



LGMSD 2024/25

Lamwo District

(Vote Code: 585)

Assessment

Scores

PMs and Indicators to Incentivise Delivery of Quality and Usable Visible Outputs (Infrastructure Assets)	65%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Education Services	79%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Health Services	86%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Water and Sanitation Services	83%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Micro-scale Irrigation Services	59%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Production Services	57%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the LG constructed/installed all infrastructure projects in the previous FY (completed or on-going) as per design/ specifications (and approved layout suitable to site conditions and sub-programme norms).	<p>From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:</p> <p>From LG Engineer collect:</p> <ul style="list-style-type: none"> • Approved Designs and site layout • Sample at least 6 projects (1 per sub-program where there is an infrastructure project implemented) from the previous FY and check for compliance with designs and layout. <p>If all infrastructure comply to design/ specifications and approved layout for all sampled projects score 15 or else 0</p> <p>If the LG has no approved design/ specifications and approved layout for all sampled projects score 0</p>	<p>From the Budget Performance Report, shared by the District Economic Planner, and a list of projects implemented during FY 2023/2024 by the District Engineer's Office, the following infrastructure projects were undertaken during the previous FY 2023/24:</p> <ol style="list-style-type: none"> 1. Low-Cost Sealing works at Olebi-Pakalabule Road of Procurement Ref: Lamw/879/Wrks/2023-2024/00001; 2. Construction of One Classroom Block with an Office and Store at Lomwaka PS of Procurement Ref: Lamw/879/Wrks/2023-2024/00002; 3. Completion of OPD at Potika HC II (Phase II) of Procurement Ref: Lamw/879/Wrks/2023-2024/00003; 4. Construction of 2 Classrooms Block at Lomwaka Primary School of Procurement Ref: Lamw/879/Wrks/2023-2024/00004; 5. Construction of Staff House at Paloga Health Centre III of Procurement Ref: Lamw/879/Wrks/2023-2024/00005; 6. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006; 7. Construction of Mortuary at Madi Opei HC IV of Procurement Ref: Lamw/879/Wrks/2023-2024/00007; 8. Non-Residential Improvement at Ngomoromo HC II (Renovation) of Procurement Ref: Lamw/879/Wrks/2023-2024/00008; 9. Construction of Five (5) Stance Drainable VIP Staff Latrine at Pauma HC II of Procurement Ref: Lamw/879/Wrks/2023-2024/00009; 10. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/00010; 11. Construction of Three (3) Stance Drainable Latrine at Lugwak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/00011; 12. Renovation of a 2 Classrooms block at Jamula, Primary School, 2 Classroom Block with Office and Store at Pakwach Primary School and 2 Classrooms at Labayango and Paloga Primary Schools of Procurement Ref: Lamw/879/Wrks/2023-2024/00012/LOT 1; 13. Renovation of a 2 Classroom block with an office and store at Potika Primary School, 5 Classrooms with Office and Store at Kwoncok Primary School and 2 Classroom Block at Agoro Primary School of Procurement Ref: Lamw/879/Wrks/2023-2024/00012/LOT 2; 14. Renovation of 2 Classroom block at 	15

- Ogwangan Primary School, 2 Classroom Block with Office and Store at Lagwel Primary School, 2 Classroom Block with Office and Store at Padibe Girls Primary School of Procurement Ref: Lamw/879/Wrks/2023-2024/00012/LOT 3;
15. Renovation of a 2 Classroom block at Lelapwot at Ngomlac Primary School and 2 Classroom Block at Lugwar Primary School of Procurement Ref: Lamw/879/Wrks/2023-2024/00012/LOT 4;
 16. Renovation of an Old Block of OPD at Palabek Gem HC III into an ART Clinic of Procurement Ref: Lamw/879/Wrks/2023-2024/00013;
 17. Renovation of Council Hall at Lokung of Procurement Ref: Lamw/879/Wrks/2023-2024/00014;
 18. Construction of the Resource Center at Lamwo Town Council
MLHUD/USMID/LAMW585WRKS/2021-2022/00011Lot. 1;
 19. Construction of a Market at Lagot Opuk in Palabek Ogili Sub-County
MLHUD/USMID/LAMW585WRKS/2021-2022/00011Lot. 2;
 20. Rehabilitation of Lamwo Town Council – Palabek Ogili Sub-County Road
MLHUD/USMID/LAMW585WRKS/2022-2023/00653;
 21. Routine maintenance of Okol Wanglango – Kirombe – Kal Road (15.5km);
 22. Routine maintenance of Loi Agolo – Ogako (6.0km);
 23. Routine maintenance of Lagwel – Laguri (8.3 km);
 24. Routine maintenance of Lagwel – Alaa – Ocetokke (9.8km);
 25. Routine maintenance of Labworoyeng-Base Camp (9.0km).

