).
- Girls: 2572 students (49.75% of the total population).
- Students with Special Needs (SNE): 128 learners.

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Percentage Increase in SNE Enrolment

Percentage Increase = $\frac{\text{SNE 2024} - \text{SNE 2023}}{\text{SNE 2023}} \times 100$

Substituting values:

$(128 - 86 / 86) 100 = 48.83\%$

The enrolment of students with special needs increased by 48.83% from 2023 to 2024.

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

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

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

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

Mbarara District 2024 Primary School Attendance Data

Overall District-Wide Attendance (P.1–P.7)

- Total Pupils in Attendance: 39,538
- Class-Wise Breakdown:

Verification of Attendance Data: Sampled Schools

1. **RUNENGO Primary School** Attendance (As of 25th November 2024) EMIS NO: 006979

- Total Pupils (P.1–P.7): 428
- Class-Wise Breakdown (From Class Registers):

Class Pupils

P.1 151

P.2 53

P.3 55

P.4 52

P.5 51

P.6 44

P.7 21

- Verification Summary: The total pupil population matches the sum of class registers (428 pupils).

Monthly Attendance Analysis (February–October)

February 13th $(358/428)100 = 83.64\%$

March 14th $(384/428)100 = 89.7\%$

April $(384/428)100 = 89.7\%$

May $(293/428)100 = 68.45\%$

June $(384/428)100 = 89.7\%$

July $(381/428)100 = 89\%$

Aug $(373/428)100 = 87.14\%$

September $(360/428)100 = 84.1\%$

October $(364/428)100 = 85\%$

1. Runengo Primary School: Monthly Average Attendance (February–October)

- Monthly Attendance Averages:

- Average Attendance Rate:
 $766.43/9 = 85.15\%$

2. Akashanda Primary School Attendance (As of 25th November 2024)

- Total Pupils (P.1–P.7): 457 (from registers)

- Class-Wise Breakdown (From Registers):

Class Pupils

P.1 239

P.2 58

P.3 61

P.4 74

P.5 81

P.6 83

P.7 51

- Summed Total: 647 pupils

Akashanda Primary School Attendance

Monthly Average Attendance

February $(620/647)100 = 95.82\%$

March - $(621/647)100 = 96\%$

April $(619/647)100 = 95.67\%$

May $(560/647)100 = 86.5\%$

June $(640/647)100 = 98.9\%$

July $(633/647)100 = 97.83\%$

Aug $(635/647)100 = 98.14\%$

September $(630/647)100 = 97.37\%$

October $(636/647)100 = 98.29\%$

Mean = 96.05%

Verification of Attendance Data: Sampled Schools

Combined Verification Results

- Runengo Primary School Attendance:

85.15%

- Akashanda Primary School Attendance:

96.05%

- Average Verification Attendance for Both Schools: $(85.15+96.05)/2 = 90.6\%$

Performance Measure Conclusion

The monthly average learner's attendance for Runengo was 85.2% which was below 90% the minimum scoring level.

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

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

- Sample at least one (1) secondary schools to verify accuracy of attendance data in the school registers

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

Mbarara DLG ATTENDANCE FROM THE 08 SECONDARY SCHOOLS

Evidence Kashaka Girl's Secondary School:

- Reported attendance: 1208 learners.

- Actual attendance (based on the attendance register):

- S.1 - 212

- S.2 - 279

- S.3- 287

- S.4 -158

- S.5 - 128

- S.6 - 140

- Actual attendance (based on the attendance register): 1204 learners.

- Attendance rate: Attendance rate= $(1204/1208)100=99.66\%$

- This attendance rate of 99.66% is above the performance indicator measure.

Efficiency

Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year

- From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change

- Sample at least two (2) primary schools to verify.

If 90% - 100% of the learners in P1 progressed to P3 Score 2 or else score: 0

The report highlights a concerning issue in the education system, specifically the progression rates of learners from P.1 to P.3 in the LG. Here's a concise summary

The information given was insufficient to get the progression rates

progression

1. Akashanda Primary School:

- 2022 (P.1): 223 pupils
- 2024 (P.3): 61 pupils

Progression Rate:

Percentage progression (P.3 learners in 2024/ P.1 learners in 2024) x100=
 $(61/223)100 = 27.4\%$

2. Runengo Primary School :

- 2022 (P.1): 165 pupils
- 2024 (P.3): 55 pupils

Progression Rate:

- P.1 Progression 2022 to p.3 2024 in percentages

The Percentage progression was equal to (
 $55/165) \times 100 = 33.3\%$

Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year

- From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change

- Sample at least two (2) primary schools to verify.

If 90% - 100% of the learners in P4 progressed to P5 Score 2 or else score: 0

The LG did not provide progression data for the entire district at the time of assessment. However, from the sampled schools, the following were noted;

Progression Rates Analysis: Akashanda Primary School and Runengo Primary School

1. Akashanda Primary School: P.4 to P.5 Progression

- 2023 (P.4): 73 pupils

- 2024 (P.5): 81 pupils

Progression Rate Calculation:

Progression Rate = $(\text{P.5 learners in 2024} / \text{P.4 learners in 2023}) \times 100 = 111\%$

2. Runengo Primary School: P.4 to P.5 Progression

- 2023 (P.4): 57 pupils

- 2024 (P.5): 51 pupils

Percentage learner's progression was $51/57 \times 100 = 89.5\%$

7	Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year	- From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change - Sample at least two (2) primary schools to verify. If 90% - 100% of learners in P6 progressed to P7 Score 2 or else score: 0	The LG did not provide progression data for the entire district at the time of assessment. However, from the sampled schools, the following were noted; Progression Rates Analysis: Akashanda and Runengo Primary Schools 1. Akashanda Primary School: P.6 to P.7 Progression 2023 (P.6): 82 pupils 2024 (P.7): 51 pupils Progression Rate = (P.7 learners in 2024/P.6 learners in 2023) × 100 = 62.2% 2. Runengo Primary School: P.6 to P.7 Progression 2023 (P.6): 48 pupils 2024 (P.7): 40 pupils Progression Rate Calculation: Progression Rate = (P.7 learners in 2024/P.6 learners in 2023) which was (40/48) × 100 = 83.3%	0
8	Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	From the EMIS/ LG Education Office, obtain and review data on the primary school completion rates. If the total primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80% Score 2 or else score : 0.	Completion Rate Analysis Observation: The assessment noted that the Local Government (LG) did provide evidence of learner statistics for the period P.1 (2018) to P.7 (2024) as presented ; p.1 (2018) - 6501 p.7 (2024) - 2934 a) completion analysis for both girls and boys current completion enrolment data/ initial enrolment x100 = (2934/6501) x100 = 45.1%	0

8	Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	From the EMIS/ LG Education Office, obtain and review total enrolment in P1 seven years ago and compare with current P.7 enrolment If the total primary school completion rate boys in the LG for the previous school year is above 80% Score 2 or else score 0.	b) The numbers presented had not been separated between boys and Girls	0
8	Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	From the EMIS/ LG Education Office, obtain and review then calculate percentage of completion If the total primary school completion rate for girls in the LG for the previous school year is above 80% Score 2 or else score 0.	c) Completion rate of girls couldn't be disaggregated because I was given a whole number.	0

Human Resource Management

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

- From the LG Education department, obtain data on teacher deployment.

- Sample two primary schools to verify whether teachers are deployed and teaching in the schools as indicated in the staff lists.

- From the school notice boards verify whether the teachers deployed in the school are displayed.

- From the LG Human Resource Management (HRM) department, obtain the teacher payroll data

Check and verify if:

i. The LG maintains accurate teacher deployment data for government-aided primary schools and the information has been displayed at the LG and school notice boards

ii. The LG Education department has equitably deployed qualified teachers across government aided primary schools as per MoES staffing standards (i.e. a minimum of a head teacher and 7 teachers or a minimum of one teacher per class for schools with less than 7 grades)

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

Evidence seen on the LG noticeboard for the October Payroll indicated that 920 teachers were deployed and teaching in the 84 primary schools.

$\% = (920/920)100 = 100\%$ of teachers deployed.

Verification from the schools visited ;

AKASHANDA PRIMARY SCHOOL

Had 17 teachers deployed generally but those on government payroll were 14 inclusive of the head teacher KYOSABA JUSTINE meaning that they met the minimum standards of deployment as listed on the pay roll of October 2024.

RUNENGO PRIMARY SCHOOL

Records from the human resource indicated that the above primary school had 11 teachers on government pay roll which matched that at the school with Nshekanabo Jonathan as the head teacher which met the minimum standards of 7 teachers per school.

Evidence that the LG maintains accurate secondary school staff lists and payroll data and the information has been displayed at the LG and school notice boards
Score 2 or else score: 0

From the LG Education department/ LG HRM division, obtain payroll data and staff lists

Sample at least one (1) secondary schools to verify whether teachers teaching in the school are as presented in the payroll

If the LG maintains accurate secondary school staff lists and payroll data and the information has been displayed at the LG and school notice boards
Score 2 or else score: 0

Secondary School Staff Records Analysis

Assessment Summary

The assessment confirmed that the Local Government (LG) maintains accurate records of secondary school staff and payroll data. The findings are detailed below:

Key Observations

1. Display Evidence:

- o The LG noticeboard displayed a total of 246 secondary school teachers serving in 08 secondary schools within the district.

2. Verification at Kashaka Girl's Secondary School:

- o On-site verification at Kashaka Girl's Secondary School revealed the following:

🔑 Staff List:

- 🔑 45 staff members on the government payroll, including the head teacher, Mrs. Jolly Kabigumira.

- 🔑 05 group employees not on the government payroll.

🔑 Learner Population:

- 🔑 The school serves 1,208 learners.

- 🔑 The staff records at the school matched those maintained by the LG, demonstrating consistency and accuracy.

Conclusion

The evidence supports that the Local Government effectively manages and maintains accurate secondary school staff records and payroll data. The findings, verified through Kashaka Girl's Secondary School, reflect a well-organized and transparent system.

11	4	Evidence that the monthly average primary school teacher attendance rate for all schools in the LG for the previous academic is above 75%	From the LG Education department/MoES, obtain data on primary teacher attendance and calculate the percentages From the sampled schools, obtain and review the attendance registers to determine the teacher attendance Triangulate the findings with interviews with the class monitors to determine the teacher attendance a) If the monthly average primary school teacher attendance rate for all schools in the LG for the previous academic is above 90% Score 4 b) If the monthly average primary school teacher attendance rate for the current year is between 75-89% Score 2	Primary School Teacher Attendance Analysis (2023–2024) The assessment reviewed teacher attendance records at Akashanda Primary School and Runengo Primary School, focusing on compliance with the performance indicator of 90% and above. The detailed findings are as follows: 1. Akashanda Primary School • Total Teachers: 17 • Average Attendance: - o From February to October, all 17 teachers consistently attended. - o Attendance Rate Calculation: $(17/17) \times 100 = 100\%$ • Observation: Teacher attendance at Akashanda Primary School exceeded the 90% performance indicator, achieving 100% attendance. 2. Runengo Primary School • Total Teachers: 15 • Average Attendance: 14 teachers consistently attended. • Attendance Rate Calculation: $(14/15) \times 100 = 93.3\%$ • Observation: Teacher attendance at Runengo Primary School met the performance indicator, achieving 93.3% attendance. Additional Note • Verification through the Teacher Effectiveness and Learner Achievement (TELA) system was not possible due to multiple system challenges. Conclusion Both Akashanda Primary School (100%) and Runengo Primary School (93.3%) demonstrated compliance with the 90% performance indicator for teacher attendance. This indicates strong teacher commitment and consistency in the assessed period.
12	3	Evidence that the LG Education department uses teacher time on task information from the TELA system to monitor teacher attendance and time on	From the MoES/LG obtain TELA reports and calculate percentage use by schools in the particular LG.	Analysis of the TELA System Utilization in Schools Assessment Summary The evaluation reviewed the use of the

task and takes corrective action	From the LG obtain and review reports, meeting minutes, providing evidence that actions have been taken to address teacher attendance	Teacher Effectiveness and Learner Achievement (TELA) system in schools within the Local Government (LG). Findings indicated that the system is regularly used in 57% of schools but faces notable challenges. Below are the detailed observations from the visited schools of Kashaka Girl's secondary school, Akashanda Primary school and Runengo primary school.
	From the sampled schools establish whether the LG Education Department has made use of the teacher time and task attendance data to take corrective action	Findings: Reported Irregularities
	Check and verify:	Inability to Recognize Staff
	i. If above 50% of schools in a LG use the TELA system to monitor teacher time and task attendance to ensure improved learning outcomes	The system occasionally failed to recognize some staff members, limiting its effectiveness in tracking teacher attendance.
	ii. If there is evidence that the LG Education Department has made use of the teacher time and task attendance data to take corrective action especially in the sampled schools	Login Failures
	If (i) and (ii) complied with score 3 or else 0.	Instances were reported where the system failed to accept logins, disrupting its functionality and causing inconvenience for users.
		Absence of Technical Support
		Schools reported a lack of technical assistance from the responsible directorate, leaving system-related issues unresolved for extended periods.
		Network Problems
		Connectivity issues, particularly disruptions from the Vodacom network of Tanzania, affected the system's reliability and consistency in certain schools.
		Positive Impact
		Despite the challenges, the TELA system has demonstrated measurable benefits in schools where it is functional:
		Improved Teacher Attendance:
		Enhanced monitoring has contributed to higher teacher regularity.
		Better Time Management:
		Teachers are more accountable for their schedules, ensuring improved availability for learners.
		Ease of Monitoring:
		The system allows the LG to efficiently monitor, assess, and inspect activities across schools within the district.
		Conclusion
		The TELA system has made a positive impact on teacher accountability, attendance, and time management in schools where it operates effectively.

However, to fully realize its potential to enhance efficiency and accountability, the following challenges must be addressed:

Improve staff recognition accuracy within the system.

Address login and connectivity issues by upgrading infrastructure and network reliability.

Establish dedicated technical support from the responsible directorate to resolve issues promptly.

By addressing these challenges, the TELA system can become a more reliable and impactful tool for improving teacher performance and learner outcomes.

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Evidence that the secondary school teacher attendance rate for the current academic year is above 90%

- From the LG Education department/MoES obtain data on secondary teacher attendance

- From the sampled schools, obtain and review the attendance registers to determine the teacher attendance

If the secondary school teacher attendance rate for the current academic year is above 90% Score 4

If the secondary school teacher attendance rate for the current year is between 75-90% Score 2

Teacher Attendance Analysis

The Local Government (LG) assessment of teacher attendance faced challenges with the TELA system due to irregularities. Instead, attendance records were verified using daily arrival books at Kashaka Girl's Secondary School. The following findings summarize the analysis:

Verification Findings

1. Teacher Composition

- o Total Teachers on Payroll: 41
- o Teachers Present on Ground (Payroll): 41
- o Total Teachers in School: 61
- ☞ 41 on the government payroll
- ☞ 20 employed privately through private arrangements

2. Attendance Rate Analysis

- o Teachers present at school (excluding non-teaching staff):
- ☞ Reported Attendance (Daily Average): 26 teachers (on payroll)
- ☞ Attendance Rate Calculation: $\text{Attendance Rate} = (\text{Average Attending Teachers} / \text{Total Teachers on Payroll}) \times 100 = (26/41) \times 100 = 63.41\%$

3. Monthly Statistics (February to October):

- o Mean attendance rate consistently fell below the required benchmark of 90%.

Key Observation

The attendance rate for government-payroll teachers at Kashaka Girl's Secondary School was 63.41%, significantly below the performance benchmark of 90%. This highlights critical gaps in attendance consistency among

0

government-employed staff, requiring urgent intervention.

Conclusion and Recommendations

The analysis underscores a need for targeted actions to improve teacher attendance, including:

1. Strengthening Monitoring Mechanisms:

- o Ensure the TELA system's functionality to provide reliable attendance data across schools.

2. Accountability Measures:

- o Implement strict accountability frameworks for payroll teachers to address absenteeism.

3. Supportive Environment:

- o Investigate potential challenges affecting teacher attendance, such as workload, infrastructure, or school management practices.

Addressing these issues is crucial to improving education outcomes and aligning with the LG's performance benchmarks.

Evidence that the schools with more than one teacher per class, additional teachers are deployed to the lower foundation grades which have the largest enrolments

- From the sampled school review the staff list and timetable to establish whether additional teachers are deployed to the lower foundation grades

If the schools with more than one teacher per class, additional teachers are deployed to the lower foundation grades which have the largest enrolments score 2 or else 0

Teacher deployment for lower grades in primary schools

The assessment reviewed teacher deployment in the visited primary schools, focusing on adherence to the Ministry of Education and Sports (MoE&S) guidelines. Findings indicated that schools deployed teachers above the minimum requirements by employing additional staff through private arrangements to address high enrollment in lower grades.

Findings

1. Akashanda Primary School

- Government Payroll Teachers: 14 (including the head teacher)
- Total Teachers on Ground: 17
- Additional Non-Payroll Teachers: 03

2. Runengo Primary School

- Government Payroll Teachers: 11 (including the head teacher)
- Total Teachers on Ground: 15
- Additional Non-Payroll Teachers: 04

Observations

1. Proactive Deployment:

o The employment of non-payroll teachers highlights the schools' proactive efforts to address high enrollment in lower grades.

2. Teacher-to-Pupil Ratios:

o These additional teachers help ensure appropriate teacher-to-pupil ratios, maintaining the quality of education despite staffing limitations.

3. Workload Management:

o The initiative supports better workload distribution among teachers, enhancing their ability to deliver effective instruction.

Conclusion

Both Akashanda Primary School and Runengo Primary School met the minimum teacher deployment requirements set by the MoE&S. The schools demonstrated commendable local support and initiative in addressing staffing gaps through private arrangements, ensuring the delivery of quality education for lower grades.

Evidence that the LG Education department

- From the LG Education department obtain and

Professional Development for Teachers

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

review evidence of CPD activities e.g. training materials, presentations, to ascertain whether the LG provided relevant CPD for teachers.

- Review CPD reports
- Review school improvement plans.

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

The Local Government (LG) Education Department demonstrated its commitment to enhancing teacher and school leadership capacity through continuous professional development programs in the previous school year. These initiatives aimed to improve teacher skills, adapt to modern teaching methodologies and address performance gaps identified in the School Performance Assessments.

Training Reports

1. Training to Address Performance Gaps

- Date of Training: 25th June 2024
- Report Date: 28th June 2024
- Attendance: 84 school head teachers (as per the recorded attendance list)
- Venue: Buzibwera Town School
- Objective:

o Enhance skills in proper financial accountability, particularly for head teachers managing schools without bursars.

- Budget: UGX 3,340,000 (Voucher No. 268833)

- Participants: Head teachers from five sub-counties:

o Rubindi, Bukiro, Kagongi, Rubaya, Kashare, and Rwoyawekembe.

2. Training for School Management Committees (SMCs)

- Dates: 26th–27th March 2024
- Report Date: 4th April 2024
- Venues: Three centers:

o St. Andrew's Rubindi, St. James Church of Uganda, and Miringo Church of Uganda.

- Attendance: 212 stakeholders
- Objective:

o Train school management committees on creating and maintaining a safe learning environment for learners.

- Budget: UGX 10,860,000

Observations

- Strategic Focus: The training targeted both head teachers and school management committees to ensure holistic improvement in school operations and learning environments.
- Resource Allocation: The LG effectively allocated and utilized resources to conduct

these essential training sessions.

- **Stakeholder Engagement:** A wide range of participants, including school leadership and community stakeholders, underscores the inclusive approach to professional development.

Conclusion

The LG Education Department's commitment to professional development has positively impacted education management, addressing critical gaps in accountability and learner safety. Continued investments in such programs are essential to sustaining improvements in school performance and creating supportive learning environments.