Out of the projects undertaken during the FY 2023/24, 1 project was sampled from the health sub-program, and 2 projects were sampled from each sub-program under road and water and sanitation, and one project for production sub-program. These sampled projects include:

1. Low-Cost Sealing works at Olebi-Pakalabule Road of Procurement Ref: Lamw/879/Wrks/2023-2024/00001;
2. Construction of Staff House at Paloga Health Centre III of Procurement Ref: Lamw/879/Wrks/2023-2024/00005;
3. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006;
4. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010;
5. Construction of the Resource Center at Lamwo Town Council
MLHUD/USMID/LAMW585WRKS/2021-2022/00011Lot. 1;
6. Routine maintenance of Lagwel – Laguri (8.3 km);

The designs and specifications for the sampled projects were part of the contract documents

received from the District Procurement Office and project files availed by the District Engineer's Office.

The files for the project for Low-Cost Sealing works at Olebi-Pakalabule Road, had design and specifications approved by the PS MoWT as per the letter reference TRP/24/299/01 of January 31, 2024. The designs had typical cross-sections with a 5m carriageway, 1m shoulder on either side, 3% camber, cross drainage with culverts (1200mm) and head and wing structures, all dated September 22, 2023. The work done under the project includes a single carriageway with a base, sub-base and low-traffic asphalt seal 5m in width, an unlined side drain on both sides, two cross drains with 600mm concrete culverts, and an unpaved walkway on either side. The work was inspected and found to be in accordance with the approved drawings and specifications.

The files for the project for Construction of Staff House at Paloga Health Centre III had had standard specification for building works of Ministry of Works and Transport dated March 2013. They also had drawings prepared for World Vision Uganda and approved by the District Engineer on July 6, 2023. The work done under the project included one block with four housing units, each with one bedroom, living room, kitchen area with smoke extracting chimney. The block also had a rainwater harvesting tank with gutter and drainage system, and a two-stance latrine and an adjacent bathroom. The work done was inspected and found to be in accordance with the approved drawings and standard specifications.

The files for the project for Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County had drawings and specifications prepared by Alison Consults and dated May 2023. They were approved by the Director DWD in a letter to the CAO ref. DRC/Rep?168/23 of 25, 2023. The work done under the project included a production well fitted with a high-lift motorised pump, a pump house, a solar power supply system, a chainlink fence with a steel gate at the source, transmission pipe mains, a pressed-steel reservoir on a steel tower, a chainlink fence with a steel gate at the reservoir site, a distribution pipe network, and two-faucet standpipes. The work done was inspected and found to be in accordance with the approved drawings and standard specifications.

The files for the project for Construction of Three (3) Stance Drainable Latrine at Abakadyak Market had standard drawings/designs prepared by the District Engineer and approved by the District Water Officer on June 30, 2023, with ground plan, elevations and sections, PWD facility, and washroom. The work done under the project included a toilet block with two ordinary stances and one PWD stance fitted with support provisions, access, and wide steel door. The latrine also had an adjacent washroom. The work done was inspected and found to be in accordance with the approved drawings and standard specifications.

The files for the project for construction of the

Resource Center at Lamwo Town Council contained standard specification for building works of Ministry of Works and Transport dated March 2013. They also had designs and layouts prepared by UB Consulting Engineers Ltd., and approved by USMID-AF, MoLHUD. The work done under the project included a community hall, library room, control room, boardroom, waiting area, offices, kitchen with store, 6-stance ladies' latrine with shower and provision for PWDS, a 4-stance latrine for gents with shower, urinal, and provisions for PWDS, a chainlink fence with a steel gate and guard house, and a paved access road and parking lot. The work done was inspected and found to be in accordance with the approved drawings and standard specifications.

The files for the project for Routine maintenance of Lagwel – Laguri had standard specifications of Ministry of Works and Transport for rehabilitation of roads using labour-based methods. They also had standard designs for drainage structures approved by the District Engineer. The work done under the project included a gravel carriageway with unlined side drains, as well as three cross drains with concrete culverts. Two of the cross drains had two lines of 900mm culverts each, while one had a single line of 600mm culverts. The work done was inspected and found to be in accordance with the approved drawings and standard specifications.

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

- *Building structures:*
(i) *Substructure (splash apron, floors, foundations, ground beams, ramps);* (ii) *Superstructures (walling, beams, columns, floors, doors, windows);* (iii) *roofing (Roof Cladding, ceilings, roof members, lightning conductors, rainwater goods);* (iv) *Mechanical and Electrical works (water and drainage system, lights, fire systems)*
- *Water systems (Water source; Water Storage; Water Quality (colorless, taste, odorless))*
- *Components (Pumps, Power source, Pipes and Fittings, Taps, Sprays)*
- *District & Urban Roads (Culverts, drainage, bridges)*