Management and functionality of amenities

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- a) Evidence that the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards.
- b) Evidence that the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule.
- From the LG Education department obtain and review records and reports of school condition assessments.
- Verify the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards. Score 3 or else score: 0

3

Infrastructure Assessment Report for Primary Schools

Financial Year: 2023/2024

Date: February 2024

Presented by: Acting District Education Officer, Muhwezi Deo

Summary of Infrastructure Assessment

Total Primary Schools Assessed: 84

Available Facilities

- Classrooms: 1,097
- Latrine Stances: 1,749
- Three-Seater Desks: 14,730
- Teachers' Housing Units: 525

Key Observations

1. Inadequate Classrooms

o Several schools face significant classroom shortages, including:

📍 St. Simon Kooga Primary School

📍 Rweibare 2 Primary School

📍 Mishenyi Primary School

📍 Buhumuro Primary School

2. Inadequate Latrine Stances

o Many schools lack sufficient latrine stances.

o Recommendation:

📍 The DEO advised school heads of the affected schools to sensitize and mobilize parents to construct latrines for their

respective schools.

3. Need for SFG Support

- o Schools such as Kagongi, Nyakabwera, Akabaare Primary School, and Rubingi 2 Primary School require facilitation through the School Facility Grant (SFG) to address infrastructure deficits.

4. Inadequate Seating

- o A critical shortage of seats exists in many schools.

- o Schools like Rweshe Primary School and St. Mary's Rweibare Primary School face acute challenges, with pupils in P.1 and P.2 having no seats at all.

Conclusion and Recommendations made by the DEO

The infrastructure deficit across the district's primary schools remains a significant challenge, impacting the quality of education. The following measures are recommended:

1. Government Intervention:

- o Allocate more resources to construct additional classrooms, latrines, and teachers' housing units.

2. Parental Involvement:

- o School heads were advised to mobilize and engage parents to support initiatives such as latrine construction and seating provision.

3. SFG Funding:

- o Expedite the provision of School Facility Grants to needy schools to address immediate infrastructure gaps.

4. Partnerships and Donations:

- o school heads were encouraged to carry out partnerships with NGOs and community stakeholders to supplement government efforts.

a) Evidence that the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards.	From the planner obtain and review the sub-programme AWP and performance reports to check whether resources and expenditures for school O&M activities were allocated towards school maintenance in line with the school condition assessment.	Analysis of School Maintenance Budget Allocation and Utilization The analysis reviews the allocation, release, and utilization of the School Maintenance Budget for FY 2023/2024, totaling UGX 131,162,413. While the quarterly releases were disclosed, the utilization details were not presented in the annual performance report as required.
b) Evidence that the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule.	If the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule. Score 7 or else score: 0	Quarterly Budget Release Summary Quarter Amount Released (UGX) Q1 43,720,804 Q2 NIL Q3 43,720,804 Q4 43,720,805 Total 131,162,413 Observations 1. Funding Consistency: - Quarterly releases were consistent in Q1, Q3, and Q4, each contributing approximately 33% of the total budget. - No funds were released in Q2, which could have disrupted scheduled maintenance activities. 2. Lack of Utilization Reporting: - Utilization details, a critical component of financial accountability, were absent in the annual performance report. This omission creates uncertainty regarding how funds were spent and whether they addressed key maintenance needs. 3. Transparency Concerns: - The absence of utilization data undermines efforts to ensure efficient allocation and use of resources in maintaining school infrastructure. Conclusion While the release of the UGX 131,162,413 budget for school maintenance was largely consistent across three quarters, the lack of utilization details in the annual performance report raises concerns about transparency and accountability. Addressing these gaps is essential to ensure that the budget fulfills its intended purpose of maintaining school infrastructure.

Evidence that all schools have submitted a report to the LG which describes the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes.

From the LG Education department obtain the list of all schools that received capitation;

Review records of school accountabilities to establish whether all schools submitted reports

sample reports to check the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes

Verify that all schools have submitted a report to the LG which describes the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes.
Score 3 or else score: 0

Capitation Grant Accountability Report

Overview

The assessment confirms that all 85 primary schools in the district received capitation grants and submitted detailed accountability reports in compliance with the Budgeting and Implementation Guidelines issued by the Ministry of Education and Sports (MoE&S). However, the utilization of these funds was not always aligned with the prescribed guidelines, as seen in the case of Akashanda Primary School and Runengo Primary school

Capitation Grants Overview

Primary Schools (Total Capitation: UGX 788,331,500)

Quarter Amount Released (UGX)

Q1 262,777,167

Q3 270,949,845

Q4 254,604,488

Secondary Schools (Including Supplementary Release)

Quarter Amount Released (UGX)

Q1 234,862,667

Q3 265,432,423

Q4 249,419,910

Supplementary Release 45,127,000

Case Study: Akashanda Primary School

Funds Received

Term Amount Received (UGX)

Term 3 (2023) 4,089,000

Term 1 (2024) 4,216,173

Term 2 (2024) 3,961,827

Total 12,267,000

Observations

1. Utilization Gaps:

o While the funds were received, their utilization was not adequately reported in accordance with the MoE&S guidelines.

2. Accountability Concerns:

o The absence of utilization details raises transparency and accountability concerns, creating uncertainty about whether the

funds were effectively used to address school needs.

Conclusion

While capitation grants were disbursed to all primary and secondary schools in the district, the lack of utilization details in some schools, such as Akashanda Primary School, highlights accountability gaps. Addressing these concerns is essential to ensure effective use of public funds and alignment with educational priorities.

Management of Financial Resources

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a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines

b) Evidence that the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes.

From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division

From the LG Education department, obtain and review:

Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes

If the LG used 100% of inspection funds to conduct inspection as per guidelines score 3 or else score: 0

Inspection Department Funding and Utilization Report

Overview

The Inspection Department received a total annual budget of UGX 60,911,759 according to a summary of released funds for the Education Department dated 10th July 2024.

Funding Summary quarterly releases

Amount (UGX) Quarter

15,808,666 Quarter 1

24,898,488 Quarter 3

20,204,605 Quarter 4

60,911,759

Supplementary release 3,000,000, 600,000, & 9,135,759

Utilization Summary and Activities

Q1 – UGX: 11,058,666 was used for term 3 2023

Q3 – UGX 15,398,487 was used on inspection for term one 2024

Q4 – UGX 15,454,605 was equally used on inspection for term 2 2024.

As presented by Ayebazibwe Kellen the district inspector of schools

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18	a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines b) Evidence that the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes.	From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division From the LG Education department, obtain and review: Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes If the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes score 2 or else score 0.	Record provided were so summarised and could not give details required.	0
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Environment, Social, Health and Safety

19	Evidence that the LG Education department has conducted programs to create a safe learning environment in all government aided schools	From the sampled schools, check for existence and functionality of the safe learning environment facilities including: i. Use of energy efficiency measures e.g. use of solar, biogas and energy saving cooking stoves ii. Proper waste management iii. Tree planting and green spaces within the school iv. Provision of clean water sources and sanitation facilities v. Establishment and functionality of environmental clubs vi. Provision of facilities for disposal and changing of sanitary pads If 4 of the above measures complied with score 4 or else score 0	Environmental Practices and Facilities at Schools Visited An environmental assessment was conducted at Runengo Primary School, Akashanda Primary School, and Kashaka Girls Secondary School. The findings highlight notable initiatives in waste management, greening, renewable energy, clean water access, and sanitation, reflecting a commitment to environmental sustainability and student well-being. Key Observations 1. Proper Waste Management o Schools maintained designated waste disposal areas that were marked and well-managed, ensuring cleanliness and promoting environmental care. 2. Greening Efforts o School compounds featured lush greenery with fruit trees, flowers, and walkways, creating serene and beautiful environments. o Active school gardens, managed by environmental and agriculture clubs, taught students about biodiversity, local ecosystems, and sustainable practices. 3. Solar Power Usage o All visited schools operated solar power systems, ensuring a renewable energy supply and reducing reliance on non-	4
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renewable energy sources.

o Energy-saving stoves were used for cooking, decreasing dependence on firewood and supporting sustainable practices.

4. Access to Clean Water

o Schools had reliable clean water access through gravity-fed systems or rainwater harvesting, addressing health and sanitation needs for students and staff.

5. Sanitation for Girls

o Gender-sensitive facilities, including exclusive rooms for girls, were equipped with incinerators for sanitary towel disposal and efficient waste management, promoting hygiene and comfort.

6. Environmental Awareness

o Environmental clubs actively engaged students in projects like tree planting, school gardens, and eco-awareness campaigns, fostering a culture of sustainability and conservation.

Conclusion

The visited schools showcased commendable efforts in:

- Promoting environmental sustainability through greening projects and renewable energy use.
- Addressing sanitation and hygiene, particularly for girls, with dedicated facilities and waste management systems.
- Enhancing learning environments by integrating environmental awareness and practical education through school gardens and eco-clubs.

These practices set a strong foundation for cultivating environmentally conscious and healthy school communities, contributing positively to both education and environmental conservation.

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

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

LG conducted training and sensitization on the protection measures

LG Education Office and Community

Report on Training and Implementation of Grievance Handling Practices

Overview

The assessment examined grievance handling practices in schools and the community, focusing on protection measures against abuse, violence, and discrimination for learners, workers, and teachers. While no evidence of formal grievance handling training by the Local Government (LG) Education Department was found, measures were observed in the visited schools to address grievances and

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

Sample 3 schools to ascertain that LG conducted VAC training activities

Check and verify if:

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

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

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

Score 4 or else score: 0

promote a safe environment.

Key Findings

1. Training on Grievance Handling in Communities

o No Evidence of LG Training:

The LG Education Department did not provide records of any formal training conducted to sensitize stakeholders on grievance handling or protection measures against abuse and discrimination.

2. School-Level Measures

o Existing Grievance and Protection Mechanisms:

🔗 All visited schools had school rules and regulations that learners were required to follow.

🔗 Prefectorial bodies were established to help maintain discipline and represent learners' interests.

🔗 Grievance Tools:

🔗 Suggestion boxes were present in all schools to allow learners and parents to report concerns confidentially.

🔗 Grievance logbooks were maintained by all schools except Runengo Primary School.

🔗 Policy Documents:

Kashaka Girl's Secondary School had detailed policy documents for workers, outlining grievance procedures and protection measures.

🔗 School Counselor:

A school counselor was available at Kashaka Girl's Secondary School to provide psychosocial support.

🔗 Sensitization Efforts:

Minutes from Kashaka Girl's SS and Akashanda Primary School showed regular sensitization sessions for learners on their rights and available grievance mechanisms.

o Gap in Runengo Primary School:

🔗 Grievances were handled orally, with no formal grievance logbook, limiting proper record-keeping and follow-up.

Observations and Recommendations

1. Observations

o While the schools have made commendable efforts to handle grievances, the absence of LG-led training creates gaps in standardized grievance handling

practices.

- o The lack of a grievance logbook at Runengo Primary School highlights a need for improved documentation and accountability.

2. Recommendations

- o Conduct LG-Led Trainings:

The LG Education Department should organize formal training for school stakeholders (teachers, learners, parents, and community members) on grievance handling and protection measures.

- o Standardize Grievance Handling Tools:

- ✎ All schools should maintain a grievance logbook to ensure proper documentation, follow-up, and resolution of issues.

- o Expand Counseling Support:

- ✎ Encourage all schools to provide access to counseling services to address grievances effectively, particularly for sensitive cases.

- o Promote Awareness:

- ✎ Schools should continue sensitizing learners and staff on their rights, with additional efforts to ensure parents and community members are informed about grievance reporting mechanisms.

Conclusion

The visited schools demonstrated notable efforts in grievance handling through suggestion boxes, disciplinary committees, and sensitization programs. However, the absence of formal LG training and gaps like the lack of a grievance logbook at Runengo Primary School underline the need for systemic improvements to ensure accountability and fairness in grievance management for all stakeholders.

Suffice to note was that the LG did not do much to address ii and iii because there was no evidence to support its implementation.

Transparency, oversight, reporting and accountability

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

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

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

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

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

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

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

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

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

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

Letters from DES acknowledging receipt of inspection reports.

Obtain and review the school inspection and training reports to determine

- Whether the schools were supported to develop the SIP

- Whether the SIPs address the gaps identified in the School Performance Assessment

Whether the schools were supported to implement the SIPs

Check and verify if the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG score 2 or else score 0.

According to report seen dated 20th October 2023 authored by Natukunda Christine inspector of schools for a meeting which was aimed at giving feedback to head teachers on inspection findings, the following areas were emphasized as hampering improvement in the learning outcome,

- learners absenteeism especially in schools of kashare sub county.

- Lack of school improvement plans for most of the schools.

- Learners attending school on empty stomachs.

- Limited data provided by the schools for special needs learners which hinders planning for them.

- Incomplete schemes of work and lesson plans by some teachers had retarded the teaching and learning process.

- Inadequate desks for learners in most schools.

- Bushy school compounds making the environment unsafe for learners

- Existence of some manpower gap in some schools after retirement of some teachers.

Conclusion

The inspection carried out using the TELA system had been effective in identifying critical gaps affecting learning outcomes in the district. Head teachers were advised to address the outlined challenges so as to significantly enhance the quality of education and support holistic student development.

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

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

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

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

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

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

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

Check and verify if the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs score 2 or else score 0.

According to the minute 2 /23/5/24 seen for planning of term 2 inspection dated 23rd May 2024 which was attended by 7 members of the education department the following were the issues discussed;

Key Activities:

- To conduct infrastructure assessment in all schools.
- To identify the status of schools sanitation.
- Monitoring teacher's attendance and learner's attendance in both primary and secondary schools.
- To ascertain the teacher pupil ratio so as to plan accordingly.
- Supervising syllabus coverage and implementation in schools.
- To offer professional support and guidance to head teachers and teachers on a wide range of issues pertaining school improvement.

Verifiable Indicators:

- Detailed inspection reports and completed inspection tools to be discussed in the post inspection meeting.
- Minutes of meetings held by the Inspectorate team.
- Number of schools inspected.
- Number of head teachers, teachers, and learners guided.
- School improvement plans in the schools.
- Use of TELA system in schools.
- Monitoring and inspection work plan.

Outputs Achieved

1. School improvement plans in place for all schools.
2. Parent's involvement in school activities.
3. Standard Operating Procedures (SOPs):
 - o Full implementation of SOPs across all schools.
4. School Performance Improvement:
 - o Ongoing assessments aimed at improving school performance
 - o Post inspection and pre inspection meetings per term..

Conclusion

The inspection efforts were well-structured

and targeted critical areas such as ,
formulating achievable school
improvement plans for all schools, SOP
implementation, teacher attendance,
parents involvement in school activities
and syllabus monitoring. These activities
contributed to improved school
performance, guided school leadership,
and enhanced learner outcomes. The plans
and activities underscore the commitment
of the Inspectorate Department to uphold
education standards across the district.

21

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

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

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

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

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

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

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

Check and verify if all
primary schools are
Inspected at least once
per term; and the
inspection reports
disseminated at school,
LG and National level
through e-inspection
score 2 or else score 0.

Evidence from the inspection plan seen
showed the following,

Time frame was 18th September 2023 to
21st November 2023 for term 3 2023,
school performance assessment was
conducted in 84 government primary
schools and inspection was carried out in
all other private schools key issues
addressed encompassed lesson plans,
physical observation of teaching and the
learning process, attendance for both
teachers and learners.

Term one inspection was between 5th
February 2024 to 10th April 2024.

Key objectives included assessing the
effectiveness of teaching, learning and
TELAs system use.

Checking teacher's schemes of work and
lesson plans, checked on the progress of
Emis, assessing the progress of the model
schools concept in all the 12 model
schools, checking on parents involvement
in the school developments, infrastructure
assessment.

Inspection work plan term 2 2024 was
between 20th May 2024 to 28th June
2024 and same areas as those in term one
2024 were carried out.

Conclusion

Not all UPE schools were inspected as
mandated due to failure to access some
reports that were required to confirm such
as SPA report for term 3 2023.

0

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

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

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

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

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

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

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

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

According to report seen dated 20th October 2023 authored by Natukunda Christine inspector of schools for a meeting which was aimed at giving feedback to head teachers on inspection in minute MIN5/10/2023 the issue of school improvement plans was emphasized to all head teachers to take it seriously or else the CAO would deal with those who are defiant.

Also evidence was seen in a pre-inspection meeting held on 23rd May 2024 min 5/5/2024 caption (d) where inspectors were ordered to ensure that SIPs are in place in all schools to address the areas of weakness.

Conclusion:

The feedback from the school inspections to the head teachers and other stake holders has significantly contributed to the development of School Improvement Plans in the 84 primary schools. These plans address key weaknesses and provide a roadmap for enhancing teaching quality, student engagement, and overall school management.

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

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

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

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

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

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

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

Check and verify if the LG Inspector of Schools conducted School Performance Assessments in all Government aided primary schools score 2 or else score 0

School Performance Assessment (SPA) Report Summary

The School Performance Assessment (SPA) report seen was dated 22nd November 2024 provided a detailed analysis of the performance of schools in the district. A total of 0f only 39 government primary schools , 10 private schools were assessed,

Key Findings:

1. SPA Scores and Rankings:

o The schools were ranked from the best-performing to the lowest-performing based on their SPA scores.

o The highest-performing school Esteri Kokundeka memorial primary school achieved a score of 87.5%.

o The lowest-performing school Omukagyera primary school in the 49th position scored 47.92%.

2. Performance Distribution:

o This ranking helped identify schools that are excelling in various educational aspects and those that need further support and intervention.

o The SPA provided clear insights into areas such as teaching quality, student performance, and school management effectiveness.

3. Inspection Report Submission:

o The report was formally submitted to the Directorate of Education Standards (DES) on 20th December 2023, allowing for a comprehensive review and subsequent actions to be taken to improve performance in the lower-ranked schools.

o 14th May 2024 summary report for term 1 2024 was equally submitted.

Conclusion:

The SPA report provided valuable data that not only ranked schools based on performance but also helped the Local Government (LG) identify areas requiring targeted interventions. By focusing on schools with low SPA scores, resources and support can be directed where they are most needed, thereby improving the overall quality of education in the district.

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

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

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

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

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

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

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

Check and verify if the LG Education Officer has monitored inspection activities and implemented the inspection recommendations score 2 or else score 0.

The acting District Education Officer, Muhwezi Deo, compiled an inspection report that highlighted the monitoring of school infrastructure and facilities across all government schools in the district. This monitoring report confirmed the LG Education Department's commitment to monitoring and ensuring improvements in school facilities, with the school improvement plans reflecting feedback from inspections.

- Scope of the Inspection:

The inspection covered a total of:

- o 75 government primary schools

- o ns

Key Insights from the Report:

1. Monitoring by the LG Education Department:

The report demonstrated that the Local Government (LG) Education Department effectively carried out the inspections and monitored the implementation of school improvement plans. These plans addressed areas of weakness identified during the inspections, which were vital in guiding schools toward improved infrastructure and facilities.

2. Follow-up on Recommendations:

The school improvement plans provided a clear indication of the actions required to address the issues identified during inspections. These included:

- o Infrastructure upgrades

- o Proper facility maintenance

- o Implementation of feedback on teaching and learning environments

3. Comprehensive Coverage:

The inspection covered government and private schools, ensuring that both sectors received adequate attention. It is evident that the inspection exercise was thorough and aimed at improving the overall quality of education by addressing gaps that hinder the learning process.

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

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

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

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

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

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

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

Check and verify if the LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan score 2 or else score 0.

Summary of Monitoring Report:

The Term 3 2023 monitoring report provided evidence of various actions taken by the LG Education Department to ensure that the recommendations from the previous inspections were effectively implemented. The report outlined key activities and improvements made across the schools, as a result of follow-up actions on inspection findings. Among those implemented was offering professional support and guidance to head teachers and teachers on a wide range of issues pertaining school improvement of the learning outcomes.

The inspectorate acknowledged that 136 schools both primary and secondary which are government aided were covered in the inspection of the 3rd quarter, use of TELA improved from 73% in term one to 76% in term two making it a good tool for effective school management

Conclusion:

The Term 1 2024 monitoring report demonstrated that the LG Education Department took significant steps to implement the recommendations from earlier inspections. These actions not only improved school infrastructure and safety but also supported learning outcomes.

**PMs and
Indicators to
Incentivise
Delivery of
Accessible,
Quality and
Efficient Health
Services**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
	Quality			

Evidence that DHO and ADHO MCH have supervised and supported all health facilities to ensure the LG either has no death or has audited all perinatal deaths that happened in all the facilities

- Obtain and review DHIS2 to establish whether any of the health facilities experienced Perinatal Death.

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

- Obtain and review Audit Reports and the MPDSR report to establish whether the sampled health facilities experienced Perinatal Death, conducted audits in the previous FY.

Check and verify if the DHO and ADHO MCH have supervised and supported all health facilities to ensure the LG either has no death or has audited all perinatal deaths that happened in all the facilities score 6 or else score 0.

There was evidence that Mbarara LG supervised and supported all Health facilities to ensure that all perinatal deaths registered were audited.

According to DHIS2 district has a total of 26 health facilities. These comprise of 15 government facilities (1HCIVs, 6HCIIIs, and 8HCIIIs) and 11 private (2PNFPs and 9 purely private health facilities). From DHIS2 four (4) Health facilities registered a total of 32 perinatal deaths in the previous FY 2022/2023. These included Bwizibwera Health Centre IV (29 deaths, Kagongi Health Centre III (1 death), Rubaya Health Centre III (1 death), and Diisi Medical Clinic- Private(1 death).

A total of three (3) public health facilities (Bwizibwera HCIV, Kagongi HCIII, Rubaya HCIII) that registered perinatal deaths were sampled and visited.

From DHIS2, MPDSR reports and maternity registers, it was confirmed that ALL (32) perinatal deaths registered by these health facilities were audited as indicated below;

Bwizibwera HCIV.

The mother's Initials were M.K.A. Perinatal death was recorded on 25th January 2024, notified on 08 August 2023 and audited on 9th August 2023.

The mother's initials were A.C. Perinatal death was recorded on 20th October 2023 notified on 20th October 2023 and audited on 23rd October 2023.

- The mother's initials was K. E. Perinatal death was recorded on 3rd May 2024 notified on 3rd May 2024.and audited on 6th May 2024.

- The mother's initials was T.C. Perinatal death was recorded on 4th September 2023 notified on 5th September 2023 and audited on 11th September 2023.

- The mother's initials was N.M. Perinatal death was recorded on 15th February 2024 notified on 15th February 2024.and audited on 19th February 2024

- The mother's initials was K.J. Perinatal death was recorded on 24th April 2024 notified on 25th April 2024 and audited on 29th April 2024

Kagongi HCIII

Death 1. The mother's initials was T.J. Perinatal death was recorded on 7th August 2023, notified on 08 August 2023 and audited on 9th August 2023.

Rubaya HCIII

Death 1. The mother's initials was T.P. Perinatal death was recorded on 11th November 2023, it was notified and was audited

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

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

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

The 3 Sampled Health facilities (Bwizibwera HCIV, Kagongi HCIII and Rubaya HCIII) were visited and their data for Q2 and Q4 FY 2023/2024 on malaria cases treated and tested were assessed as follows;

According to DHIS2 for Quarter 2 (October -December 2023), the total confirmed malaria-positive cases for Bwizibwera HCIV, Kagongi HCIII and Rubaya HCIII were 183, 384 and 45 cases and **ALL** (equal) numbers of malaria cases were treated in the three health facilities respectively.

Similarly, DHIS2 data for Quarter 4 indicated that Bwizibwera HCIV, Kagongi HCIII and Rubaya HCIII registered a total of 61, 206 and 53 confirmed malaria-positive cases and ALL of them were treated respectively.

Furthermore 3 health facilities (Bwizibwera HCIV, Kagongi HCIII and Rubaya HCIII) were visited and equal numbers of confirmed malaria-positive cases were tested and treated as counted in Laboratory, OPD and IPD registers.

Access

3

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

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

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

There was **no evidence** that Mbarara District LG health facilities increased new Outpatient (OPD) attendance by over the required threshold of 5% between the previous FY but one and the previous FY.

According to DHIS2 data, Mbarara District has a total of 26 health facilities. This comprises of 15 government facilities (1 HCIVs, 6 HCIIIs and 8 HCIIIs) and 11 private (2 PNFPs and 9 purely private health facilities).

According to DHIS2, the total New OPD attendances were 105454 for FY 2022/2023 and 109620 for FY 2023/2024. The increase in total New OPD attendance between the previous FY but one and the previous FY was 4166. This gives a total percentage increase of New OPD attendance at 4%.

This was below the required threshold of 5%

0

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

Review community outreach reports to establish whether all health facilities:

There was **no evidence** that Mbarara District LG ensured that **all** public health facilities submitted quarterly VHT reports in the previous FY.

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

- Submitted quarterly VHT reports in the previous FY

Mbarara district has a total of 26 health facilities. These comprises of 15 government facilities (1HCIVs, 6HCIIIs and 8HCIIIs) and 11 private (2PNFPs and 9 purely private health facilities).

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

Only 12 quarterly VHT reports for the three (3) health facilities visited were available at the health facility.

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

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

Review community outreach reports to establish whether all health facilities:

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

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

There **was evidence** that Mbarara District ensured that each public health facility conducted at least 48 community outreaches in the previous FY

According to community outreach reports and registers, the 3 sampled health facilities conducted a total of 226 Outreaches (Bwizibwera HCIV had 60 outreaches, Kagongi HCIII had 70 and Rubaya HCIII had 96 outreaches) as detailed below;

Bwizibwera HCIV

A total of 60 Community outreaches (29 EPI integrated and 31 school child health day outreaches) were conducted in the previous FY 2023/2024.

The 29 EPI-integrated community outreaches included child immunization, HIV screening of breastfeeding mothers, family planning, and psychiatric and dental services to distant 8 communities. (Outreach report compiled by Public health nurse Rwebishekye on 9th August 2023 and another on 15th August 2024.

According to a report compiled by Turyashemererwa Kedress on 14th November 2023 and another on 10th May 2024. A total of 31 School health days outreaches were conducted in schools in Rwanyamahembe in the months of October 2023 and April 2024 for child health days. The health facility provided Vitamin A, deworming tablets, and vaccinated eligible child girls with HPV and TD Vaccine. The schools visited included Oxford P/s, Tropical SS, Bwizibwera Parents P/s, etc. A total of 2958 received vitamin A, 12034 deworming, 616 HPV, and 573 received TD)

Kagongi HCIII

According to the Routine activity outreach reports, Kagongi HCIII conducted a total of 70 community outreaches. These comprised 22 outreaches for school health days, and 48 EPI outreaches in the communities of Ntuura, Kizinda, Nyakabwera, and Kibingo outreach posts. (Annual EPI Report compiled by Tusasirwe Evelyn; Health facility In Charge on 4th July 2024). For instance, in July 2023, EPI community outreaches were conducted at Ntuura on 13th July 2023, Kizinda on 17th July 2023, Nyakabwera on 19th July 2023, and Kibingo on 26th July 2023.

Rubaya HCIII

The community activity outreach reports and outreach registers at Rubaya HCIII indicated that a total of 96 outreaches were conducted in the previous FY. These comprised 60 Outreaches for EPI in the outreach sites of Kahooma, Rwenkanja, Kyamatambarire, Runonza and Kaburamurairo, 12 (monthly) integrated MCH outreaches to Itare HCII, 20 community Barazas in 5 parishes of Bunenero, Rushozi, Ruhunga, Itara and Ruburara and 4 school child health days visits to Rubaya Primary school and Bunenero primary

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

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

i. Antenatal Care 1st Trimester,

ii. Immunization for measles, Rubella

iii. Deliveries at health facilities

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

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

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

iii. Deliveries at health facilities score 2 or else 0

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

There was **no evidence** that Mbarara District LG health facilities increased maternity care service attendance by at least between the previous FY but one and the previous FY

Antenatal Care in the 1st Trimester.

According to DHIS2 data, Mbarara District has a total of 26 health facilities. These comprise of 15 government facilities (1 HCIVs, 6 HCIIIs and 8 HCIs) and 11 private (2 PNFPs and 9 purely private health facilities). According to DHIS2, Mbarara District LG registered a total of 1773 maternity care service attendance in FY 2022/2023 and 2062 maternity care service attendance in 2023/2024. The total increase in maternity care service attendance between previous FY but one and the previous FY was 289. This gives a percentage increase of 16%

Immunization for measles Rubella

According to DHIS2, Mbarara District LG registered a total of 4361 maternity care service attendance for Immunization (measles Rubella) in FY 2022/2023 and 5104 in FY 2023/2024. The total increase in maternity care service attendance for Immunization (measles Rubella) between previous FY but one and the previous FY was 743. This gives a percentage increase of 17%

Deliveries at health facilities.

According to DHIS2, Mbarara District LG registered a total of 3850 maternity care service attendance for deliveries at health facilities in FY 2022/2023 and 3770 in FY 2023/2024. The total **decrease** in maternity care service attendance for deliveries at health facilities between previous FY but one and the previous FY was 80. This gives percentage **decrease of 2%**

6	Evidence that the LG increased the number of women of reproductive age receiving Family Planning (FP) services between the previous FY and previous FY but one	Review DHIS2 for the previous two FYs and establish the increase in uptake of Family Planning (FP) Verify if the LG increased the number of women of reproductive age receiving Family Planning (FP) services between the previous FY and previous FY but one by 5% score 3 or else 0	There was evidence that Mbarara District LG increased the number of women of reproductive age receiving Family Planning (FP) services above required threshold of 5% between the previous FY and the previous FY but one. Mbarara District has a total of 26 health facilities. These comprise of 15 government facilities (1 HCIVs, 6 HCIIIs and 8 HCIIIs) and 11 private (2 PNFPs and 9 purely private health facilities. These comprises of 19 government facilities (2 HCIVs, 4 HCIIIs and 13 HCIIIs) and 2 private PNFPs health facilities. The DHIS2 Data reviewed indicated that the number of women of reproductive age that received family planning (FP) services were 17579 in FY 2022/2023 and 21131 in 2023/2024. The total increase in number of women of reproductive age that received family planning (FP) services between previous FY but one and the previous FY was 3552. This gives a total percentage increase of 20.2%	3
7	Evidence that the LG enrolled at least 95% newly tested HIV positives into HIV chronic care in the previous FY	Review DHIS2 data to establish the percentage of newly tested HIV positives enrolled into HIV chronic care in the previous FY. If the LG enrolled at least 95% newly tested HIV positives into HIV chronic care in the previous FY score 3 or else 0	According to DHIS2 Mbarara District LG has a total of 26 health facilities. These comprise 15 government facilities (1 HCIVs, 6 HCIIIs and 8 HCIIIs) and 11 private (2 PNFPs and 9 purely private health facilities). According to DHIS2, the total number of newly tested HIV positive cases registered in the previous FY but one (FY 2023/2024) were 518 while the total newly HIV positive cases enrolled into HIV chronic care in the same period were 477. This gives 92% of newly tested HIV positive into HIV chronic care. However according to DHIS2 and DHO report three (3) private Health facilities were not accredited to provide ART (Angella Domiciliary Health Centre II had 4 new HIV positives <i>not enrolled</i>, <i>Diisi Medical Clinic with 13 new HIV positives not enrolled</i> and <i>Gord Medical Clinic with 19 new HIV positives not enrolled</i>). The total number of newly tested HIV positive cases registered in the Accredited health facilities in previous FY but one (FY 2023/2024) were 464 while the total of newly HIV positive cases enrolled into HIV chronic care in the same period were 477. This gives 103% of newly tested HIV positive into HIV chronic care.	3

Efficiency

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

- Review DHIS2 data to establish the total ANC clients

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

- Calculate the average.

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

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

There was **no evidence** that Mbarara District LG ensured that midwives in all public health facilities attended to the required threshold of 800 to 1200 ANC clients.

Mbarara District has a total of 26 health facilities. These comprise 15 government facilities (1HCIVs, 6HCIIIs and 8HCIIIs) and 11 private (2PNFPs and 9 purely private health facilities).

From DHIS2, the total Antenatal care attendances from public health facilities were 19,753 in the previous FY 2023/2024. According to Mbarara District LG Payroll for 2023/2024, the LG had 28 midwives

Therefore 19,753 divide by 28 midwives gives an average of 705 clients.

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

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

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

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

There **was evidence** that Mbarara District LG ensured that patients admitted with malaria averagely spent not more than 3 days on admission as detailed below;

A total of 3 Health facilities were sampled (Bwizibwera HCIV, Kagongi HCIII, Rubaya HCIII) and visited. According to IPD register, malaria cases in these health facilities were admitted and discharged as follows;

Q2 (October to December 2023) Malaria Inpatient Admissions for FY 2023/2024

Bwizibwera HCIV

K.D (patient initials) 9 months male Ugandan admitted on 13th October 2023 and discharged on 15th October 2023 (3 days)

A.J (patient initials) 52 years female Ugandan admitted on 13th October and discharged on 16th October 2023 (3 days)

A.A (initials) 5 years female Ugandan admitted on 29th November 2023 and discharged on 1st December 2023 (3 days)

T.P(patient initials) 14 years female Ugandan admitted on 2nd December 2023 and discharged on 6th December 2023 (5 days)

A.O (patient initials) 4 years male Ugandan admitted on 13th December 2023 and discharged on 14th December 2023 (2 days)

Kagongi HCIII

T.A (patient initials) 10 years female Ugandan

admitted on 29th November 2023 and discharged on 29th November 2023 (1 day)

K.A (patient initials) 73 years female Ugandan admitted on 30th October 2023 and discharged on 30th 31st October 2023 (1 day)

Rubaya HCIII

A.P (patient initials) 17 years male Ugandan admitted on 12th October June 2023 and discharged on 14th October 2023 (2 days)

Average days spent by malaria clients on admissions for 2nd Quarter = $3+3+3+5+2+1+1+2=20$ days /8 clients giving an average of 2.5 days spent on admission

Quarterly 4 (April to December) Malaria Inpatient Admissions for FY 2023/2024

Bwizibwera HCIV,

K.S (initials) 32 years male Ugandan admitted on 27th April 2024 and discharged on 30th April 2024 (3 days)

A. B (initials) 3 years female Ugandan admitted on 16th May 2024 and discharged on 17th May 2024 (1 day)

T.J (initials) 3 years female Ugandan admitted on 2nd May 2024 and discharged on 24th May 2024 (2 days)

T.M (initials) 28 years male Ugandan admitted on 26th May 2024 and discharged on 28th may 2024 (2 days)

K. (initial) 34years female Ugandan admitted on 3rd June 2024 and discharged on 6th June 2024 (3 days)

Kagongi HCIII

A.I (initials) 2 years male Ugandan admitted on 15th April 2024 and discharged on 16th April 2024 (1 day)

N. (initial) 28 years male Ugandan admitted on 28th June 2024 and discharged on 28th June 2024 (1 day)

A. (initial) 3years male Ugandan admitted on 27th June 2024 and discharged on 27th June 2024 (1 day)

Y. A (initials) 2years male Ugandan admitted on 25th June 2024 and discharged on 26th June 2024 (1 day)

Rubaya HCIII

N. (initial) 24 years female Ugandan admitted on 10th April 2024 and discharged on 11th April 2024 (1 day)

K.S (initials) 47 years male Ugandan admitted on 10th April 2024 and discharged on 11th April 2024 (1 day)

A.T. (initials) 1 years male Ugandan admitted on 1st April 2024 and discharged on 4th April 2024 (3 days)

A. I (initials) 15 years male Ugandan admitted on 28th June 2024 and discharged on 29th June 2024 (1 day)

A.M (initial) 3 years female Ugandan admitted on 27th June 2024 and discharged on 29th June 2024 (2 days)

Average days spent by malaria clients on admissions for 4th Quarter =

3+1+2+2+3+1+1+1+1+1+1+3+1+2=days /14
clients giving an average of 1.6 days spent on
admission

Human Resource Management

10

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

- From the HRM Unit obtain and review staff lists for all facilities.
 - Verify the staff number and their respective job positions deployed at each of the health facility.
 - Sample one (1) Health Centre IV/District Hospital to verify deployment of the following critical staff:
 - o At least 3 Medical Officers,
 - o At least 5 theatre staff,
 - o At least 5 clinical Officers
 - o At least 20 Nurses,
 - o At least 6 Lab personnel,
 - o At least 12 midwives,
 - o Health assistant
- Score 5 or else 0

There **was evidence** that Mbarara District LG recruited the critical staff in Bwizibwera HCIV

From the old staffing structure for HCIVs, the following critical staff numbers were deployed per position as indicated below;

Medical Officer Number Approved=2

Number Available=4

Theatre staff Number Approved=2

Number Available=2

Clinical Officers Number Approved=2

Number Available=4

Nurses Number Approved=8

Number Available=14

Laboratory Personnel Number Approved=2

Number Available=3

Mid-Wives Number Approved=4

Number Available=10

Health Assistants Number Approved=1

Number Available=0

Total Number Approved=21

Total Number Available=37

According to the deployment list, Mbarara District deployed 37 medical staff out of 21 required critical medical staff (Approved old staff structure) hence the district overdeployed the critical staff.

5

10

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

- From the HRM Unit obtain and review staff lists for all facilities.
- Verify the staff number and their respective job positions deployed at each of the health facility.
- Sample two (2) Health Centre IIIs to verify deployment of the following

There **was evidence** that Mbarara District LG recruited the critical staff in Kagongi HCIII and Rubaya HCIII

Recruitment and deployment of the most critical staff and positions at Kagongi HCIII and Rubaya HCIII as per the old staff structure is detailed below;

Kagongi HCIII

Clinical Officers Number Approved=2

Number Available=2

Nurses Number Approved=4

Number Available=4

Laboratory Personnel Number Approved=2

5

critical staff:	Number Available=2
• Evidence that the LG has recruited the following critical staff in Health Centre IIIs	Mid-Wives Number Approved=2 Number Available=3 Health Assistants Number Approved=1 Number Available=1
o At least 2 Clinical Officers,	Total Number Approved=11
o At least 10 Nurses,	Total Number of available=12
o At least 2 Lab personnel,	According to the staff deployment list, Mbarara District deployed 13 Critical medical staff out of 11 medical staff required at HCIII based on old staff structure hence the Mbarara District ensured that critical positions were deployed to Kagongi HCIII. Examples of medical staff deployed at Kagongi HCIII included; Tusasirwe Evelyn Clinical Officer, Turinawe Edgar Clinical Officer (For study leave), Nakabiira Gillian Zulaika Enrolled Midwife, Tumukunde Hellen Nursing Officer (Midwifery), Kushaba Costa Enrolled Midwife, Mwine Deus Enrolled Nurse, Abarinde Ruth Enrolled Nurse, Nampijja Jaziira Enrolled Nurse, Kyosiimire Bonita, Enrolled Nurse, Ayamba Nicholas Health Assistant, Ayesiga Imelda Health Information Assistant, Timuzigu Rauben Laboratory Assistant and Tukamussima Pius Laboratory Technician.
o At least 6 midwives,	
o Health assistant	
Score 5 or else 0	

Rubaya HCIII

The following critical positions were filled and staff deployed Rubaya HCIII

Clinical Officers Number Approved=2

Number Available=2

Nurses Number Approved=4

Number Available=3

Laboratory Personnel Number Approved=2

Number Available=2

Mid-Wives Number Approved=2

Number Available=3

Health Assistants Number Approved=1

Number Available=1

Total Number Approved=11

Total Number of available=11

According to the staff deployment list, Mbarara District **deployed 11 Critical medical staff** out 11 medical staff required at HCIII based on old staff structure hence the district ensured that critical positions were deployed in Rubaya HCIII. Examples of medical staff deployed at the health facility included, Twesiime Christine (Clinical Officer), Tumuhimbise John (Senior Clinical Officer), Arinda Clare Katagata (Enrolled Midwife), Nsimiirwe Irene (Enrolled Midwife), Komukago Diana (Enrolled Midwife), Natumanya Esther (Enrolled Nurse), Atukwase Serina (Enrolled Nurse), Tibalira, Technician Kakuru Godfrey (Enrolled

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

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

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

There **was evidence** that Mbarara District Health Department and Human Resources ensured that all medical staff have valid practicing licenses to meet standards of practice

Bwizibwera HCIV

All the critical health facility staff at Bwizibwera HCIV had valid practicing licenses.