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

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

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

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

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

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

From the Budget performance report shared by the District Economic Planner, and a list of projects implemented during FY 2023/2024 shared by the District Engineer's Office and corroborated by the procurement plan from the District Procurement Office, a total of 25 infrastructure projects were undertaken during the previous FY 2023/24. Out of the 25 projects undertaken during the FY 2023/24, the following were sampled and visited for visual inspection to check for existence of any visible defects:

1. Low-Cost Sealing works at Olebi-Pakalabule Road of Procurement Ref: Lamw/879/Wrks/2023-2024/00001;
2. Construction of Staff House at Paloga Health Centre III of Procurement Ref: Lamw/879/Wrks/2023-2024/00005;
3. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006;
4. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010;
5. Construction of the Resource Center at Lamwo Town Council MLHUD/USMID/LAMW585WRKS/2021-2022/00011Lot. 1;
6. Routine maintenance of Lagwel – Laguri (8.3 km);

According to the visual inspection undertaken during the visit to the sampled projects, no visible defects were seen in all the six sampled projects.

Usable

3

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

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

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

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

From the Budget performance report shared by the District Economic Planner, and a list of projects implemented during FY 2023/2024 shared by the District Engineer's Office and corroborated by the procurement plan from the District Procurement Office, a total of 25 infrastructure projects were undertaken during the previous FY 2023/24. Out of the 25 projects undertaken during the FY 2023/24, the following were sampled and visited for visual inspection to check for existence, functionality, and usage of basic amenities:

1. Low-Cost Sealing works at Olebi-Pakalabule Road of Procurement Ref: Lamw/879/Wrks/2023-2024/00001;
2. Construction of Staff House at Paloga Health Centre III of Procurement Ref: Lamw/879/Wrks/2023-2024/00005;
3. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of

Procurement Ref: Lamw/879/Wrks/2023-2024/00006;

4. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010;
5. Construction of the Resource Center at Lamwo Town Council MLHUD/USMID/LAMW585WRKS/2021-2022/00011Lot. 1;
6. Routine maintenance of Lagwel – Laguri (8.3 km);

According to the visual inspection undertaken during the visit to the sampled projects, it was evident that the infrastructure projects have the expected basic amenities which are functional and used for the intended purpose as illustrated below:

The Low-Cost Sealing works at Olebi-Pakalabule Road had a 5m wide carriageway adequate for the volume of traffic. It also had a provision of 1m on either side for walkway for pedestrians. It also had side drains as well as cross-drainage structures with 600mm culverts with head walls and wingwalls constructed at appropriate locations to facilitate surface runoff drainage.

The Staff House at Paloga Health Centre III had four units, each with a bedroom and living room with windows and doors for access and adequate natural lighting and ventilation. The house had a rainwater harvesting tank with appropriate guttering and delivery systems. Each unit had a kitchen place with a functional smoke-extracting chimney.

The Mini Piped Solar Water Supply System at Pawach in Potika Sub County had a solar-powered pump station at the production well which was functioning, delivering water to an overhead pressed-steel reservoir. The network had yard taps, washout structures, and a security fence at the pumping station and reservoir site, providing a secure place for the facilities.

The three (3) Stance Drainable Latrine at Abakadyak Market had two ordinary stances and one stance with provisions for PWDs with supports, access ramp and wide steel door. It also had a washroom. All of them were in good working order.

The Resource Center at Lamwo Town Council had a community hall, library section, control room, boardroom, waiting area, offices, kitchen with store, 6-stance ladies' latrine with shower and provision for PWDs, and a 4-stance latrine for gents with shower, urinal, and provisions for PWDs including access ramp, supports and wide entrance. The centre is fenced with a gate and guard house, with a paved access road and parking space. The building also had an access ramp to facilitate access by PWDs All the amenities are in good condition and fit for their intended purpose.

Lagwel – Laguri road had a motorable carriageway in good condition, with adequate side drains, as well as cross drains with culverts sizes of 600mm and 900mm at three locations to facilitate drainage of surface runoff.

Human Resource Management

4

0

Evidence that the LG has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll.	From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of:	There was evidence of the approved dated 23/10/2017 ARC135/306/01
Districts		Evidence provided showed that 4 out of 9 were substantively appointed, representing only 44% as follows:
i. Chief Finance Officer	Appointment letters for all HoDs	Lworo Okako Labongo Chief Finance Officer was substantively appointed on 23/2/2022 DSC/156/4/2, IPPS857897, was on payroll of October 2024;
ii. District Planner		Amone Jimmy District Planner was appointed on acting position on 14/2/2020 DSC104/2020, IPPS1057215, was on payroll of October 2024;
iii. District Engineer	Review the payroll to establish that the recruited staff accessed the most recent payroll.	Akena Leonard District Engineer was appointed on acting position 13/11/2022 DSC19/2022, IPPS817550;
iv. District Natural Resources Officer		Ociti Richard District Natural Resource Officer was appointed substantively on 10/6/2019 DSC85/2019 IPPS1045906, was on payroll of October 2024;
v. District Production Officer	If 100% of the above positions are filled score 6	Agaba Patrick Muhenda District Production Officer Was appointed on acting position 23/2/2022 DSC/156/4/2 IPPS946183 and was on payroll of October 2024;
vi. District Commercial Officer	If 80 – 99% of the above positions are filled score 4	Kadugu Powel Alex District Commercial Officer was appointed substantively on 13/9/2022 DSC19/2002 (ii) IPPS817597, was on payroll of October 2024;
vii. District Community Development Officer	If below 80% of the above positions are filled score 0	Nyeko Wilfred District Community Development Officer was appointed substantively on 23/2/2022 DSC/156/4/3 IPPS994075 was on payroll of October 2024;
viii. District Health Officer		District Health Officer was appointed on acting position on 4/4/2022 DSC6/2022 IPPS822819 was on payroll of 2024; and
ix. District Education Officer		Langoya Barnabas District Education Officer was appointed on acting position on 10/6/2019 DSC85/2019 IPPS250504, was on payroll of October 2024.