Examples of medical staff with valid practicing licenses include;

- Atuhair Richard (Medical Officer) had a valid practicing license from MDPC issued on 17th February 2024 and will expire by 31st December 2024
- Alinda Albert (Medical Officer) had a valid practicing license from MDPC issued on 25th January 2024 and will expire by 31st December 2024
- Mpongano Perez (Medical Officer) had a valid practicing license from MDPC issued on 19th June 2024 and will expire by 31st December 2024
- Atukunda Immaculate (Clinical Officer) had a valid practicing license from AHPC issued on 3rd October 2024 and will expire by 31st December 2024
- Turigye Jimmy (Clinical Officer) had a valid practicing license from AHPC issued on 14th May 2024 and will expire by 31st December 2024
- Tuwangye Moses (Clinical Officer) had a valid practicing license from AHPC issued on 8th May 2024 and will expire by 31st December 2024
- Bainomugisha Bernice had a valid practicing license from UNWC issued on 23rd February 2024 and will expire by 23rd February 2027

Kagongi HCIII

There **was evidence** that the critical medical staff at Kagongi HCIII had valid practicing licenses.

Examples of key critical staff with Valid practicing licenses included;

Timuzigu Rauben (Lab Officer) had a valid practicing license from AHPC issued on 1st January 2024 and will expire by 31st December 2024

- Tukamusiime Pius (Enrolled Nurse) had a valid practicing license from UNMC issued on 23 April 2024 and will expire by 31st December 2027
- Kyosiimire Bonnyconcil (Enrolled Nurse) had a valid practicing license issued on 30th July 2023 and will expire by 31st December 2026
- Nakabira Gillian (Enrolled Midwife) had a valid practicing license from UNMC issued on 23rd March

4

2021 and will expire by 31st December 2024

- Tumwebaze Christine (Enrolled Midwife) had a valid practicing license from UNMC issued on 23rd November 2021 and will expire by 31st December 2024

Rubaya HCIII

There **was evidence** that the critical medical staff at Rubaya HCIII had valid practicing licenses.

Examples of critical staff with valid practicing licenses included;

- Twesiime Christine (Clinical Officer) had a valid practicing license from AHPC issued on 30th February 2024 and will expire by 31st December 2024
- Tumuhimbise John (Senior Clinical Officer) had a practicing license from AHPC issued on 8th February 2024 and will expire by 31st December 2025
- Mwajuke Deus (Lab) had a valid practicing license from AHPC issued on 30th September 2024 and will expire by 31st December 2024
- Arinda Clare (Enrolled Midwife) had a valid practicing license from UNMC issued on 11th February 2022 and will expire by 31st December 2025.

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

From the sampled facilities obtain the CME schedule

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

Obtain and review the CME/CPD reports to establish whether

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

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

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

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

There **was evidence** that the LG ensured that all the 3 sampled HCs (Bwizibwera HCIV, Kagongi HCIII , and Rubaya HCIII) conducted at least 7 CMEs in the previous FY

Bwizibwera HCIV

From CME reports documented in the CME book, Bwizibwera HCIV conducted **a total of 28 CMEs** in the previous FY. Examples of topics discussed included Family planning compliance on 27th July 2023, Uterine inversion on 1st August 2023, occupational health and safety on 2nd August 2023, time management and effective meetings on 9th August 2023, TB Prevention on 16th August 2023, Cord Prolapse on 21st August 2023, Customer Care on 20th September 2023, Postpartum Family planning on 17th October 2023 and GBV on 21st March 2024.

Kagongi HCIII

From health facility CME book and reports, **a total of 7 CME sessions** were conducted in the previous FY. These included CME on Quality improvement (QI) project documentation of journals conducted on 10th July 2023, GBV in humanitarian settings on 17th September 2024 , Quality improvement on 15th August 2024, Discrimination in health care services on 13th December 2023, Quality improvement on 13th March 2024, Abuse on 15th March 2024, CME on Violence on 10th April 2024, CME on cervical cancer screening on 24th June 2024.

Rubaya HCIII

Rubaya had CME schedule compiled by Tibalira Aisha (Health Assistant). The Health facility conducted **a total of 8 CME sessions** in the previous FY 2023/2024. The CME sessions were conducted on the following days; CME on SPT session was conducted on 3rd July 2023, Cancer of the Cervix conducted on 27th July 2023, Social Network Strategy (SNS) in HIV infection prevention on 10th January 2024, Basic health care in waste management practices on 4th March 2024, Cancer screening on 18th March 2024, Index client testing on 30th April 2024, Hand washing on 13th May 2024 and Nutrition Assessments on 10th June 2024.

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

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

Obtain and review the CME/CPD reports to establish whether

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

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

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

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

Bwizibwera HCIV was not certified as CPD Centre and there was no copy of CPD Certificate.

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

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

Obtain and review the CME/CPD reports to establish whether

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

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

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

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

Bwizibwera HCIV **did not** provide any CPDs to HC IIIs. No CPD reports were available.

Management and functionality of amenities

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

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

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

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

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

Handwashing facilities with soap or alcohol based sanitizer at all work stations score 2 or else 0

There **was evidence** that the 3 sampled Public health facilities (Bwizibwera HCIV, Kagongi HCIII, and Rubaya HCIII) visited **ALL** had handwashing facilities with soap or alcohol-based sanitizer at all workstations.

Bwizibwera HCIV

The health facility had 7 handwashing facilities with soap were seen in different stations. Two (2) hand washing facilities were situated at the separate latrines while the other 5 hand washing facilities were stationed each at entry, Maternity ward, OPD, IPD and ART clinic departments. Alcohol-based sanitizers were available at all these workstations.

Kagongi HCIII

The Health Centre has 4 outside handwashing facilities with soap in the health facility compound. The health facility also had inside 12 sinks in different workstations. There were also sanitizers placed in the 5 workstations (Lab, Maternity, ANC, Clinical, and labor suit).

Rubaya HCIII

The Rubaya HCIII had 9 handwashing facilities spread in different workstations. Alcohol based Sanitizers were found in 7 workstations including triage, maternity, theater, reception, ART Lab and Injection room.

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

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

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

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

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

score 2 or else 0

There **was evidence** that all the 3 sampled public health facilities (Bwizibwera HCIV, Kagongi HCIII, and Rubaya HCIII) in Mbarara District had functional infection prevention and control amenities and supplies as observed during the the health facilities visits.

Bwizibwera HCIV had two functional sterilizers. The big sterilizer was stationed in the Maternity and the small one at OPD. They all use electricity power.

Kagongi HC had two (2) functional sterilizers both stationed in maternity and use electricity power.

Rubaya HCIII has one (1) sterilizer stationed in the maternity section and uses gas.

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

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

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

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

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

Waste management and disposal facilities at all work stations including:

- a. color coded waste bins, biohazard bags and safety boxes

- b. Sorting waste according to color code

- c. Placenta pit score 2 or else 0

There **was evidence** that the 3 sampled health facilities (Bwizibwera HCIV, Kagongi HCIII, and Rubaya HCIII) visited had waste management and disposal facilities at all work stations including color coded waste bins, biohazard bags and safety boxes and sorted waste according to color code. All these health facilities had placenta pits.

Bwizibwera HCIV

The health facility had waste management and disposal facilities at all 4 working stations namely Laboratory, Maternity, OPD and Inpatient) including color-coded waste bins (Black yellow, and red), biohazard bags, and safety boxes were in place and always do sorting of waste according to color code. The facility has a Placenta pit.

Kagongi HCIII

Kagongi HCIII had waste management and disposal facilities (Colored bins) in all 4 main workstations (Lab, OPD, ANC and maternity). The facility also had 3 large colored bins) at the verandah of maternity. The facility has a Placenta pit.

Rubaya HCIII The health facility had waste management and disposal facilities (including color-coded waste bins in black yellow, and red colors, biohazard bags, and safety boxes) at all 4 main workstations (Injection Lab, maternity and ANC) . The facility also has a Placenta pit.

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

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

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

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

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

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

There **was evidence** that the 3 sampled health facilities Bwizibwera HCIV, Kagongi HCIII, and Rubaya HCIII) had proper human waste disposal facilities for patients and staff segregated between males and females with hand washing facilities with water and soap.

Bwizibwera HCIV had Clean human waste disposal facilities for patients and staff segregated between males and females with hand washing facilities with water and soap. The health facility had 5 separate latrine blocks for patients and staff with stances separated The facility also 2 other inside toilets at New OPD building.

Kagongi HCIII has 4 separate clean latrine (2 for clients and 2 at staff quarter) for human waste disposal segregated between males and females with a hand washing facility with water and soap.

Rubaya HCIII equally has 4 separate clean latrine for patients and staff segregated between males and females with a hand washing facility with water and soap

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

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

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

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

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

Safe water source score 2 or else 0

There **was evidence** that the 3 sampled health facilities (Bwizibwera HCIV, Kagongi HCIII, and Rubaya HCIII) in Mbarara District had functional safe water sources.

Bwizibwera HCIV had tap water supplied by National Waters. The health facility also has 8 Water tanks used for storing water with one functional borehole.

Kagongi HCIII had tap water supplied by National Water and 8 Water tanks used for harvesting and storing rainy waters which supplements the tap water

Rubaya HCIII had tap water supplied by National water and 5 water tanks d for harvesting and storing rainy water which supplements the tap water.

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

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

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

- Observe existence of the signposts and labels
- Obtain list of services offered from in-charge and compare with those on the signposts.

Verify if the health facilities have visible sign posts listing all available services in local language offered free of charge score 2 or else 0

There **was evidence that ALL the health facilities** have visible signposts listing all available services in the local language offered free of charge

The three (3) sampled Public Health facilities (Bwizibwera HCIV, Kagongi HCIII, and Rubaya HCIII) were visited. Their main signposts indicate all services provided by each health facility in both English and in the local language with the clear indication "All Services are Offered free of charge"

Bwizibwera HCIV had a visible signpost on OPD walls detailing the services offered by the health facility in English and in the local language, the days and time these services are offered. These services included Outpatient Services, Inpatient, General Counselling, HIV Testing, ART Services, Immunizations, Antenatal, Maternity Delivery, Post Natal, Family Planning, Laboratory Tests, Emergency Surgical Operations, Elective Surgical Operations, Blood transfusion, Cervical Cancer Screen and treatment, Eye care, Dental and Mental Health.

Kagongi HCIII has a big Visible signpost detailing all services Nyaruhandagazi HCIII offers Outpatient Services, Inpatient Care & admission, Antenatal, Post natal Care, Labor & delivery Care, Laboratory, Comprehensive HIV Care, STI Management and treatment Immunization, Family Planning, Youth Friendly Services.

Rubaya HCIII had a visible signpost detailing services offered by the Health facility purely in local language and these include; Okusirika/Okugyema, Okuragura Kwendwara Zoon, Okukyebera Akokooko Kasirimu, Okukyebera Akokooko (T.B), Okubaririra Ruzaro, Okuhereza, Emibazi Yakakooko Kasirimu, Okukyebeza Enda, Nokuzara, Okuhumuriza Abantu, Okuhereza Ebitanda and indicated that Nitukora Orwekubanza-Sande NB: "Obuhereza Bwoona N'Obwabusha"

Each health facility signpost indicates true services offered by the health (Health facility service lists of service).

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

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

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

- Observe existence of the signposts and labels
- Obtain list of services offered from in-charge and compare with those on the signposts.

Verify if the health facilities compound and service units have clear signs for directions in local language score 2 or else 0

There was **no evidence that Bwizibwera HCIV** visited their compound and service units had clear signs for directions in the local language

The three sampled Public Health facilities (Kinoni HCIV, Mwizi HCIII, and Nyaruhandagazi HCIII) were visited. It was observed that ALL their compound and service units had clear signs for directions in the local language.

Bwizibwera HCIV compound and service units did not have clear signs for directions in the local language.

Kagongi HCIII compound and service units had few clear signs for directions in the local language.

Rubaya HCIII compound and service units had clear signs for directions in the local language. For instance, "Emibazi Ya Kakoko Ka Sirimu" and another "Ahebitanda"

Management of Financial Resources

Evidence that the LG has supported all health facilities to:

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

From the LG Health Officer, obtain and

- Review bottleneck analysis report.
- Review annual work plan HMIS 001
- Review annual budget report HMIS 020

• Narrative Activity Report

Verify if the LG supported all health facilities to

- i. Make a bottleneck analysis;
- ii. Design work plans to address the bottlenecks
- iii. Allocate funds to activities intended to address the bottlenecks; and
- iv. Produced

There **was evidence** that the Mbarara District supported Bwizibwera HCIV, Kagongi HCIII, and Rubaya HCIII to analyze bottlenecks and produce reports for improving health outcomes.

Bwizibwera HCIV

Bwizibwera HCIV had an Annual Budget report (HIMS 020) and approved Annual Workplan FY 2023/2024 which was prepared by the Health facility in-charge Dr Atuhaire Richard on 10th August 2023, endorsed and stamped by HUMC Chairperson Tibaijuk George William on 15th August 2023 and forwarded by DHO Dr Ssebutinde Peter on 15th August 2023 and was Approved by CAO Muswezi David on 15th August 2023

The bottlenecks identified in the Approved Annual Workplan FY 2023/2024 were; ANC1 at 78.9% ANC1 1st trimester at 25.4%, ANC 4 at 59.1%. The health facility planned and screened all child bearing age women for pregnancy at all entry points and also trained the VHTs on importance of timely access of ANC services so that they can refer more pregnant mother for ANC services. According to the bottleneck Analysis Report 2023/2024 compiled by In charge Bwizibwera HCIV (Dr. Alinda Albert) on 19th August 2024 indicated that ANC 1 declined from 78.9% to 75.5%, ANC1 1st Trimester increases from 25.4% to 28.1%, ANC 4 from 59.1%. to 60.2%.

Kagongi HCIII

Annual Workplan for Kagongi HCIII for Previous FY 2023/2024 was prepared by Health facility in charge Twesiime Christie on 10th August 2023, approved by HUMC Chairperson Tibanyendera Denis on 10th August 2023, and was Approved by DHO Dr Ssebutinde Peter 14th August 2023 and was

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

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

confirmed by the CAO Mr Muhwezi on 16th August 2023.

The bottleneck Analysis for Kagongi HCIII from the Approved workplan for FY 2023/2024 identified DPT at 38%, Measles MR2 at 18%. The Health facility planned and conducted more community outreaches to different outreach sites. According to the Bottleneck Analysis report compiled Health facility In Charge Tumasirwe Evelyn on 7th July 2024 DPT increased from 38% to 71% and Measles MR2 from 18% to 44%.

Rubaya HCIII

The Health Facility approved Workplan for FY 2023/2024 was prepared by In charge (Tumasirwe Evelyn Minyeto) on 8th August 2023 and endorsed by HUMC Chairperson (Mrs Atukunda Sheila) on 8th August 2023 and approved by DHO (Dr Ssebutinde Peter) on 10th August 2023.

In the Approved Annual work plan, the Identified bottle neck included DPT1 coverage at 36%, measles MR1 at 30% and DPT3 at 29.7%. Rubaya HCIII planned and mobilized the VHTs to use tracking tools. According to the Bottleneck Analysis Report about Performance efficiency and productivity for FY 2023/2024 compiled Twesiime Christine (Health Facility In Charge) on 19th July 2024 indicated that DPT3 increased from 29.7% to 90%, Measles MR1 from 30% to 79% and DPT1 from 36% to 88%.

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

- Review annual work plan HMIS 001
- Review annual budget report HMIS 020
- Narrative Activity Report

Verify if the DHO

- i. Makes a bottleneck analysis;
 - ii. Designs work plans to address the bottlenecks
 - iii. Allocated funds to activities intended to address the bottlenecks; and
 - iv. Produced reports which describe the activities conducted and explains what has been achieved in relation to improving health outcomes
- If (i) and (iv) complied with score 5 or else 0

There **was evidence** that Mbarara District conducted a bottleneck analysis, designed a work plan to address the bottleneck, allocated funds, and produced reports.

The approved Annual Workplan for FY 2023/2024 was submitted by the District Health Officer (Dr. Ssebutinde Peter) on 31st March 2023 and was approved by the CAO (Kasagara Edward). The bottleneck identified in the Annual work plan for FY 2023/2024 included DPT coverage at 74%, institutional deliveries at 36%, and HIV prevalence at 9%. The District monitored the availability of testing Kits for HIV and Vaccines /antigens in the EPI program. The Bottleneck Analysis Report completed by Dr Ssebutinde Peter (District Health Officer) on 4th July 2024 indicated that DPT coverage increased from 74% to 85% institutional deliveries from 36% to 41% and HIV prevalence reduced from 9% to 7.8%.

Environment, Social, Health and Safety

a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities	Sample 3 health facilities to ascertain that protection measures are in place	There was no evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers, and medical staff in health facilities. There were no grievance logs or minutes found at Bwizibwera HCIV and Lubaya HCIII
b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities	Verify the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities score 2 or else 0	
c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD		

a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities	Sample 3 health facilities to ascertain that protection measures are in place	There was no evidence of training reports or sensitization activities for patients, workers, medical staff, and communities on measures to eliminate any form of violence/abuse and discrimination at Bwizibwera HCIV and Lubaya HCIII.
b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities	LG conducted training and sensitization on the protection measures	
c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD	Verify that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities score 2 or else 0	

a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities	Sample 3 health facilities to ascertain that protection measures are in place	There was no evidence to show that the Health Unit Management Committee (HUMC) was trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD. No training reports or minutes were available at the time of assessment.
b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities	LG Health Office and Community Development Office have trained the HUMC on stakeholder engagement and grievance management	
c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD	If the Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD score 2 or else 0	

Oversight and support supervision

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6

Evidence that HUMCs approved work plans and budgets in all facilities, the LGHT supervised and mentored all facilities for Data Quality Assurance (DQA), the LGHT supervised and mentored all facilities for the Expanded Program of Immunisation (EPI), and the LGHT discussed supervision findings and followed up on recommendations.	From the LG Health Officer, obtain and • Obtain and review HUMC minutes to establish that they approved work plans and budgets • Obtain and review LGHT supervision and mentorship reports • Obtain and review LGHT Minutes Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs Verify if there is evidence that:	There was evidence that the HUMCs approved work plans and budgets in all facilities, the LGHT supervised and mentored all facilities for Data Quality Assurance (DQA), and the LGHT supervised and mentored all facilities for the Expanded Program of Immunisation (EPI). Bwizibwera HCIV The HUMC for Bwizibwera HCIV held a meeting on 12th July 2024 and Approved the work for FY 2024/2025 under minute no. 10/07/2024. The Approved Annual Workplan for FY 2024/2025 was prepared by the Health facility in-charge Dr. Atuhaire Richard on 9th July 2024, endorsed and stamped by HUMC Chairperson Bahugara Francis on 12th July 2024, and forwarded by DHO Dr. Ssebutinde Peter on 17th July 2024 and was Approved by CAO Muswezi David on 17th July 2024 Kagongi HCIII The HUMC of Kagongi HCIII held a meeting on 21st May 2024 and approved the Annual health facility work plan for FY 2024/2025 under minute No.9/5/2024. The Approved Annual Workplan for the Previous FY 2024/2025 was prepared by Health facility in charge Tusasirwe Evelyn Minyeto on 4th June 2024, approved by HUMC Chairperson Mr. Aruho George on 14th June 2024, and was approved by DHO Dr
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i. That HUMCs approved work plans and budgets in all facilities	Ssebutinde Peter 20th June 2024 and was confirmed by the CAO Mr Muhwezi David.
ii. That LGHT supervised and mentored all facilities in relation to Data Quality Assurance (DQA)	Rubaya HCIII The HUMC of Rubaya HCIII held a meeting on 6th March 2024 and approved the Annual health facility work plan for FY 2024/2025 under minute 8/06/03/2024. The Health Facility approved Workplan for FY 2024/2025 was prepared by In charge (Twesiime Cristine) on 12th March 2024 and endorsed by HUMC Chairperson (Mrs. Atukunda Sheila) on 14th March 2024 and approved by DHO (Dr Ssebutinde Peter) on 10th June 2024 and was confirmed by the CAO Mr. Muhwezi David.
iii. That LGHT supervised and mentored all facilities in relation to Expanded Program of Immunization (EPI)	
iv. That the LGHT discussed supervision findings and followed-up on the recommendations made.	
If (i) to (iv) complied with score 6 or else 0	

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

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

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

There **was evidence** that the 3 sampled Health facilities (Bwizibwera HCIV, Kagongi HCIII and Rubaya HCIII) submitted timely and complete HMIS 108 and 105 monthly summary data by the 14th day of the preceding months.