Evidence that the City has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll	From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of:
i. City Chief Finance Officer	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	

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Evidence that the LG has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll	From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of:
i. Principal Treasurer	
ii. Senior Planner	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	

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

- i. There was evidence of the approved dated 23/10/2017 ARC135/306/01
- ii. As per the evidence provided 6 out of 9 were substantively appointed , representing only 66% as follows:
- Ocaya George Senior Procurement Officer was appointed 13/5/2019 DSC67/2019 IPPS865332, was on payroll of October 2024;
- Okeny Harriet Charity Principal Human Resource Officer substantively appointed on 8/6/2017 DSC/16.9 IPPS817598, was on payroll of October 2024;
- Kinyera Isaac Principal Human Resource Officer was substantively appointed on 15/6/2022 DSC 16/2002 IPPS1010176 was on payroll of October 2024;
- Opoka Kenneth Opika Senior Land Management Officer/Physical Planner was appointed on 12/4/2019 IPPS1045938 was on payroll of October 2024
- Nyeko Geoffrey Job Principal Internal Auditor was substantively appointed on 23/2/2022 DSC/156/4/3 IPPS753571, was on payroll of October 2024

0

Engineer	Senior Agriculture Engineer, position is vacant
viii. Water Officer	Acayo Grace Water Officer was appointed on 12/7/2012 DSC21/2012 IPPS834408, was on payroll of October 2024
ix. Senior Inspector of Schools	Joro Ben Washington Senior Inspectors of Schools was appointed on 15/6/2022 DSC16/2002 IPPS362898, was on payroll of October 2024
x. Labour Officer	Amedo Florence Labour Officer was appointed on 13.11.2022 DSC19/2022(i) IPPS822789, was on payroll of October 2024
xi. Senior Assistant Secretaries (SAS)	SASs all were substantively appointed as follows: Amigo Carmicheal was appointed on 20/5/2004 DSC32/2004 IPPS817548 was on payroll of October 2024
xii. Senior Assistant Town Clerks	Atim Roselyn was appointed on 13/2/2006 DSC9/2006 IPPS817529, was on payroll of October 2024
xiii. Parish chiefs	Lutara Wilson was appointed on 17/2/2009 DSC5/2009, IPPS817551, was on payroll of October 2024 Lakot Jannet was appointed on 22/10/2012 IPPS834407 was on payroll of October 2024 Kinyera George Bongomin was appointed on 22/10/2012 was on payroll of October 2024 Opio Alessius Bongomin was appointed on 21/10/2002 DSC143/2002 IPPS817530, was on payroll of October 2024 Evidence presented showed that all PARISH CHIEFS were substantively appointed as follows: Owiny David was appointed on 13.9.2022 DSC06/2024 IPPS1170187, was on payroll of October 2024 Opio Denish was appointed on 30.1.2022 DSC/13/2022 IPPS1148763 was on payroll of October 2024 Tokwiny James was appointed on 21.10.2002 DSC145/2002 IPPS817532 was on payroll of October 2024 Obalo Alex was appointed on 2.4.2002 DSC59/2002 IPPS817518 was on payroll of October 2024 Ayero Palma Obol was appointed on 12.6.2006 DSC39/2006 (3) IPPS817591 was on payroll of October 2024 Ayaa Santa Brenda was appointed on 31.1.2022 DSC/13/2022, IPPS1148717, was on payroll of 2024 Rubangakene John was appointed on 31.1.2022 DSC/13/2022 IPPS1148554, was on payroll of October 2024 Arop William was appointed on 13.5.2019 DSC68/2019 IPPS817519 was on payroll of October 2024 Amyel Catherine was appointed on 31.1.2022

DSC/13/2022 IPPS1150374 was on payroll of October 2024

Omach Joel Jj was appointed on 21.10.2002
DSC145/2002 IPPS817526, was on payroll of October 2024

Oroma Godfrey was appointed on 21.10.2002
DSC145/2002 IPPS817524, was on payroll of October 2024

Evidence provided showed that all the TOWN AGENTS were substantively appointed as follows:

Obalim Samuel was appointed on 6.6.2022
DSC/13/2022 IPPS1171785 was on payroll of October 2024

Adyang Josephine was appointed on 31.1.2022
DSC/13/2022 IPPS974813, was on payroll of October 2024

Kilama Patrick was appointed on 31.1.2022
DSC/13/2022, IPPS1148706 was on payroll of October 2024

Acayo Immaculate was appointed on 6.6.2022
DSC/13/2022 IPPS1166920, was on payroll of October 2024

Anywar Christopher was appointed on 31.1.2022
DSC/13/2022 IPPS821890 was on payroll of October 2024

Okeny David 31.1.2022 DSC/13/2022 IPPS1166894 was on payroll of October 2024

Lakony Richard was appointed on 31.1.2022
DSC/13/2022 IPPS1148656 , was on payroll of October 2024

Onek Francis was appointed on 31.1.2022
DSC/13/2022 IPPS1148772 was on payroll of October 2024

Lalango Mary was appointed on 06.06.2022
DSC/13/2022 IPPS1163032 was on payroll of October 2024

Ochan Francis was appointed on 06.06.2022
DSC/13/2022 IPPS1166890 was on

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.	<p>From the LG Engineer obtain and review:</p> <ul style="list-style-type: none"> • Standard technical designs. • Site reconnaissance reports. • Technical investigation reports (e.g. geo-technical investigations if required) <p>Obtain and check for:</p> <ul style="list-style-type: none"> • Existence of customized designs • Existence of customized BoQs based on the designs. • Incorporation of Cost Estimates. • Incorporation of costed ESMPs <p>From the LG Community Development Officer /DNRO/SEO obtain</p>
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A total of 25 infrastructure projects were undertaken during the previous FY 2023/24. Out of these, 5 projects were implemented by force account. Eight were renovation works of pre-existing structures, while four were phased projects carried forward from the previous year. The remaining 8 were new projects that required site reconnaissance to inform the designs and costing. These include:

1. Low-Cost Sealing works at Olebi-Pakalabule Road of Procurement Ref: Lamw/879/Wrks/2023-2024/00001;
2. Construction of One Classroom Block with an Office and Store at Lomwaka PS of Procurement Ref: Lamw/879/Wrks/2023-2024/00002;
3. Construction of 2 Classrooms Block at Lomwaka Primary School of Procurement Ref: Lamw/879/Wrks/2023-2024/00004;
4. Construction of Staff House at Paloga Health Centre III of Procurement Ref: Lamw/879/Wrks/2023-2024/00005;
5. Construction of Mortuary at Madi Opei HC IV of Procurement Ref: Lamw/879/Wrks/2023-2024/00007;
6. Construction of Five (5) Stance Drainable VIP Staff Latrine at Pauma HC II of Procurement Ref: Lamw/879/Wrks/2023-2024/00009;
7. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010;
8. Construction of Three (3) Stance Drainable

and check for:

Latrine at Lugwak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000011;

- 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

i) Project files for all the 6 new projects that required site reconnaissance to inform the designs and costing were availed from the Procurement Office and District Engineer's Office. From the files, the following information regarding preparation of tender documents was established:

1. The file for the project for Low-Cost Sealing works at Olebi-Pakalabule Road had design and specifications approved by the PS MoWT as per the letter reference TRP/24/299/01 of January 31, 2024 as well as BoQs filled by the Contractor, Christone Contractors Ltd. The BoQs were examined and found responsive to the drawings.
2. The file for the project for Construction of One Classroom Block with an Office and Store at Lomwaka PS had standard drawings from the MoES Construction Management Unit with serial numbers 2CB/13/(01-08) approved by the District Engineer on July 21, 2023, as well as BoQs filled by the Contractor, Demma Inland Ltd. The BoQs were examined and found responsive to the drawings.
3. The file for the project for Construction of 2 Classrooms Block at Lomwaka Primary School had standard drawings from the MoES Construction Management Unit with serial numbers 2CBO/13/(01-07) approved by the District Engineer on July 21, 2023, as well as BoQs filled by the Contractor, Kakarom Investments Ltd. The BoQs were examined and found responsive to the drawings.
4. The file for the project for construction of Staff House at Paloga Health Centre III had drawings prepared for World Vision Uganda and approved by the District Engineer on July 6, 2023, as well as BoQs filled by the Contractor, Aloc Twon General Company Ltd. The BoQs were examined and found responsive to the drawings.
5. The file for the project for Construction of Mortuary at Madi Opei HC IV had drawings reference ARC/MoH/603-606 approved by the District Engineer on July 13, 2023, as well as BoQs filled by the Contractor, Harmony Engineering Works Ltd. The BoQs were examined and found responsive to the drawings.
6. The file for the project for Construction of Five (5) Stance Drainable VIP Staff Latrine at Pauma HC II had standard drawings from the MoES Construction Management Unit with serial numbers SS-5 LAT-(01-11) approved by the District Engineer on July 21, 2023. It also had BoQs filled by the Contractor, Demma Inland Ltd. The BoQs were examined and found responsive to the drawings.
7. The file for the project for Construction of Three (3) Stance Drainable Latrine at Abakadyak Market had standard drawings/designs prepared by the District Engineer and approved by the District Water Officer on June 30, 2023, and the BoQs filled by the Contractor Harmony Engineering Ltd. The BoQs were examined and found

cost estimates are consistent with the customized designs.