According to DHIS2 Bwizibwera HCIV, Kagongi HCIII, and Rubaya HCIII submitted their monthly reports as follows;

HMIS 105 (Monthly report submissions)

July 2023

Bwizibwera HCIV submitted on 4th August 2023

Kagongi HCIII submitted on 10th August 2023

Rubaya HCIII submitted on 4th August 2023

August 2023

Bwizibwera HCIV submitted on 5th September2023

Kagongi HCIII submitted on 4th September2023

Rubaya HCIII submitted on 5th September2023

September 2023

Bwizibwera HCIV submitted on 3rd October2023

4

Kagongi HCIII submitted on 11th October 2023

Rubaya HCIII submitted on 6th October 2023

October 2023

Bwizibwera HCIV submitted on 3rd November 2023

Kagongi HCIII submitted on 5th November 2023

Rubaya HCIII submitted on 6th November 2023

November 2023

Bwizibwera HCIV submitted on 6th December 2023

Kagongi HCIII submitted on 6th December 2023

Rubaya HCIII submitted on 5th December 2023

December 2023

Bwizibwera HCIV submitted on 4th January 2024

Kagongi HCIII submitted on 5th January 2024

Rubaya HCIII submitted on 10th January 2024

January 2024

Bwizibwera HCIV submitted on 2nd February 2024

Kagongi HCIII submitted on 6th February 2024

Rubaya HCIII submitted on 7th February 2024

February 2024

Bwizibwera HCIV submitted on 5th March 2024

Kagongi HCIII submitted on 5th March 2024

Rubaya HCIII submitted on 6th March 2024

March 2024

Bwizibwera HCIV submitted on 2nd April 2024

Kagongi HCIII submitted on 5th April 2024

Rubaya HCIII submitted on 7th April 2024

April 2024

Bwizibwera HCIV submitted on 5th May 2024

Kagongi HCIII submitted on 10th May 2024

Rubaya HCIII submitted on 7th May 2024

May 2024

Bwizibwera HCIV submitted on 4th June 2024

Kagongi HCIII submitted on 5th June 2024

Rubaya HCIII submitted on 6th June 2024

June 2024

Bwizibwera HCIV submitted on 2nd July 2024

Kagongi HCIII submitted on 8th July 2024

Rubaya HCIII submitted on 4th July 2024

HMIS 108 (Monthly report submissions)

July 2023

Bwizibwera HCIV submitted on 4th August 2023

Kagongi HCIII submitted on 4th August 2023

Rubaya HCIII submitted on 5th August 2023

August 2023

Bwizibwera HCIV submitted on 1st September 2023

Kagongi HCIII submitted on 4th September 2023

Rubaya HCIII submitted on 5th September 2023

September 2023

Bwizibwera HCIV submitted on 3rd October 2023

Kagongi HCIII submitted on 5th October 2023

Rubaya HCIII submitted on 6th October 2023

October 2023

Bwizibwera submitted on 10th HCIV November 2023

Kagongi HCIII submitted on 10th November 2023

Rubaya HCIII submitted on 10th November 2023

November 2023

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January 2024

Bwizibwera HCIV submitted on 6th January 2024

Kagongi HCIII submitted on 5th February 2024

Rubaya HCIII submitted on 8th February 2024

February 2024

Bwizibwera HCIV submitted on 5th March 2024

Rubaya HCIII submitted on 8th March 2024

Kagongi HCIII submitted on 6th March 2024

March 2024

Bwizibwera HCIV submitted on 2nd April 2023

Kagongi HCIII submitted on 4th April 2024

Rubaya HCIII submitted on 2nd April 2024

April 2024

Bwizibwera HCIV submitted on 3rd May

Kagongi HCIII submitted on 4th May 2024

Rubaya HCIII submitted on 8th May 2024

May 2024

Bwizibwera HCIV submitted on 4th June 2024

Kagongi HCIII submitted on 7th June 2024

Rubaya HCIII submitted on 11th June

June 2025

Bwizibwera HCIV submitted on 2nd July 2024

Kagongi HCIII submitted on 5th July 2024

Rubaya HCIII submitted on 10th July

**PMs and
Indicators to
Incentivise
Delivery of
Accessible,
Quality and
Efficient
Water and
Sanitation
Services**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				

a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.	From the DWO: • Obtain and review the BPR to identify the new water sources implemented in the previous FY.	The District Water Officer did NOT carry out routine water quality monitoring for at least 20% of the existing water facilities as per the BPR that was presented by the District Water Officer which indicated that there were a total of 716 existing water facilities in the entire district and only 70 of the existing water facilities were sampled for water quality monitoring. There was also an independent report dated 25th June, 2024 titled 'Annual report for FY 2023/2024 on water quality testing' In this report there were tables summarizing the specific water facilities per sub-county where the samples were picked from. It was a confirmation of the 70 water facilities that were sampled for water quality analysis. This only translates to $70/716 \times 100\% = 9.8\%$ which is far below 20% per annum.
b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY	• Obtain and review the water quality analysis reports of the existing and new water facilities	
c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY	Verify if the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually score 2 or else 0	
d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities		
e) Evidence that the water office followed up implementation of recommended remedial actions		

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

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

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

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

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

From the DWO:
 • Obtain and review the BPR to identify the new water sources implemented in the previous FY.

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

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

There was evidence that the District Water Officer conducted water quality analysis for all (100%) of the new water facilities constructed in the previous financial year as per the report obtained from the DWO dated 30th April 2024 which had water quality analysis certificates attached to the report. Attached also was a table having the details of the new water facilities; 7 in number. The water analysis certificates were issued by Makerere University College of Agricultural and Environmental Science, Department of Agricultural Production Laboratory, all the samples passed the tested parameters for portable water; e.g. for Kanama 01 borehole in Kashare sub-county sampling date was 14th April 2024, all the parameters tested were within the permissible limits for natural portable water.

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

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

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

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

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

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

- Obtain and review household sanitary survey reports for new piped water facilities.

Verify if the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY score 2 or else 0

There was evidence that the LG had conducted household sanitation surveys before connecting to the new piped water facilities as seen on page 10 of the BPR for the previous FY. On this page of the report there was a table giving a summary of the findings from the household sanitation. In addition to this there was also a report dated 5th December, 2023 which showed that sanitation survey was done in Kigoro village of Bukiro sub-county where the extension of piped water supply was implemented. In Kigoro village there was a total of 316 households that were visited and out of this number 269 had pit latrines. This was equivalent to: $269/316 \times 100\% = 85\%$.

- a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.
- b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY
- c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY
- d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities
- e) Evidence that the water office followed up implementation of recommended remedial actions
- From the DWO:
- Check and review feedback reports on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities.
- Verify if the the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities score 2 or else 0.
- There was no evidence that the Water Office provided feedback with action points for improvement to the communities, WSCs, water boards, and the LLGs on the results from water quality analysis for existing water facilities and household sanitation surveys for the new water facilities. There was **NO** feedback report found at the time of assessment regard the results from water quality analysis for the existing water facilities neither was there any regarding the findings of the sanitation surveys for the new facilities given to the above mentioned categories.

1	a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually. b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities e) Evidence that the water office followed up implementation of recommended remedial actions	From the DWO: Check for follow up reports on implementation of recommended remedial action Verify that the water office followed up implementation of recommended remedial actions score 2 or else 0	There was evidence that the water office followed up implementation of the recommended remedial actions as seen from a report that was obtained from the District Water Officer dated 15th April 2024 which indicated that among other villages where household sanitation survey was done, Rwentoyo village in Bukiro sub-county which had 149 households in total and 130 latrines were in place before connection to the new piped water facility which was $130/149 * 100\% = 87\%$ latrine coverage, during follow up it was noted as per the report that there were 16 new latrines constructed making the number of latrines to be 146. This was an improvement from 87% to 98% latrine coverage.
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2	Evidence that the population with access to safe water service is either above 70% or has increased between the previous FY one and the previous FY	From the Ministry MIS for the previous FY and previous FY but one: • Obtain and check data access to safe water in the previous FY but one and compare with safe water access in the previous FY Verify if the population with access to safe water service is either above 70% or has increased between the previous FY one and the previous FY but one score 5 or 0	There was evidence that the population with access to safe water services was above 70% as per the Ministry of Water and Environment MIS which indicated that the population with access to safe water services was 73%.	5
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a) Evidence that the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0.	From MoWE MIS and the DWO obtain and review the district safe water coverage data, (disaggregated by LLG); the AWP and budget for the current FY and reports to determine whether DWO allocated funds to LLGs that are underserved	There was no evidence that the DWO had prioritized 70% of the budget allocations for the current FY to LLGs that were under-served. The total IPF for Mbarara DLG for the current FY was UGX 686,259,582. The District average safe water coverage was 73%, among the LLGs with average safe water coverage below the district average were; Bubaare at 69%, Kashare at 57%, Rubaya at 64%, and Rwamuyamahembe at 63%. The DWO allocated a total of UGX 24,000,000 to the above-mentioned LLGs. The allocations were as follows:- Kashare UGX 9,000,000, Bubaare UGX 9,000,000 and Rubaya UGX 6,000,000. The percentage allocation was:-
b) If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year	Verify if the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0.	24,000,000 /686,259,582*100% = 3.5%. This is far below the 70%.

a) Evidence that the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0.	From MoWE MIS and the DWO obtain and review the district safe water coverage data, (disaggregated by LLG) From the BPR of the previous FY ascertain whether the budgeted water projects were implemented.	There was evidence that DWO implemented over 80% of the budgeted water projects in sub-counties with safe water coverage below the district average in the previous Financial Year as per the information got from the BPR for last FY. The total number of the budgeted water projects implemented in the previous FY was 17, out of which 14 were implemented in sub-counties whose safe water coverage was below the district average. The distribution was as follows: - Bubaare 3, Kashare 5, Rubaya 3 and Rwanyamahembe 3. This translates to:- $14/17 \times 100\% = 82.4\%$
b) If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year	Verify If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year score 3 or else 0.	

Evidence that the LG has ensured that existing rural water facilities are functional.	From the Ministry MIS for the current FY: • Obtain and check data on functionality of water facilities • Sample 5 facilities to determine functionality of water facilities. • If above 90% score 5 • Between 70% -89% score 2 or else 0	According to the MoWE MIS, the functionality rate of Mbarara District was 73%, this falls between 70% and 89% hence, the LG ensured that the water facilities are functional; this was further confirmed during the field verification whereby out of the five sampled facilities all of them were functional (e.g. borehole at Mugarutsya village in Bubaare sub-county and the borehole in Ihondero village in Rubindi sub-county were functional at the time of the field visit).
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Evidence that the LG has ensured that 80% water facilities have functional water & sanitation oversight committees

From the Ministry MIS for the current FY:

- Check data on functionality of water & sanitation committees
- From the sampled water facilities interview the caretaker and members of the user committees to determine whether the oversight committees are functional (e.g. collect O&M funds regularly with good record keeping, undertake minor repairs and maintaining adequate sanitation around the water source and receive and respond to the grievances. Score 5 or else 0

There was evidence that the LG ensured that the water facilities had functional water and sanitation committees as seen from the MoWE MIS which showed that Mbarara DLG's water and sanitation committees functionality was 99%; this was further confirmed by the field visits to the sampled water facilities e.g. in Kigoro Solar piped water system in Bukiro Sub-County, the field team met with the entire water and sanitation committee who confirmed that they collect user fees and also at Mugarutsya Borehole the team met with the Chairman, Treasurer and One of the committee members who also attested to the fact that they collect user fees and the treasurer confirmed having UGX 65,000 in the treasury.

Efficiency

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

From the DWO:

- Obtain drilling/survey reports and check whether installed facilities meet the water quantity standards.

- Sample 5 water facilities and determine whether the yield meets the design capacity as per the drilling and design reports

If the sampled water facilities yield meets the design capacity score 5 or else 0

There was evidence that the LG had ensured that the installed water facilities provided water of adequate yield, this was seen from the drilling report obtained from the DWO for all the boreholes that were drilled in the previous financial year, which included the following; Ihondero borehole in Rubindi sub-county which had a yield of 1.5m³/hr, Mugarutsya borehole in Bubaare sub-county with a yield of 2.0m³/hr and Kibaale borehole in Bukiro sub-county with a yield of 1.0m³/hr. During the field visit the field team tried to estimate this fact and it was confirmed that the borehole in Mugarutsya took an average of 1.5 minutes when pumped continuously to fill a 20-liter Jerrican.

Evidence that the LG has ensured that the installed water facilities provide water service all the time score 5 or else 0

- From the DWO obtain information about downtime or hours of service of source or service (down time should not exceed one week)

- Sample 5 water facilities and determine whether the water facilities provides water at all times

If the LG has ensured that the installed water facilities provide water service all the time score 5 or else 0

There was evidence that the LG ensured that the installed water facilities provided water services all the time, this was confirmed by the field verification team in Kigoro solar pumped piped water supply system in Bukiro sub-county, a total of five taps were sampled and it was found out that all of them were functioning at the time of the field visit.

Human Resource Management

Evidence that communities receive Backup technical support from the Water Office.

- From DWO field obtain monitoring reports, review and verify that communities received back-up technical support.

- Sample Water sources to ascertain that communities receive backup technical support.

If the communities received Backup technical support from the Water Office. Score 10 or else 0

There was evidence that the communities received backup technical support from the Water Office as established from the following training reports obtained from the DWO; the first one was dated 22nd May, 2024 and it was on the training of the WSCs from the sub-counties of Rubindi, Bukiro, Bubaare, Kashare, and Rwanyamahembe on their roles and responsibilities. The other report was dated 5th March, 2024 and this one was on the training of the members of the water board on bookkeeping skills and their roles in the management of the water supply system. There were also the following monitoring reports dated 26th September, 2023, 20th December, 2023, 28th March, 2024 and 24th May, 2024 these reports were the quarterly monitoring reports and post construction reports aimed at establishing gaps with the functionality of water facilities and of the functionality of the water and sanitation committees. It was established from these reports that the caretakers and communities were empowered mainly with operation and maintenance issues. When the field team met with some of the community members found at the sampled water facilities they confirmed that the Water Office staff gave them support in the management of their water facilities. The fact that the DWO provided backup technical support was further found out from the interaction between the field team and the members of the community that were found at the sampled water facilities. In Mugarutsya borehole the field team met with the chairperson and other members of the WSC who attested to the fact that the DWO trained them on preventive maintenance and how to take care of their facility. At Kibaare borehole the care taker confirmed that he was trained on record keeping and preventive maintenance. For the case of Karuyenje borehole the members of the WSC who were found at the water facility confirmed that they were trained by the Water Office staff on how to take care of their water facility, how to collect and mange the user fees. In Kigoro piped water supply system the 9 members of the WSC confirmed that they were trained on water source protection, preventive maintenance and record keeping for the meetings and finances. For Ihondero borehole the chairperson who was found at the facility alluded to the fact that his committee was trained on their roles and responsibilities.

Evidence that the constructed water facilities have basic functional amenities.

From DWO:

- Sample 5 water sources to ascertain that the water facilities have fences, soak-away pits, storm water diversion channels and grass.

- For the piped water facility check for: i) Reliable water source and intake structure, (ii) storage tanks or reservoirs, (iii) reliable pumping system, (iv) piped networks, (v) tap stands /water kiosks.

If the sampled water facilities have the basic amenities
Score 10 or
else 0

There was evidence that the constructed water facilities had basic functional amenities as seen from Kigoro solar piped water supply system in Bukiro sub-county, where the intake structures and the water source were properly fenced, the pump house was securely fenced, and there were several tap stands distributed in various parts of the surrounding villages all connected by a piped network. All the sampled taps had soak pits which were properly covered. There was a storage tank on one of the nearby hills and it was also fenced. At the source, there was a stormwater drainage channel properly maintained. Among the visited boreholes all had fences and soak pits.

Management of Financial Resources

10	a) Evidence that the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0. b) Evidence that the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter	From the Planner obtain and review a copy of the sector AWP for previous FY and the progress report and check whether allocations and expenditures for the sector NWR grant were done as per the sub-programme guidelines. Verify if the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0.	The District Water Officer did NOT allocate and spend the NWR grant in line with the sub-program grant and budget guidelines; this was established after reviewing the AWP for the previous FY which indicated that the total NWR allocation for Mbarara DLG was UGX 52,146,392, and the District Water Officer had allocated UGX 8,964,015 to the eligible software activities. As a percentage, this translates to: $8,964,015/52,146,015 * 100\% = 17.2\%.$	0
10	a) Evidence that the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0. b) Evidence that the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter	From MoWE: Obtain a schedule for submission of the LG reports and check whether the DWO submitted quarterly progress reports in time Verify if the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter score 4 or else 0	There was evidence that the Water Officer submitted all the quarterly to the MoWE on the 10th day of the first month of the subsequent quarter; this was established from the report submission schedule and acknowledgment stamps from the MoWE as follows:- • Quarter one report was submitted on 10th October 2023 • Quarter two report was submitted on 8th January 2024 • Quarter three report was submitted on 8th April 2024 and • Quarter four was submitted on 8th July 2024.	4

Environment, Social, Health and Safety

11	Evidence that the LG conducted training and sensitisation of the water and sanitation	• From the District Water Office obtain and review • Water source protection	There was evidence that the LG had conducted training and sensitization of the water and sanitation committees on water source protection measures, as per the following documents that were obtained from the Water Officer; the water source protection plan and a report dated 22nd May, 2024 which was on the training of the WSCs from the sub-counties where the new water facilities were constructed. There was also a report	10
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committees on the protection measures, the WSCs and communities implemented actions in water source protection plans for water sources constructed last FY, and the LG Water Office and Community Development Office trained the Water User Committee on grievance management and stakeholder engagement.	plans for water sources constructed in the previous FY. • Training reports for the water and sanitation committees on water source protection, GRM and stakeholder engagement. • Sample 5 water facilities to ascertain that water source protection measures were implemented • From the LG Water Department, obtain and review: Water sub-programme ABPR and check whether the LG has included status of implementation of water source protection plans Check and verify i. Evidence that the LG conducted training and sensitization of the water and sanitation committees on the protection measures ii. Evidence that the WSCs and communities implemented actions in water source protections plans for water sources constructed last FY.	dated 5th June 2024 on follow-up on the community engagement which was conducted in one of the sub-counties where implementation of the new facilities was done. The other vital document that was seen as a confirmation of the evidence was the grievance log book where there were two grievances related to water issues logged in and the actions taken to address them.
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iii. Evidence that the LG Water Office and Community Development Office have trained the Water User Committee on grievance management and stakeholder engagement

If (i) to (iii) met score 10 or else 0

Oversight and support supervision

12

0

a) Evidence that the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter	From the district water office: • Obtain the list of water facilities in the LG • Obtain and review the monitoring plans previous FY	There were monitoring reports for all the existing water sources. These reports were prepared quarterly; the first quarter report was dated 26th September 2023, the second quarter was dated 20th December 2023, the third quarter was dated 28th March 2024 and the fourth quarter was prepared on 24th June 2024 all of them were authored by the Assistant Engineering Officer. There was also a report dated 9th May 2024 where the sanitation facilities were monitored. Upon review of these reports [orts it was found out that on average a total of 80 existing water facilities were monitored, this brings the total annual existing water facilities monitored to 320, which translates to:
b) Evidence that the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.	• Check the monitoring reports of each project and establish whether the water officer monitored the WSS projects and public sanitation facilities (including ESHS aspects, water quality). If the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter score 10 or else 0	$320/716 * 100\% = 44.6\%$ which is more than the anticipated 25%. However, there was no report showing monitoring of the public sanitation facilities in the district. The oral interview with the DWO during the assessment it was established that according to the DWO there were no public sanitation facilities in the district, however these was disqualified by the field team who at least saw one public sanitation facility at Kigoro water supply system at the pump house. Since the manager of the sector said there was no public sanitation facility in the district the assessor was left with nothing but to just deny a mark for the unknown facts.

a) Evidence that the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter

b) Evidence that the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.