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

responsive to the drawings.

8. The file for the project for Construction of Three (3) Stance Drainable Latrine at Lugwak Market had standard drawings/designs prepared by the District Engineer and approved by the District Water Officer on June 30, 2023. It also had BoQs filled by the Contractor, Dema Inland Ltd. The BoQs were examined and found responsive to the drawings.

ii) There was evidence that the requisite environment ESHS assessments were undertaken and used in the preparation of BoQs for all infrastructure projects.

Some of the requisite environment ESHS assessments undertaken included project screening for E&S safeguards and development of ESMPs.

Examples of projects screened include the following;

1) Low cost seal works at Olebi Pakalabule Road Phase I (0.4km). Project screening was undertaken by District Environment Officer Mr. Richard Ociti on 24th April, 2023. Costed ESMP is available dated 24th April 2023. Total estimated cost for E&S safeguards mitigation is Ugx 6,000,000.

2) Construction of 3-stance drainable latrine at Abakadyak market (water office), Aceba Subcounty, Lamwo District. Project screening done on 23rd July 2023 by District Environment Officer Mr. Ociti Richard and District Community Development Officer, Nyeko Wilfred. Costed ESMP available dated 23rd July 2023 developed and signed by District Environment Officer Mr. Ociti Richard and District Community Development Officer, Nyeko Wilfred. Total estimated cost for E&S safeguards mitigation is Ugx1,641,376.

3) Construction of Staff House at Paloga Health centre III. Project screening done on 23rd July 2023 by District Environment Officer Mr. Ociti Richard and District Community Development Officer, Nyeko Wilfred. Costed ESMP dated 23rd July 2023 is also available, developed and signed by District Environment Officer Mr. Ociti Richard and District Community Development Officer, Nyeko Wilfred. Total estimated cost for E&S safeguards mitigation is Ugx2,000,000.

4) Construction of Minipiped Solar Water Supply System at Pawach in Potika Subcounty, Lamwo District. Project screening done on 23rd July 2023 by District Environment Officer Mr. Ociti Richard and District Community Development Officer, Nyeko Wilfred. Costed ESMP available and dated 23rd July 2023 developed and signed by District Environment Officer Mr. Ociti Richard and District Community Development Officer, Nyeko Wilfred. Total estimated cost for E&S safeguards mitigation is Ugx2,000,000.

5) Construction of 2 Classroom Block at Lomwaka Primary School, Potika Subcounty, Lamwo District. Project screening done on 23rd July 2023 by District Environment Officer Mr. Ociti Richard and District Community Development Officer, Nyeko

Wilfred. Costed ESMP dated 23rd July 2023 available, developed and signed by District Environment Officer Mr. Ociti Richard and District Community Development Officer, Nyeko Wilfred. Total estimated cost for E&S safeguards mitigation is Ugx2,500,000.

6) Construction of 3-Stance drainable latrine at Logwak Market, Dibolyec Parish, Lokwung East Subcounty, Lamwo District. Project screening done on 23rd July 2023 by District Environment Officer Mr. Ociti Richard and District Community Development Officer, Nyeko Wilfred. Costed ESMP available dated 23rd July 2023 developed and signed by District Environment Officer Mr. Ociti Richard and District Community Development Officer, Nyeko Wilfred. Total estimated cost for E&S safeguards mitigation is Ugx1,641,376.

iii) There was evidence to show that the environmental, social, health and safety requirements and measures identified in the project ESMPs were used in the preparation of BoQs for all infrastructural projects and that they were adequately incorporated in the schedule of requirements and specifications of the bidding documents.

1) Low cost sealing works at Olebi-Pakalabule Road Phase I (1km). Project Ref. no. Lamw879/Wrks/2023-2024/00001. Contractor: Unified Investments Company Limited. Bills of quantities were approved by contracts committee on 22nd August, 2023. The bid notice advertised in the New Vision Newspaper on the 25th August 2023. The bills of quantities incorporate safety, health and environment management in the schedule of requirements and specifications of the bidding documents as required by PPDA Act 2005. Subsequently, the Contractor incorporated safety, health, environment and social safeguards in his BoQs dated 12th September, 2023. Item 6.7 - site meetings with local communities were costed at Ugx1,000,000 and Item 6.8 - Environment and social safeguards implementation was costed at Ugx2,000,000.

2) Construction of one Classroom block with office and store at Lomwaka primary School. Project ref: no. Lamw879/wrks/2023-2024/00002. Contractor: Demma Inland Limited. Bills of quantities were approved by contracts committee on 22nd August, 2023. The bid notice advertised in the New Vision Newspaper on the 25th August 2023. The bills of quantities incorporate safety, health and environment management in the schedule of requirements and specifications of the bidding documents as required by PPDA Act 2005. Subsequently, the Contractor Demma Inland Limited incorporated safety, health, environment and social safeguards in his BoQs dated 13th September, 2024. Page 1/19 General Summary incorporated provision for Occupational Health, safety and Environment activities.

3) Construction of Staff House at Paloga Health centre III. Project ref. no. Lamw879/wrks/2023-2024/00005. Contractor: Aloc Twon General Company Limited. Bills of quantities were approved

by contracts committee on 22nd August, 2023. The bid notice advertised in the Daily Monitor Newspaper of 25th July 2023. The bills of quantities incorporate safety, health and environment management in the schedule of requirements and specifications of the bidding documents as required by PPDA Act 2005. Subsequently, the Contractor Aloc Twon General Company Limited incorporated safety, health, environment and social safeguards in the BoQs dated 7th September, 2023 submitted by the Managing Director Mr. Kibwota Francis. Under bill no. 3 Preliminaries, the contractor incorporated a provision for Occupational Health, safety and Environment activities – Ugx2,500,000.

iv) Project files for all the 6 projects new projects that required site reconnaissance to inform the designs and costing were availed from the Procurement Office, District Water Office, and District Engineer's Office. From the files, the following information regarding quantities of work items and specifications included in the BoQs was established:

1. The work items and specifications in the BoQs for the project for Low-Cost Sealing works at Olebi-Pakalabule Road were examined and confirmed to have been derived from drawings approved by the PS MoWT as per the letter reference TRP/24/299/01 of January 31, 2024.
2. The work items and specifications in the BoQs for the project for Construction of One Classroom Block with an Office and Store at Lomwaka PS were examined and confirmed to have been derived from the standard drawings from the MoES Construction Management Unit with serial numbers 2CB/13/(01-08) approved by the District Engineer on July 21, 2023.
3. The work items and specifications in the BoQs for the project for Construction of 2 Classrooms Block at Lomwaka Primary School were examined and confirmed to have been derived from the standard drawings from the MoES Construction Management Unit with serial numbers 2CBO/13/(01-07) approved by the District Engineer on July 21, 2023.
4. The work items and specifications in the BoQs for the project for construction of Staff House at Paloga Health Centre III were examined and confirmed to have been derived from the drawings prepared for World Vision Uganda and approved by the District Engineer on July 6, 2023.
5. The work items and specifications in the BoQs for the project for Construction of Mortuary at Madi Opei HC IV were examined and confirmed to have been derived from the drawings reference ARC/MoH/603-606 approved by the District Engineer on July 13, 2023.
6. The work items and specifications in the BoQs for the project for Construction of Five (5) Stance Drainable VIP Staff Latrine at Pauma HC II were examined and confirmed to have been derived from the standard drawings from the MoES Construction Management Unit with serial numbers SS-5 LAT-(01-11) approved by

the District Engineer on July 21, 2023.

7. The work items and specifications in the BoQs for the project for Construction of Three (3) Stance Drainable Latrine at Abakadyak Market were examined and confirmed to have been derived from the standard drawings/designs prepared by the District Engineer and approved by the District Water Officer on June 30, 2023.
8. The work items and specifications in the BoQs for the project for Construction of Three (3) Stance Drainable Latrine at Lugwak Market were examined and confirmed to have been derived from the standard drawings/designs prepared by the District Engineer and approved by the District Water Officer on June 30, 2023.

v) Project files for all the 8 new projects that required site reconnaissance to inform the designs and costing were availed from the Procurement Office and District Engineer's Office. From the files, the following information regarding cost estimates was established:

1. The cost estimates for the project for Low-Cost Sealing works at Olebi-Pakalabule Road were based on BoQs derived from the drawings approved by the PS MoWT as per the letter reference TRP/24/299/01 of January 31, 2024. They were hence consistent with the drawings.
2. The cost estimates for the project for Construction of One Classroom Block with an Office and Store at Lomwaka PS were based on BoQs derived from the standard drawings from the MoES Construction Management Unit with serial numbers 2CB/13/(01-08) approved by the District Engineer on July 21, 2023. They were hence consistent with the drawings.
3. The cost estimates for the project for Construction of 2 Classrooms Block at Lomwaka Primary School were based on BoQs derived from the standard drawings from the MoES Construction Management Unit with serial numbers 2CBO/13/(01-07) approved by the District Engineer on July 21, 2023. They were hence consistent with the drawings.
4. The cost estimates for the project for construction of Staff House at Paloga Health Centre III were based on BoQs derived from the drawings prepared for World Vision Uganda and approved by the District Engineer on July 6, 2023. They were hence consistent with the drawings.
5. The cost estimates for the project for Construction of Mortuary at Madi Opei HC IV were based on BoQs derived from the drawings reference ARC/MoH/603-606 approved by the District Engineer on July 13, 2023. They were hence consistent with the drawings.
6. The cost estimates for the project for Construction of Five (5) Stance Drainable VIP Staff Latrine at Pauma HC II were based on BoQs derived from the standard drawings from the MoES Construction Management Unit with serial numbers SS-5 LAT-(01-11) approved by the District Engineer on July 21, 2023. They were hence consistent with the