From the DWO, obtain the DWSCC minutes, DWO progress reports and AWP and check whether key issues discussed in DWSCC were from the quarterly monitoring exercises.

Check whether remedial actions were incorporated in the AWP.

If the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.

There was evidence that the findings from the quarterly monitoring reports were discussed in the DWSCC meetings; the DWO presented 4 sets of the DWSCC meeting minutes upon review this was noted:-

For quarter one the meeting was held on 28th September, 2023 the issue of concern was under minute number 3. 27th /9/2023 and it was on the preparatory activities before the hardware implementation of the projects mainly the baseline surveys that were ongoing in the field.

During the second quarter of the meeting held on the 4th of January 2024, the issue identified from monitoring was discussed under agenda item number 6, minute number 13. 1/2024 and it was on non-collection of user fees by some of the communities from some water facilities. The meeting recommended that there should be routine community sensitization on proper maintenance of their water facilities.

In quarter three the meeting was held on 5th April, 2024 the issue for discussion was on min. 13. 1/2024 and it was on non-functionality of some of the water facilities. The meeting recommended that the water office should scale up community mobilization and sensitization on ownership and preventive maintenance.

During quarter four the meeting was held on the 14th of June 2024, the issue that was identified for discussion was in min. number 4. 14th/6/2024 and it was on the drying of boreholes during the dry season.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
	Quality			
1	Evidence that the Local Government has in the previous FY trained all micro-scale irrigation beneficiary farmers on good field management practices, and the farmers are implementing these practices	From the SAE, obtain and review the list of farmers that benefited from micro-scale irrigation funds in the previous FY Sample at least 5 beneficiary farmers. Visit the Sampled farmers to establish, if they are implementing at least four (4) of the following practices: Trenching Mulching weeding, manuring, thinning, spacing, soil and water conservation If the farmer practices at least any four of the above practices score 10 else 0	Evidence showed that the Local Government had trained all micro-scale irrigation beneficiary farmers in the previous FY on good field management practices. A report received by the CAO, titled "List of Completed Sites for Mbarara District Local Government (DLG) Microscale Irrigation Program Beneficiaries for FY 2023/2024", authored by the Senior Agricultural Engineer, Arinaitwe Osbert on 3rd July 2024, was reviewed. Fifteen (15) grant beneficiary farmers were identified: and included. 1. Allan Tukwasibwe (0786116116), Bubaare S/C, UGX 15,849,000, 2.5 acres (Drag hose), installed by Sprinktech (U) Limited. 2. Tibendezana Fred (0782351008), Bubaare S/C, UGX 24,976,000, 2.5 acres (Drag hose), installed by Bekunda Investments. 3. Arebahoona Ian Prots (0702471090), Bubaare S/C, UGX 32,706,950, 2.5 acres (Drag hose), installed by Water and Energy Solutions. 4. Ashaba James (0779212686), Bubaare S/C, UGX 24,423,000, 2 acres (Sprinkler), installed by Bekunda Investments. 5. Nuwamanya Assy (0785350840), Bubaare S/C, UGX 19,163,000, 2 acres (Sprinkler), installed by Bekunda Investments. 6. Muhwezi Paul Brian (0786116116), Bubaare S/C, UGX 19,883,000, 2.5 acres (Drag hose), installed by Bekunda Investments. 7. Musiime Polly (0772407199), Bubaare S/C, UGX 24,976,000, 2.5 acres (Drag hose), Bekunda Investments. 8. Tungotyo Evarist (0705350482), Rubindi-Ruhumba T/C, UGX 21,781,250, 2.5 acres (Drag hose), installed by Water and Energy Solutions. 9. Tungotyo Harriet (0762465751), Rubindi-Ruhumba T/C, UGX 21,766,700, 2.5 acres (Drag hose), installed by Water and Energy Solutions. 10. Can. Bwisho Jackson (0772331277), Bubaare S/C, UGX 25,890,000, 2.5 acres (Sprinkler), installed by Heden Eng. Solutions. 11. Kasheeka Beingana Emmanuel (0772401907), Bwizibwera-Rutooma T/C, UGX 23,439,000, 2.5 acres (Drag hose), installed by Bekunda Investments.	10

12. **Mujuni Mathias** (0782899191),
Rwanyamahembe S/C, UGX 20,746,500, 5 acres
(Drag hose + Sprinkler), installed by Bekunda
Investments.

13. **Amutuhair Hope Banga** (0787646468),
Kagongi S/C, UGX 29,448,200, 2.5 acres
(Sprinkler), installed by Water and Energy.

14. **Bamanyana Mugume** (No number provided),
Kagongi S/C, UGX 25,258,500, 5 acres (Sprinkler +
Drag hose), installed by Water and Energy.

15. **Nyabuntu Pascal** (0776908265), Kagongi
S/C, UGX 22,431,350, 2.5 acres (Drag hose),
installed by Water and Energy.

Out of the fifteen (15) beneficiary farmers, five
were sampled and visited across the **four sub-
counties: Rubindi-Ruhumba Town Council
(T/C), Kagongi Sub-County (S/C), Bubaare
Sub county (S/C) and Rwanyamahembe Sub-
County (S/C)**. All the farmers were found to be
practicing at least four of the recommended good
management practices.

1) Nyabuntu Pascal (0776908265), practiced
mulching, manuring, weeding, thinning, and
spacing.

2) Can. Bwisho Jackson (0772331227),
practiced mulching, manuring, weeding, thinning,
spacing, and trenching.

3) Musiime Polly (0772407199), practiced
mulching, soil and water conservation, weeding,
thinning, spacing, organic manuring, and
trenching.

4) Tungotyo Evarist, 0705350482, practiced
mulching, manuring, weeding, thinning, spacing,
and trenching.

5) Mujuni Mathias, 0782899191, practiced
mulching, manuring, weeding, thinning, and
trenching.

Access

Evidence that the LG has achieved MSI MAAIF installation targets in the previous FY.

From MAAIF obtain the installation targets for the LG.

From the MIS and SAE, obtain the list of completed installations in the previous FY and compare with the target.

If the LG has achieved MSI MAAIF installation targets in the previous FY.

Score 8 or else 0

There was evidence that the LG had achieved MSI MAAIF installation targets in the previous FY. DLG achieved beyond MSI MAAIF installation targets in the FY 2023/2024. The MAAF installation target for Mbarara DLG for the FY 2023/204 was Thirteen **(13)** beneficiaries.

A report received by the CAO, on 3rd July 2024, titled "**List of Completed Sites for Mbarara District Local Government (DLG) Microscale Irrigation Program Beneficiaries for FY 2023/2024**", authored by the Senior Agricultural Engineer **(SAE), Arinaitwe Osbert** on 3rd July 2024, was reviewed and a total of Fifteen (15) grant beneficiary farmers for FY 2023/2024 was found

Evidence that the LG has realized an Increase in acreage of land under irrigated agriculture between the previous FY and the previous FY but one

From the MIS and SAE, obtain and review data on irrigated land for the last two FYs.

Calculate the percentage increase for micro-scale irrigation grant beneficiaries

If increase in micro-scale irrigation grant beneficiaries by 20% score 4 or else 0

There was an increase in micro-scale irrigation grant beneficiaries by 20% in the last two FYs.

A report titled "**Information on Farmers Practicing Irrigation in the District by the End of FY 2023/2024**," dated 8th July 2024, and authored by the SAE, was reviewed by the DPMO. In this report, fifteen beneficiary farmers and demonstration sites were identified, covering a total of 40 acres, while twelve non-grant beneficiaries managed a total of 120 acres.

A report titled "**Information on Farmers Practicing Irrigation in the District by the End of FY 2022/2023**," dated 29th September 2023, and authored by the SAE, was reviewed by the DPMO. In this report, only two demonstration farms were established under the Ugift program, covering a total of two (2) while nine non-grant beneficiaries managed a total of eighty-one (81) acres.

From the two reports above, the following summary of irrigation statistics was found:

a). Report for FY 2023/2024 (dated 8th July 2024):

Fifteen beneficiary farmers and demonstration sites, covering a total of 40 acres.

Twelve non-grant beneficiaries, managing a total of 120 acres.

b). Report for FY 2022/2023 (dated 29th September 2023):

Two demonstration farms were established under the Ugift program, covering a total of 2 acres.

Nine non-grant beneficiaries, managing a total of 81 acres.

Grant beneficiaries

FY 2022/2023: 2

FY 2023/2024: = (40-3) = 37

Percentage Increase= (Value in 2023/2024-Value in 2022/2023)/ (Value in 2022/2023)

= (37) / 3

= 1233%

The percentage increase was 1233%, which represents an increment of over 20%.

Evidence that the LG has realized an Increase in acreage of land under irrigated agriculture between the previous FY and the previous FY but one

From the MIS and SAE, obtain and review data on irrigated land for the last two FYs.

Calculate the percentage increase for micro-scale irrigation grant non-beneficiaries.

If increase in non- Micro-scale irrigation grant beneficiaries by 10% score 2 or else 0.

There was an increase in non-micro-scale irrigation grant beneficiaries by 10%

From,

a). Report for FY 2023/2024 (dated 8th July 2024):

Twelve non-grant beneficiaries, managing a total of 120 acres.

b). Report for FY 2022/2023 (dated 29th September 2023):

Nine non-grant beneficiaries managed a total of 81 acres.

Percentage Increase= (Value in 2023/2024- Value in 2022/2023) / (Value in 2022/2023)

Non-Grant beneficiaries

FY 2022/2023: 81acres.

FY 2023/2024: (120-81) = 39

= (120-81) / (81)

= 48.1%

The percentage increase was approximately 48%, which represented an increment of over 10%.

Evidence that the LG has established and run Farmer Field Schools (FFS) as per the guidelines:

- Eligible number of participants (20 -30 farmers)
- Farmers in a radius of 15km of the FFS.
- Inclusion of male, female, and youth farmers.

From the DPO, obtain and review reports on FFS to determine whether they are established and run as per the guidelines.

Sample farmer field schools to verify that they comply with the guidelines:

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

If all above complied with score 6 or else 0.

There was evidence that the LG had established and was running only two (2) Farmer Field Schools (FFS) which were established as per the guidelines based on the following reports. From the AWP for FY 2023/2024, DLG only planned to establish two FFSs and therefore only two were accessed.

1. The report, dated 24th May 2024, titled **"Report on Mobilization and Establishment of Katojo Banana Farmers Field School at Rev. Polly Musiime's Farm (Lead Farmer),"** authored by **Nyangoma Lilian, Agricultural Officer**, summarized the steps taken to establish the Katojo Banana Farmers Field School at Rev. Musiime Polly's farm in Katojo 1, Katojo Parish, Bubaare Sub-County. The production department, led by the Senior Agricultural Extensionist, sensitized farmers from neighboring villages on the importance of forming a farmer field school and facilitated the establishment of the Katojo Banana Farmers Field School. The Farmer Field School (FFS) was established with a total of 30 members, including 7 grant beneficiaries and 23 non-beneficiary farmers. Among the members, 23 were male and 7 were female.

2. The report, dated 17th May 2024, titled **"Report on Mobilization and Establishment of Karuyenje Coffee Farmers and Processors Farmer Field School,"** was authored by Tugabirwe Millicent, Assistant Agricultural Officer, Rwanyamahembe Town Council. It summarized the steps taken to establish the Karuyenje Coffee Farmers and Processors Farmer Field School at Mr.

Mujuni Mathias's farm.

The steps followed were:

1. **Farmer Mobilization:** With the assistance of LC1 chairpersons from Karuyenje A, Karuyenje B, and Nyakayojo B, the Assistant Agricultural Officer briefed them about the activity and requested them to inform the community members.
2. **Establishment of the Farmer Field School:** On 14th May 2024, a meeting was held at Mr. Mujuni Mathias's farm. Farmers were oriented on the importance of the Farmer Field School, which aimed to facilitate adult learning of irrigation agronomy. The Agricultural Officer also outlined the key criteria for forming a Farmer Field School.
3. **Group Formation and Membership:** The group was named Karuyenje Coffee Farmers and Processors Farmer Field School and consisted of 24 farmers (10 females and 14 males). It is located in Karuyenje B village, Karuyenje Ward, Rwanyamahembe Town Council.
4. **Selection of Lead Farmer:** The group selected Mr. Mujuni Mathias as their lead farmer. They agreed to meet at his irrigation site every first Friday of the month at 8:30 am for learning purposes.
5. **Training Schedule:** The group agreed to focus on irrigation agronomy topics such as pest management, soil and water conservation, and irrigation techniques. A calendar for subsequent training sessions was also developed.

The functionality of the Farmer Field Schools (FFS) was based on an active executive committee, regular meetings, conducted learning activities, and notes taken during learning sessions.

The two (2) Farmer Field Schools (FFS) were visited (**Karuyenje Coffee Farmers and Processors FFS and Katojo Banana Farmers FFS**) in the respective sub-counties, and it was confirmed that each group of participating farmers consisted of 20 to 30 individuals. Additionally, all farmers were located within a 15 km radius of the field school, and the groups included a balanced mix of male, female, and youth participants.

3. A report by Tumwesigye Laurance, Senior Agricultural Officer, to the Chief Administrative Officer, dated 17th June 2024, titled "**Report on Farmer Field School Training Held at Karuyenje Coffee Farmers Field School in Rwanyamahembe T/C,**" summarized a training session that covered key topics in irrigated farming within the Micro-Scale Irrigation Program (MIP). These topics included irrigation techniques, pest management, soil and water conservation, efficient water usage, and crop management.

Additional topics covered during the training included:

1. Meaning of Farmer Field Schools (FFS)
2. Core Principles of FFS
3. Establishment of Micro-Scale Irrigation Farmer Field Schools (FFS)
4. Selection of beneficiaries and formation of Farmer Field School Groups (FFSGs)
5. Developing human capacity for Micro-Scale Irrigation FFS
6. Developing the Micro-Scale FFS Curriculum

4. A report by Tumwesigye Laurance, Senior Agricultural Officer, to the Chief Administrative Officer, dated 7th June 2024, titled **"Report on Farmer Field School Training Held at Katojo Banana Farmer Field School in Bubaare S/C"** summarized a training session that covered key topics in irrigated farming within the Micro-Scale Irrigation Program (MIP). These topics included irrigation techniques, pest management, soil and water conservation, efficient water usage, and crop management.

Additional topics covered during the training included:

1. Meaning of FFS, Core principles of FFS, Establishment of Micro-Scale Irrigation FFS, Selection of beneficiaries and formation of FFSGs, Developing human capacity for Micro-Scale Irrigation FFS
2. Micro-Scale FFS Learning Content
3. Developing the Micro-Scale FFS Curriculum
4. Monitoring, Evaluation, and Learning
5. Topics for FFS on irrigated farming in the context of the MIP

Efficiency

5

Evidence that farmers who received and are currently utilizing MSI facilities have registered an increase in crop yield between the previous FY but one and the previous FY

- From the DPO, obtain the list of beneficiary micro-scale beneficiary farmers.

- Sample and visit 5 farmers and check their records for the last two FYs to determine the percentage increase in yield

If the farmers who received and are currently utilizing MSI facilities have registered an increase in crop yield between the previous FY but one and the previous FY by 10% score 10 or else 0

There was evidence that farmers who received and are currently utilizing MSI facilities have registered an increase in crop yield between the previous FY but one and the previous FY.

A report titled **"List of Completed Sites for Mbarara District Local Government (DLG) Microscale Irrigation Program Beneficiaries for FY 2023/2024,"** authored by Senior Agricultural Engineer (SAE) Arinaitwe Osbert on July 3, 2024, was received by the CAO on the same date. Upon review, it was found that **a total of fifteen (15) grant beneficiary farmers for FY 2023/2024 were identified.**

Out of the 15 grant beneficiary farmers, five were selected for sampling and visited across **four sub-counties: Rubindi-Ruhumba Town Council (T/C), Kagongi Sub-County (S/C), Bubaare sub-County (S/C) and Rwanyamahembe Sub-County (S/C).** During the visits, it was observed that all the farmers were practicing at least four of the recommended good management practices and had maintained records of their major crops under irrigation.

1). Can. Bwisho Jackson, 0772331227, Bubaare II village, Rwenshanku, Parish, Bubaare S/C

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Watermelon and Tomato yield, FY 2022/2023
= Shs: 1,738,600

Watermelon and Tomato yield, FY 2023/2024
= Shs: 2,956,900

Percentage Increase = $((2,956,900 - 1,738,600) / 1,738,600) * 100$

Therefore, the Watermelon and Tomato yield increased by approximately 70% from FY 2022/2023 to FY 2023/2024.

2.Musiime Polly, 0772407199, Katojo I village, Katojo1 Parish, Bubaare S/C

Pasture for silage, FY 2022/2023 = (712kg X 3000)

=Shs: 2,136,000

Pasture for silage, FY 2023/2024 = (1500kg X 3000)

=Shs: 4,500,000

Percentage Increase= (Value in 2023/2024-Value in 2022/2023) / (Value in 2022/2023)

= $(4,500,000 - 2,136,000) / (2,136,000)$

Silage pasture yield increased significantly from FY 2022/2023 to FY 2023/2024, rising by approximately 110%. This represents a jump from 712 kg in 2022/2023 to 1500 kg in 2023/2024.

3.Tungotyo Evarist, 0705350482, Akenjuri Parish, Rubindi- Ruhumba T/C

Matooke yield, FY 2022/2023 = Shs:3,527,000

Matooke yield, FY 2023/2024 = Shs:4,702,000

Percentage Increase= (Value in 2023/2024-Value in 2022/2023) / (Value in 2022/2023)

= $(4,702,000 - 3,527,000) / (3,527,000)$

≈33.3%

So, the percentage increase in the matooke yield is approximately 33%.

4. Mujuni Mathias, 0782899191,Karuyenje ward parish, Rwanyamahembe T/C

Coffee yield, FY 2022/2023 = Shs: 256,000

Coffee yield, FY 2023/2024 = Shs: 850,000

Percentage Increase= (Value in 2023/2024-Value in 2022/2023) / (Value in 2022/2023)

The percentage increase in yield was approximately 232.03%, higher than 10%

5.Nyabuntu Pascal, 0776908265, Ngango parish, Kagongi S/C

Matooke + Coffee yield, FY 2022/2023 = Shs: 450,000

Matooke + Coffee yield, FY 2023/2024 = Shs: 627,000

Percentage Increase= (Value in 2023/2024-Value in 2022/2023) / (Value in 2022/2023)

≈ 39.33%

Therefore, the percentage increase in the Matooke + Coffee yield is approximately 39%. This yield is from Matooke plants that were intercropped with coffee. Coffee was still young and the farmer expects to have the first harvest in the current financial year 2024/2025.

Human Resource Management

6

Evidence that the SAE has provided technical support and mentoring to extension workers in the LLG in MSI component

- From SAE obtain and review the supervision and mentoring reports

- Interview extension workers in a sample of 5 LLGs to verify the support provided

If SAE has provided technical support and mentoring to extension workers in the LLG in MSI component score 10 or else 0.

There was evidence that the Senior Agricultural Engineer (SAE) /Focal person provided technical support and mentoring to extension workers at the LLG level regarding the MSI component.

A technical report titled "**Technical and Capacity Building of Agricultural Officers on How to Carry Out Farm Visits Under the Micro-Irrigation Program**" dated 2nd April, 2024, authored by SAE Arinaitwe Osbert, was reviewed. The report indicated that extension staff were trained to build capacity in the following areas:

1. Overview of the Micro-irrigation program.
2. Selection of appropriate irrigation technologies
3. How to Make necessary measurements.
4. Entering data into the Irritrack app to generate farmer and government co-funding.
5. Assessment of requirements for farmers to benefit (as mentioned in the expression of interest)
6. Assessing the farmer's garden and agricultural practices' conformance to Environmental

A technical report titled "**A report on capacity building of Agriculture Extension workers on establishment of Farmer Field Schools under Micro Scale Irrigation Program - UglIFT**", dated 17th April 2024, authored by Arinaitwe Osbert, and endorsed by the CAO on 17th April 2024, was reviewed. The report indicated that extension staff were trained to build capacity in the following areas:

1. Basic Concepts of Farmer Field Schools (FFS)
2. FFS Sessions
3. Establishing Farmer Field Schools
4. Criteria for Selecting a Lead Farmer
5. Using the Irri-Track App to Register and Monitor Farmer Field Schools
6. Refresher Training on the Farmer Application Process and the Use of Irri-Track

The report "**Report on the Awareness Raising Training on Micro-Irrigation Program with**

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Farmers in Mbarara District," authored by SAE, Osbert, dated 05/02/2024, highlighted that all production sub-program staff, including DPO, DAO, SAE, and SAO, conducted training sessions across six sub-counties and five town councils in Mbarara District. Moreover, all Agricultural officers received training as part of this initiative.

Seven extension officers from sub-counties (S/C) and town councils (T/C) were sampled and interviewed to verify whether the project focal person / Senior Agricultural Engineer provided them with technical support. Additionally, attendance registers at the sampled sub-counties and T/Cs indicated that the respective extension workers regularly reported for duty. The staff interviewed included:

1. Muhwezi David, Agricultural Officer, Kagongi S/C, 0702452724.
2. Nyangoma Lilian, Agricultural Officer, Bubaare S/C, 0785317510.
3. Kanyandekwe Innocent, Asst. Agricultural Officer, Kashare S/C, 0773916455.
4. Nahabwe Patience, Asst. Agricultural Officer, Bukiro T/C, 0777816026.
5. Mugwisa Edward, Asst. Agricultural Officer, Rubindi S/C, 0772305573.
6. Muramuzi Ezra, Agricultural Officer, Rwanyamahembe T/C, 0772050512.
7. Tugabirwe Millicent, Asst. Agricultural Officer, Rwanyamahembe T/C, 0773200594.

The interviewed staff demonstrated competence in the following areas:

1. Identifying various types of Micro-Scale Irrigation (MSI) systems and their specific uses.
2. Assessing water sources and accurately determining the total water yield.
3. Understanding the processes, steps, and procedures involved in establishing and operating Farmer Field Schools (FFS).
4. Acquiring the necessary skills to facilitate hands-on, farmer-focused learning and promote improved agricultural practices within communities.
5. Applying the knowledge gained from training on technical support, including assisting farmers, addressing challenges during field operations, and ensuring the successful implementation of MSI programs.
6. Conducting farm visits according to the grant guidelines.

Management of Financial Resources

7

Evidence that the LG has appropriately allocated the micro-scale irrigation grant between capital development and complementary services, the development component of MSI grant has been used on eligible

From the planner's office obtain and review: The budget performance report and AWP to establish whether the

There was evidence that the DLG had appropriately allocated the micro-scale irrigation grant between capital development and complementary services.

Budget Performance Report "**SUBMISSION OF ANNUAL BUDGET PERFORMANCE REPORT OF MICRO-SCALE IRRIGATION PROGRAM**" submitted by CAO to The Permanent Secretary,

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activities (procurement and installation irrigation equipment including accompanying supplier manuals and training, and budget allocations have been made towards complementary services in line with the sub-programme guidelines	micro-scale irrigation grant has been used as per guidelines. Verify if: i. The LG has appropriately allocated the micro-scale irrigation grant between capital development (micro-scale irrigation equipment (75%) and complementary services (25%)) ii. The development component of MSI grant has been used on eligible activities (procurement and installation irrigation equipment including accompanying supplier manuals and training iii. The budget allocations have been made towards complementary services in line with the sub-programme guidelines i.e. maximum 25% for enhancing LG capacity to support integrated agriculture and minimum of 75% for enhancing farmer capacity for uptake of MSI If (i) to (iii) met score 10 or else 0	Ministry of Agriculture, Animal Industry, and Fisheries on 17th July 2024 indicated that the DLG had used a total of 408,574,342/= where; □ 75% (231,430,757UGX) of the total received grant was spent on designing, supplying, and installing irrigation systems for farmers. □ 25% (77,143,586 UGX) of the total received was utilized for the implementation of complementary services. □ 100,000,000 UGX was from warranted local revenues. Therefore a total of 331,430756 UGX was spent on designing, supplying, and installing irrigation systems for farmers. This was in line with the grant guidelines. The total sum of all the payment vouchers for all suppliers and contractors was Ugx-1,165,332,280, which was over 75% on capital development due to added local revenue as per the guidelines. The approved work plan and budget for the FY 2023/2024, approved on 03rd October 2023, indicated that budget allocations were made per the sub-program guidelines for complementary services. Specifically: □ 231,430,757UGX (75% of the complementary services budget) was allocated to enhancing farmer capacity for the uptake of micro-scale irrigation. □ 77,143,586 UGX (25% of the complementary services budget) was allocated to enhancing local government capacity to support irrigated agriculture.
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Evidence that the LG has ensured that farmers meet their co-funding IN FULL before equipment installation, the LG has utilized the farmer co-funding following MSI

From the SAE obtain and review the beneficiary project file to determine the projected

There was evidence that farmers in Mbarara DLG met their co-funding IN FULL before equipment installation as reflected by the dates of payment of the last farmer co-funding.

Beneficially files were reviewed and receipts of

guidelines in the previous FY and that co-funding funds were reflected in the LG budgets for the coming FY	farmers' contribution and review the receipt to verify actual amount paid by the farmer.	farmers' last co-funding payment were as follows;
From district planner obtain and review the budget performance report to verify that farmers co-funding has been allocated and utilized as per the guidelines.	Verify if:	1. Tibendezana Fred, Amount Paid: 5,976,000, Date of Payment: 04/03/2024 (Payment Reg. No.: 2240012755326) 2. Bamanyana Mugume, Amount Paid: 6,258,500, Date of Payment: 19/03/2024 (Payment Reg. No.: 2240012733120) 3. Mathias Mujuni, Amount Paid: 4,050,000, Date of Payment: 25/03/24 (Payment Reg. No.: 2240013309083) 4. Kasheeka Beingana Emmanuel, Amount Paid: 4,859,750, Date of Payment: 21/03/24 (Payment Reg. No.: 2240013308847) 5. Musiime Polly, Amount Paid: 5,976,000, Date of Payment: 05/03/24 (Payment Reg. No.: 2240012753824) 6. Allan Tukwasibwe, Amount Paid: 2,962,250, Date of Payment: 04/03/2024 (Payment Reg. No.: 2240012719668) 7. Nuwamanya Assy, Amount Paid: 3,790,750, Date of Payment: 15/08/24 (Payment Reg. No.: 2240012755889) 8. Bwisho Jackson, Amount Paid: 6,890,000, Date of Payment: 14/03/24 (Payment Reg. No.: 2240012731851) 9. Arebahona Ian, Amount Paid: 13,706,950, Date of Payment: 11/03/24 (Payment Reg. No.: 2240012733484) 10. Harriet Tungotyo, Amount Paid: 4,441,675, Date of Payment: 07/03/24 (Payment Reg. No.: 2240012781805) 11. Evarist Tungotyo, Amount Paid: 4,445,312, Date of Payment: 07/03/24 (Payment Reg. No.: 2240012720065) 12. James Ashaba, Amount Paid: 5,423,000, Date of Payment: 09/03/24 (Payment Reg. No.: 2240012759339) 13. Hope Amutuhair, Amount Paid: 10,448,200, Date of Payment: 19/03/24 (Payment Reg. No.: 2240012732701) 14. Paul Brain Muhwezi, Amount Paid: 3,970,750, Date of Payment: 05/03/24 (Payment Reg. No.: 2240012753553) 15. Nyabuntu Pascal, Amount Paid: 4,607,837, Date of Payment: 20/05/2024 (Payment Reg. No.: 2240016450830)
i. Evidence that the LG has ensured that farmers meet their co-funding IN FULL before equipment installation		
ii. Evidence that the LG has utilized the farmer co-funding following MSI guidelines (to scale-up acquisitions of MSI equipment of other new farmers) in the previous FY		
iii. Evidence that co-funding funds were reflected in the LG budgets for the coming FY		
If (i) to (iii) met score 10 or else 0		There was evidence that farmer co-funding was utilized following MSI guidelines. From the Beneficiary files that were reviewed, it was evident that all installed equipment, was in line with the grant guideline (MAAIF), installed on not more than 2.5 acres of land and all beneficiaries had signed MOUs with Mbarara DLG before installation, all farmer files had completion certificates attached. The approved Annual budget and work plan for FY 2024/25 - Mbarara DLG, approved on 20th July 2024, reflected co-funding funds budgeted as follows in Ugandan shillings. 1. Microscale irrigation Development grant =345,089,710 2. Capital Development (75%): 258,817,283 3. Complementary services (25%): 86,272,428

Environment, Social, Health and Safety

9

Evidence that the LG has monitored environment irrigation impacts quarterly e.g. efficiency of system in terms of water conservation, use of agro-chemical waste containers among the beneficiary farmers

From the Natural Resource department/ Environment officer, obtain and review environment monitoring and compliance reports to determine whether the SAE ensured that farmers conduct:

- a) Proper water conservation; and
- b) Proper agrochemicals and management of resultant chemical waste containers.

Sample and visit 5 farmers and verify that farmers practice proper water conservation and agro-chemicals management as well as management of resultant chemical waste containers.

If the LG has monitored environment irrigation impacts quarterly e.g. efficiency of system in terms of water conservation, use of agro-chemical waste containers among the beneficiary farmers score 5 or else 0

There was no evidence that the LG had monitored the environment irrigation impacts quarterly. Environment monitoring and compliance reports were not accessed.

Two out of the five farmers visited, representing 40%, were effectively practicing water conservation, agrochemical management, and the proper disposal of resulting chemical waste containers. This was evident in the compost and incineration pits found on the farms of Can. Bwiso Jackson and Rev. Musiime Polly.

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Evidence that the LG has established a mechanism of addressing micro-scale irrigation grievances : micro-scale irrigation

From the Designated Grievance Redress Officer obtain and

There was evidence that the DLG had implemented a mechanism for addressing micro-scale irrigation grievances, and the framework was found to be pinned on the noticeboards of the sampled LLG. Micro-scale

5

grievances have been reported in line in line with the LG grievance redress framework, recorded, investigated and responded to

review the Log of grievances and check whether grievances were recorded, investigated and responded

If the LG has established a mechanism of addressing micro-scale irrigation grievances : micro-scale irrigation grievances have been reported in line in line with the LG grievance redress framework, recorded, investigated and responded to, score 5 or else 0

irrigation grievances were reported in accordance with the LG grievance redress framework, documented in the grievance logbook, thoroughly investigated, and appropriately addressed. Some of the grievances recorded included the following:

Complaint 1: Date: 18/08/2023

Complainant: Mr. Tibendezana Fred, Male, ID: MBARARA/2022-12-02/m/28964, 078237008.

Complaint: why has the program taken so long and when will the installations be done?

Logged by: Bubare SIC, Arinaitwe Osbert, SAE

When was it logged: 10:12 AM

How was it logged: Telephone call

How was it resolved: on 18th August 2023, the GRC discussed the issue, and the SAE arranged a conference call with Fred to inform him of the causes of the delay in the process. The process and installations will resume once the funds become available.

Complaint 2: Date: 30/08/2023.

Complainant: Mr. Mweine Rwaari, Male, ID: Mbarara/2022-12-07/m/29091, 0786392166.

Complaint: why has the program delayed?

Logged by: Tumushabe, secretary, production sub-program.

When was it logged: 12:28 PM

How was it logged: Office visit

How was it resolved: On 8th September 2023, the GRC discussed the issue, and the SAE arranged a conference call with Rwaari to inform him of the causes of the delay in the process. The process and installations will resume once the funds become available.

Complaint 3: Date: 15/09/2023

Complainant: Tuhiriwe Deus, Male, ID: 31928, 0775314496,

Complaint: why has the visit delayed after expression of interest?

Logged by: Osbert, SAE, Headquarters Mbarara (H/Q)

When was it logged: 13:03pm

How was it logged: Visited office of Production (H/Q)

How was it resolved: Verbal conversation and a plan was laid out, the farmer was oriented, and a follow-up visit was done.

Complaint 4: Date: 18/09/2023

Complainant: Tungotyo Evarist, ID: 71389, 0705350482.

Complaint: The farmer asked for the report on the failure of the pump that had been taken for diagnosis.

Logged by: Arinaitwe Osbert, SAE, H/Q-Mbarara.

When was it logged: 10:45 AM

How was it logged: Telephone call

How was it resolved: On 20th September 2023, the GRC discussed the issue, and the SAE arranged a conference call with Evarist and informed the farmer that a technician was sent on site and the pump was replaced with a new one and the system was tested and was running well.

Complaint 5: Date: 4/08/2024

Complainant: Arebaboona Ian, 0702471090, ID: 28580

Complaint: Reported on the leakage of water through the borehole cover plate.

Logged by: Osbert, SAE, H/Q Mbarara

When was it logged: 3:05 PM

How was it logged: Telephone call

How was it resolved: on 23rd August 2024, GRC discussed the issue, and the cover plates of the borehole was replaced with a new one by the contractor and the problem was solved.

Oversight and support supervision

11

Evidence that the LG has monitored on a quarterly basis all installed MSI equipment (key areas to include: functionality of the equipment, adherence to ESHS, adequacy of water source, efficiency of MSI in terms of water conservation)

- From SAE obtain and review the quarterly monitoring reports for the previous FY to establish the number of MSI equipment that were monitored
- Sample and visit 5 farmers and verify what is in the reports.

If the LG has monitored on a quarterly basis all installed MSI equipment (key areas to include: functionality of the equipment, adherence to ESHS, adequacy of water source,

There **was no evidence of quarterly monitoring of installed MSI equipment by the LG** to assess functionality, adherence to environmental and social safeguards, water source adequacy, and water conservation efficiency. Additionally, reports were compiled in the last two months of the fourth quarter, resulting in incomplete coverage for the entire year. These reports included...

A report titled "**Report on Monitoring, Operationalization, and Maintenance of Rutooma Church Irrigation Demo**", 25th June 2024, Authored by SAE to CAO highlighted the following observation and recommendations.

Observations:

1. The beneficiary constructed a solar panel housing structure to secure the panels and accessories.
2. The pump, initially clogged with mud, was repaired by the contractor and is now functional.
3. Due to system downtime, farmer turnout for technology demonstrations was low.
4. The drag hose irrigation system was expanded with two additional hydrants.

0

efficiency of MSI in terms of water conservation) score 10 or else score 0

5. System components, including sprinkler risers and the main distribution line, were vandalized.
6. All necessary components were added, and the demo is now operational.

Recommendations:

1. The water source and garden should have been fenced to deter animal intrusion.
2. Strict operating procedures for system components should have been enforced by the beneficiary farmer to minimize damage.
3. The fence around the water source and garden should have been modified to control animal intrusion.
4. The beneficiary farmer should have enforced strict procedures for operating system components to prevent damage.

A report titled "**Monitoring and Supervision of Microscale Irrigation Program Implementation in the District for the Month of June 2024**" dated 24th June 2024, Authored by SAE to CAO highlighted the following;

1. All 15 farmers had their irrigation systems and equipment successfully installed and operational. The provided table detailed the specific installations completed for each beneficiary farmer.

A report titled "**Monitoring and Supervision of Microscale Irrigation Program Implementation in the District for the Month of May 2024**" dated 22nd May 2024 authored by SAE to CAO highlighted the progress made in the second phase of the microscale irrigation program, while acknowledging the challenges posed by limited funding and delayed releases.

However, the five sampled farmers demonstrated competence in adhering to Environmental, Social, and Health Safety (ESHS) guidelines, had adequate water sources, and maintained efficient and functional Micro-Scale Irrigation (MSI) systems in terms of water usage.

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Evidence that the LG collects information quarterly on newly irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer expression of interest, the LG has entered up to-date LLG information into the MIS, the LG has prepared quarterly reports using information compiled from LGs in the MIS, and the information in the MIS on the status of installation matches with the physical reports and data on the

• From the MIS and SAE obtain and review quarterly supervision and monitoring reports to determine whether they are compiled and cover LLG irrigated land, functionality of irrigation equipment installed, provision of complementary services and

There was evidence that the LG collected quarterly information on newly irrigated land and the functionality of irrigation equipment installed in FY 2023/2024.

Evidence of complementary services and farmer expressions of interest (EOI) was available. The LG maintained an up-to-date database in the MIS, where 68 EOIs were recorded, 50 farm visits were prepared and conducted. Backstopping of Agricultural Officers was done, proving support to extension workers in establishing and monitoring Farmer Field Schools (FFSs), MIS data showed that all extension officers had completed all modules.

Summary of Q1 Progress Report dated 14th October 2023 submitted to MAAIF by CAO Muhwezi David

1. "Quarter (Q) 1 progress report dated 14th

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ground.	farmer expression of interest	October 2023 submitted to MAAIF by CAO Muhwezi David highlighted significant progress in awareness raising efforts. A series of meetings and field days were conducted, reaching a total of 272 participants, including females, males, and youth."
If (i) to (iv) met score 10 or else 0	From the MIS report determine whether up to-date LLG performance information is submitted	2. Additionally, a field day was organized at an irrigation demonstration site, attracting 272 participants from diverse backgrounds. By the end of the first quarter, 68 farmers expressed interest in the program, with 50 being selected and 18 unsuccessful. Two demonstration sites were fully installed and operational.
	Check and verify if	3. The Management Information System (MIS) was updated regularly in Q1. A key component of the MIS was a bar graph that tracked the number of eligible farmers who had received farm visits from the Liaison Officer (LO) within six months of expressing interest.
	i. Evidence that the LG collects information quarterly on newly irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer expression of interest.	Summary of Q2 progress report dated 2nd January 2024 submitted to MAAIF by CAO Muhwezi David - The second quarter of the project achieved significant progress in staff capacity building and awareness-raising activities. Fourteen out of fifteen staff members (93%) successfully completed Module 6, demonstrating a strong commitment to professional development. Agricultural Officers were trained on conducting farm visits and utilizing new technical guidelines. Additionally, a district stakeholders meeting was held to approve eligible farmers for the next phase of the program. Awareness-raising efforts were extended to the sub-county and parish levels. - In terms of environmental and social safeguards, the project maintained high standards. All farmer sites were screened, and Environmental and Social Management Plan (ESMP) reports were prepared. ESMP costs were incorporated into the bill of quantities, and all farmers were screened for environmental compliance. - However, the project encountered several challenges. Late release of funds impacted progress during both the first and second quarters, leading to delays and farmer dissatisfaction. The increasing threat of pump theft jeopardized the security of irrigation systems. Furthermore, the high number of approved farmers compared to the ministry's target posed challenges in terms of resource allocation and project management.
	ii. Evidence that the LG has entered up to-date LLG information into the MIS	
	iii. Evidence that the LG has prepared quarterly reports using information compiled from LGs in the MIS	
	iv. Evidence that the information in the MIS on the status of installation matches with the physical reports and data on the ground.	
	If (i) to (iv) met score 10 or else 0	

Summary of Q3 progress report dated 29th March 2024 submitted to MAAIF by CAO Muhwezi David

- By end of Q3, 75% of funds for complementary services has been spent while the money for capital development is still 100%.
- Awareness-raising activities were conducted

at both the sub-county and parish levels, culminating in a handover ceremony to officially initiate equipment installation for farmers.

3. All farmer sites were screened, and ESMP reports were compiled.
4. ESMP costs were included in the bill of quantities.
5. Installations were monitored and supervised for environmental and social compliance.

Summary of Q4 progress report dated 28th June 2024 submitted to MAAIF by CAO Muhwezi David

1. **Budget performance:** The district effectively utilized all allocated funds (408,574,342 UGX) for both complementary services and capital development.
2. **Capacity Building:** Training and backstopping were provided to Agricultural Officers on conducting farm visits and utilizing the newly implemented technical guidelines.
3. **Farmer Engagement:** A total of 70 farmers expressed interest, with 52 successfully selected and 45 farms successfully visited.
4. **Infrastructure and equipment installation:** All procurement processes were completed, and 15 farmers received newly installed microscale irrigation systems within the financial year.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the Production Department has trained and met MAAIF farmer and farmer's institutional training targets for the previous FY	From MAAIF obtain and review: (i) the LG targets for the farmer and farmers institution training for the previous FY; and (ii) quarterly agriculture extension grant report to establish the number and nature of farmer and farmer's institutional capacity building conducted. From the DPO obtain and review: the training needs assessment report, training schedule, and quarterly reports for the previous FYs to verify that the LG: • Conducted capacity needs assessment of farmers • Delivered training to a set number of farmers • Availled knowledge products to farmers e.g. brochures, informative videos, flyers, manuals. From the sampled farmers' institutions (farmer field schools) ascertain that they were trained by: • Interviewing the farmers on whether the training was conducted and the training content • Reviewing the knowledge products shared • Reviewing the visitors book to confirm the extension worker's visit. If the Production Department has trained and met MAAIF farmer and farmer's institutional training targets for the previous FY score 5 or else 0	From the quarterly reports submitted to MAAIF on the following dates 2nd July 2024, and 8th April 2024. The reports contain data submitted to MAAIF but do not show the number of farmers mobilized and trained. but the same report shows other information submitted to MAAIF e.g. seasonal crop yields and data on livestock and value chain actors. The needs assessment report made on 10th September 2023 identified stumping and pruning of coffee, knowledge of Integrated pest management, post-harvest handling of grains, and safe chemical handling as the major training needs for farmers in the district. However, in the absence of information on the number of farmers trained, number of households reached, or groups trained, there is no evidence that the LG trained and met MAAIF targets.	0

Evidence the LG has increased the Percentage of farmers reached and supported by the extension workers between the previous FY and the previous FY.

From MAAIF obtain the quarterly Agriculture extension grant reports submitted by LGs.

From DPO, Obtain and review quarterly reports of the previous FY to establish the number of farmers reached and supported by extension officers in the following areas:

- Enterprise selection,
- Value chain production,
- Harnessing post-harvest handling,
- Market linkages, processing and value addition,
- Pest and disease surveillance

Calculate the percentage increase between the previous FY but one and the previous FY.

If the LG has increased the Percentage of farmers reached and supported by the extension workers between the previous FY and the previous FY but one score 5 or else 0.

The quarterly reports submitted to MMAIF were as follows

2nd July 2024, 8th April 2024 and the report extracted from the e-dairy on 4th January 2024 indicated zero number of households reached. the Production department could not provide any other document to indicate number of farmers reached.

The quarterly reports for the previous FY but one (2022/23)

18,149 out of 18,792 targeted households were trained in improved and proven technologies and practices

In the absence of data on the number of farmers /households trained in the FY under assessment, it was not possible to determine the percentage increase of farmers reached.

Therefore, the LG has not increased the percentage of farmers reached and trained

Evidence that LG collects and submits agricultural data and statistics on acreage and production, and submits reports to MAAIF using tools

i. Daily Capture fisheries/aquaculture

ii. Monthly livestock

iii. Crop Seasons

iv. Entomology reports

From DPO obtain and review the following reports

- a) Capture fisheries/aquaculture
- b) Monthly livestock
- c) Crop Seasons
- d) Entomology reports

Verify if this data is collected and submitted to MAAIF (evidence of stamped copy).

Score 5 if any of the above reports are compiled and submitted or else 0.

From the MAAIF e-dairy extract report consolidated on 4th January 2024 and the 2nd quarter report submitted on 4th January 2024, The LG submitted data to MAAIF as follows:

Performance of major crops grown in the district i.e.. banana yield at 53214 tons per year, Beans at 680 tons per year, Maize at 467 tons per year, and cassava at 14379 tons per year. The other information submitted as per the same document is data on value chain actors, weather information, Post-harvest technologies, and data on pest and disease surveillance.

Evidence that the LG has conducted surveillance on pest and disease occurrence and taken corrective actions based on findings from the surveillance

From DPO obtain and review the quarterly performance report to determine whether the respective units within the department conducted pests, vector and disease surveillance in the previous FY.

From the clerk to council obtain and review council minutes to verify whether reports on pests, vector and disease were presented to the relevant committee of the Council and the actions taken by council on the reports of surveillance to reduce and control pests, vectors and diseases

If the LG has conducted surveillance on pest and disease occurrence and taken corrective actions based on findings from the surveillance score 5 or else 0

There is evidence that the district conducted surveillance on disease occurrence and went ahead to take corrective measures as per the following reports:

- Surveillance report prepared by the Senior agriculture officer on 20th March 2024 the report indicates that BXW levels in the district had reached economic injury levels. Also, traces of the cassava mosaic disease were identified in Rubindi and Bubare town council. Common pests identified were Banana weevils and banana thrips in Rubaya and Kagongi sub-Counties.

- Quarterly report dated 2nd July 2024 indicated that surveillance was done, and the following diseases were detected. Banana weevils, BXW and sigatoka detected in bananas throughout all LLGs. Red blister and coffee rust diseases were detected in the whole LG units. As a corrective measure plant clinics were set up, routine surveys were carried out and bye-laws were constituted.

- From the livestock sector, a departmental report submitted to the sectoral committee of works and production on 29th March 2023 by the DPO indicated that 76 samples were collected and found positive for ECF, Anaplasmosis and brucellosis

- Quarterly report 4th Quarter submitted to MAAIF on 2nd July 2024 indicated the following of diseases in the LG. East Coast Fever 130 cases, *babeosis* 23 cases, Newcastle 313 vaccines administered, and 23 cattle heads vaccinated against FMD

Access

Evidence that LG has functional results demonstration and trial sites, has conducted farmer training at each of these sites, and farmers have utilized these sites for learning purposes in previous FY score 6 or else 0

From the DPO, obtain and review the inventory of 'Results demonstration' and trial sites.

From the list obtained, sample at least 2 demonstration sites to ascertain whether

- The demonstration site is functional and in good condition.
- Farmer visits took place by reviewing the visitors' book
- Attendance sheets to verify participation in the training

If the LG has functional results demonstration and trial sites, has conducted farmer training at each of these sites, and farmers have utilized these sites for learning purposes in previous FY score 6 or else 0

The LG has an inventory demo site including the following.

1 zerograzing demo, 2 MSI demos, 2 coffee /banana intercrop demos 1 pineapple demo, and 2 pasture establishment demos.

A report prepared by the DPO indicated that 35 farmers attended a banana training at Kagongi Demo site located in Kagongi Town Council.

Training reports seen in the 3 sampled LLGs indicated that these demos were functional and were being utilized for knowledge sharing by farmers and all were used for demonstration of GAAPs.

However, the field visit to the 2 sampled LLG Kagongi SC and Rubindi TC no functional Demo site was seen. what was presented as demo sites did not qualify to be demo sites and nothing farmers could learn from the said sites as all of them lacked care. The coffee demo was not weeded; it had a mixture of stunted cassava and maize plants with over 8 maize plants per hole.

Evidence that the Production Department has collected, compiled and publicized up-to-date data and information on key players/service providers (updated one quarter before the assessment)

From the DPO, obtain and review the registry/database of the key players and service providers to verify if the database is existent and includes the service providers where farmers can obtain services. The list should among others include:

- Research organizations,
- Profile of genuine agro-dealers, agro-processors,
- Private extension service providers, and
- Agriculture finance institutions and insurance, in the LG.

From the register, verify whether it is up-to-date by reviewing new entries made in the previous FY.

Interview the sampled farmers to verify that the list was publicized.

If the Production Department has collected, compiled and publicized up-to-date data and information on key players/service providers (updated one quarter before the assessment) score 6 or else 0.

The Production Department at LG keeps a register of value chain actors dated 10th June 2024. Coffee, The list seen included:

- Hem farm supplies in Rubindi TC
- IBO mixed farm involved in training and supply of implements
- Obama vet drug shop
- SNV, MBADIFA, Hunger project and ISSD all involved in farmers capacity building
- Rubindi farmers cooperative Rukara Diary Cooperation and green world.

Testimonies from sampled farmers indicated that extension workers have helped to link farmers to some of the actors.

All the 3 sampled LLGs had the lists of Actor on their noticeboards for public access.

The list had been presented to the Production sub-program and discussed on 15th November, 2024 and was passed for use.

Evidence that the LG organized awareness events during the previous FY such as agricultural shows, exhibitions, and farmer field days aimed at bringing farmers and other sub-programme actors together.

From the DPO, obtain and review reports on awareness events such as agricultural shows and exhibitions that bring together farmers and other sub-programme players/actors together to verify:

- Theme of the event
- When the event took place
- Where it took place
- The targeted participants
- The participants that attended
- Exhibition photographs and pictures

If the LG organized awareness events during the previous FY such as agricultural shows, exhibitions, and farmer field days aimed at bringing farmers and other sub-programme actors together score 8 or else 0.

There was no evidence the LG organized any awareness campaign during the FY under assessment. However, staff attended an agricultural show at Jinja Source of River Nile National Agricultural Show. This was only attended by senior production staff. (DPO, DAO, SFO, and The SFO)

Human Resource Management

Evidence that the LG ensured at least one extension worker was deployed in each of the LLG during the previous FY

From the PHRO, obtain and review the personnel files of extension workers to verify recruitment of extension workers

From the DPO and PHRO Obtain the staff list to verify the deployment of extension staff per LLG.

If the LG ensured at least one extension worker was deployed in each of the LLG during the previous FY score 5 or else 0

Mbarara LG has 17 LLGs, to which 17 extension workers were deployed. For instance;

- Rukundo Monic assistant animal Husbandry officer posted to Kagongi Sc on 25th April 2017
- Muwezi Davis Agriculture officer posted to Kagongi SC on 2nd November 2020
- Muhumuza Henry Agriculture officer posted to Rubindi TC on 12th July 2021
- Muhumuza Ezra Posted to Bwizibwera Tc as an Agriculture officer on 5th April 2023

Therefore, the LG deployed staff equitably in the LLGs since there is staff deployed on each of the LLGs.

Evidence that the extension workers are providing extension services in the LLGs where they are deployed

Sample and visit at least two LLGs

- Review the notice board to verify the names of extension workers in the LLG
- Review the attendance book
- Review the quarterly reports submitted by the extension workers in the sampled LLG

If the extension workers are providing extension services in the LLGs where they are deployed score 5 or else 0.

From the 2 sampled LLGs, the attendance books and LLGs notice boards, there was evidence that the extension workers are providing extension services in the LLGs they are deployed.

In the three sampled LLGs of BwizibweraTC, Kagongi SC, and Rubindi TC all the extension workers had 12 copies of monthly reports for the 12 months in the FY 2023/2024.

The monthly report dated 18th July 2024, indicate that 132 trainings were made involving 202 farmers. The same report indicate 10 trainings were made on registration and verification farmers groups for agriculture and PDM reaching out to 172 households.

therefore, the LG has staff deployed and extension workers are providing extension services in the LLGs where they are deployed

Evidence that the LG has facilitated, and equipped extension staff with basic equipment in the previous FY

From the DPO obtain the annual budget performance reports to verify that resources were allocated and utilized for buying equipment and tools for production staff.

Obtain the asset register to confirm the equipment allocated to extension services

From the sampled LLG, interview the extension staff to verify whether they have the basic equipment including; motorcycles, tablets/phones, tools, and extension kits.

If the LG has facilitated, and equipped extension staff with basic equipment in the previous FY score 5 or else 0.

The LG had an asset register seen at the district which showing the following assets

13 motorcycles

3 laptops

3 tablets

Protective gear for all staff

7fridges

Photocopier

5 lab shoes, 7 laboratory coats, 2 autoclaves, 2 centrifuges and 1 ELISA machine

The Budget annual report for FY 2023/24 indicates the LG planned and purchased the following assets to aid in extension services. 2 motorcycles, and protective gear these were bought.

In the 3 sampled LLGs all the extension workers had motorcycles to ease movement and an extension kit that consisted protective gear, tape measure, and soil testing kit to enhance agricultural extension.

This shows that the LG has facilitated and equipped extension staff with basic equipment to carry out their duties.

Evidence that LG has provided capacity building to extension workers

From the DPO, obtain and review the training needs assessment reports, training programs and training reports to verify whether the extension staff were provided with capacity building through; training programs, exchange visits, learning tours, and field visits to research centers, among others

If the LG has provided capacity building to extension workers score 5 or else 0.

Evidence obtained from the training reports indicates that the LG has deliberately targeted and developed the capacity of staff. e.g.:

- Backstopping report by district technical staff dated 14th June 2023
- A report on a tour by staff to benchmark Irish potato farming at Kacwekano Zonal Institute by senior staff. Report dated 29th December 2023
- Capacity needs assessment report submitted to CAO on 5th July 2023 identified a need to train extension on Climate-smart technologies, Animal Disease diagnosis, coffee and tomato agronomy, zero grazing unit construction, plant disease diagnosis, apiary management, Recordkeeping, and fish farming.
- A report on an excursion to NARO-Namulonge to get exposure on the newly released varieties of cassava and mangoes report made by the SAO

Management and functionality of amenities

Evidence that public production facilities are functional and have proper management structures

From the DPO Obtain a list of public production facilities these include but are not limited to, communal watering facilities, markets, value addition centers, fish landing sites, slaughter slabs, community bulking stores, dip tanks, cattle crushes.

Sample and visit at least one facility to establish functionality.

If the public production facilities are functional and have proper management structures score 5 or else 0

The LG has established and maintained the following agricultural production sites as per the facility register. Submitted to CAO on 2nd June 2024

- A slaughter slab at Bwizibwera TC, a veterinary and laboratory and plant clinic lab at the district Headquarters a coffee huller and grading machine at Kagongi Sc, and a marker for vegetables and fruits at Kagongi sc

From field observation, it was proved that the structures were indeed functional, and LG extension staff have provided backstopping as per the visitor's books held at the sites. The three facilities were the slaughter slab at Bwizibwera T/C, a veterinary laboratory

The coffee processing facility at Bwizibwera was working with a well constituted management team

Inspection report on fisheries activities on the stocked valley dam dated 4th July 2023 authored by the Fisheries officer indicated that fish market was functional but needed more water supply.

The milk cooler at Kasahari S/C was functional with a well constituted management team.

A report on the training of fishermen dated 3rd May in Kasahari SC indicated that actors were trained on proper fishing methods and fish vendors at the Bwizibwera market were trained on how to maintain hygiene to avoid contamination of food.

Operation, maintenance and management of production facilities (e.g. communal watering facilities, markets, value addition centers, fish landing sites, slaughter slabs, community bulking stores, dip tanks, cattle crushes)

Evidence that the LG had provided technical support on O&M and management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training

From the DPO obtain the evidence of training (training reports) undertaken on O&M and management of the infrastructure facilities.

At the sampled facilities obtain and review the site book to ascertain supervision and support to verify if support and O&M were provided

At the sampled facilities verify the functionality of the management structures through; reviewing the minutes of the committee, the business of the committee members, and subscriptions among others

If the LG had provided technical support on O&M and management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training score 5 or else 0

There is evidence to prove that the LG provided technical support on the operation and management of the available slaughter structure as follows:

- The district vet lab has a management structure headed by the DPO the visitor's book seen at the facility indicates that the district technical staff i.e. DPO and DVO have provided management of the structure. a sample register is kept at the facility and it was seen that in FY2023/24 the facility handled an average of 200 blood samples and 85 fecal samples per month

- Management structure of the facilities submitted to the CAO

- Annual production report dated 4th June 2024

- Quarterly slab report submitted on the dates: 30th June 2024,

Supervisory report dated 28th March 2023 for coffee huller and slaughter slabs indicated that facilities were operational and in good conditions

- Kagongi Coffee processing structure was also found functional with proper management structure. The chairperson Rwenyeza John of Nyabuhama cell Kyandahi ward Kagongi SC and Kyogabirwe Night of the same place confirmed regular support in linkages by the district production staff.

Management of Financial Resources

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Evidence that the LG ensured the production department's budgets and work plan adhered to MAAIF planning and budgeting guidelines during the previous FY

From the Planner obtain the Annual work plan, budgets, and budget performance report of the previous FY to verify whether the production department budget and expenditures complied with the guidelines.

If the LG ensured the production department's budgets and work plan adhered to MAAIF planning and budgeting guidelines during the previous FY score 10 or else 0.

There was evidence that the LG ensured the production department's budgets and work plan adhered to MAAIF planning and budgeting guidelines during the previous FY. The from the PBS planning and budgeting system of ministry of finance show that LLG received 244,503,564 UGx as Agriculture extension grant, out of this 145,952,508 was sent to the LLGs and 98,551,056 was used at the district level this was in accordance to the guidelines

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Environment, Social, Health and Safety

- a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0
- From the LG Agricultural Office, obtain and review;
- LG AWP to establish that measures to include small holder farmers among the beneficiaries of agricultural services are in place
- The activity report and the annual workplans though available, did not show that the LG deliberately targeted small-scale Holder farmers. The AWP mentions farmers generally. Therefore, the LG did not target to support smallholder farmers.
- b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0
- If the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0
- c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0

- a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0
- From the LG Agricultural Office, obtain and review;
 - LG AWP to establish that measures to include small holder farmers among the beneficiaries of agricultural services are in place
- There was no evidence that the LG deliberately targeted to reach out to young female farmer for agricultural extension.
- b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0
- Details of beneficiaries of agricultural services to ascertain that (small holder farmers, young women and young farmers) are accessing services
- If the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0
- c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0

- a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0
- From the LG Agricultural Office, obtain and review;
 - Reports to ascertain that farmer groups are trained in grievance management and stakeholder engagement
 - Reports to ascertain that farmer groups are trained in the management of agro-chemicals
- b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0
- Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0
- c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0
- There was no evidence that LG conducted a grievance handling training with the PDM farmers. And no record of grievance handled by the LG in the whole year under review. Training reports also do not show training of farmers on safe use of agrochemicals.

Transparency, oversight, reporting and accountability

- Evidence that the LG has conducted multi-stakeholder monitoring of Agricultural Extension Services.
- From the Clerk to Council office, obtain and review multi-stakeholder monitoring reports for extension services and agricultural projects to ascertain that the key stakeholders including RDC, C/P LCV, CAO Secretary for Production, Production Committee, DPMO & Subject Matter Specialists (SMSs) and NGOs participated in the multi-stakeholder monitoring.
- If the LG has conducted multi-stakeholder monitoring of Agricultural Extension Services score 7 or else 0
- The LG has conducted multistakeholder monitoring of agricultural extension services as evidenced by reports below;
- From monitoring report by district works and production sectoral committee dated 28th February 2024 the team visited MSI in Kashare sub county and found that the system was operational, and the farmer had adopted good agronomic practices.
- The same members visited Rutooma COU coffee project. They found that solar panels were stolen
- Multistakeholder monitoring report dated. 5th January 2024
- A report on Baraza meeting held on 20th February 2024
- All these were attended by the following.
- Sector heads, DC, CAO Deputy RDC Secretary of Production Chairperson and LCV
- Issues raised and discussed included existence of FMD and quarantine
- Large number of applications for PDM funds
- And the poor state of feeder roads

Evidence that the DPO has supported, supervised, mentored, and provided technical to the agriculture extension workers score 7 or else 0

From DPO obtain and review the monitoring and supervision reports, and training/mentoring report to verify if DPO provided support supervision to the LLG extension workers.

At the sampled LLGs obtain and review the training reports, feedback notes and recommendations from DPO to the extension staff to verify the support provided.

The DPO has supported, supervised, mentored, and provided technical to the agriculture extension workers score 7 or else 0.

The DPO provided supervisory mentoring and technical support to LLGs as per the evidence provided below.

- Report on monitoring of activities done by extension staff made by the DPO on 5th January 2024
- Supervision report by the DPO dated 29th March 2024 a follow-up on PDM was done, and staff attendance to duty was also analyzed.

Technical supervision report of the agriculture extension staff by the DPO dated 28th June 2024. The DPO addressed technical challenges of staff eg. Management pf BXW, cassava mosaic and Red blister disease in banana

From reports the DPO gave support on good agronomic practices in coffee and banana, he looked at staff attendance to duty and level of facilitation, accountability and monthly reporting by staff. Challenges and success stories