drawings.

7. The cost estimates for the project for Construction of Three (3) Stance Drainable Latrine at Abakadyak Market were based on BoQs derived from the standard drawings/designs prepared by the District Engineer and approved by the District Water Officer on June 30, 2023. They were hence consistent with the drawings.
8. The cost estimates for the project for Construction of Three (3) Stance Drainable Latrine at Lugwak Market were based on BoQs derived from the standard drawings/designs prepared by the District Engineer and approved by the District Water Officer on June 30, 2023. They were hence consistent with the drawings.

Procurement

7

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

- From the PDU, Procurement Officer obtain the procurement file to determine the existence of the documents below;
- i. Contracts Committee Composition. The Contracts Committee must be formally and properly constituted.
 - 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

The District Procurement Officer availed the procurement file for all the contracted projects and it was found to contain all the essential required documents as per the PPDA procurement guidelines on project records 2024. The updated procurement work plan for FY 23/24 was approved by the Executive Director of Procurement and Public Assets Authority Northern Region Office-Gulu on 30th June 2024. The details of the documents in each project file for some sampled projects that were included in the approved procurement plan for FY 23/24 are as follows:

1. Low Cost Sealing works at Olebi-Pakalabule Road of Procurement Ref: Lamw/879/Wrks/2023-2024/00001;

A contracts Committee that consisted of four people who were the chairman, the secretary and two committee members, Initiation of procurement on 25th Aug 2023, A record of the Contracts Committee meeting held on 11th Nov 2023 for approval of evaluation , A record of issuance of bidding document as issued and received by three potential bidders, on 8th Sep 2023, A record of receipt of bids as issued on 13th Sep 2023 using LGPP Form 09, A record of opening of bids as issued on 13th Sep 2023 using LGPP Form 10, Three copies of bids were received, An evaluation meeting was held and evaluation report was issued on 31st Oct 2023, A notice of best evaluated bidder issued by the Chief Administrative Officer on 29th Nov 2023, Submission of contract to the Solicitor General by the City Administrative Officer on 20th Dec 2023 and an approval on behalf of the Solicitor General on 24th Jan 2024, Contract and amendments thereto as per format/requirement including Contractor's ESMP: None were recorded, Correspondences between the procuring and disposing entity and the bidder(s): None were recorded.

2. Construction of Staff House at Paloga Health Centre III of Procurement Ref: Lamw/879/Wrks/2023-2024/00005;

2

ix. Record of opening of bids	A contracts Committee that consisted of four people who were the chairman, the secretary and two committee members, Initiation of procurement on 25th Aug 2023, A record of the Contracts Committee meeting held on 11th Nov 2023 for approval of evaluation, A record of issuance of bidding document as issued and received by two potential bidders, on 8th Sep 2023, A record of receipt of bids as issued on 13th Sep 2023 using LGPP Form 09, A record of opening of bids as issued on 13th Sep 2023 using LGPP Form 10, Two copies of bids were received, An evaluation meeting was held and evaluation report was issued on 24th Oct 2023, A notice of best evaluated bidder issued by the Chief Administrative Officer on 7th Nov 2023, Submission of contract to the Solicitor General and approval by Solicitor General was not applicable, Contract and amendments thereto as per format/requirement including Contractor's ESMP: None were recorded, Correspondences between the procuring and disposing entity and the bidder(s): None were recorded.
x. Copies of bids received	
xi. Evaluation meetings and evaluation report	
xii. Notice of best evaluated bidder	
xiii. Submission of contract to the Solicitor General for clearance where applicable	
xiv. Approval by Solicitor General where applicable	
xv. Contract and amendments thereto as per format/requirement including Contractor's ESMP	3. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006;
xvi. Contract Committee minutes relating to the procurement	A contracts Committee that consisted of four people who were the chairman, the secretary and two committee members, Initiation of procurement on 25th Aug 2023, A record of the Contracts Committee meeting held on 11th Nov 2023 for approval of evaluation, A record of issuance of bidding document as issued and received by three potential bidders, on 8th Sep 2023, A record of receipt of bids as issued on 13th Sep 2023 using LGPP Form 09, A record of opening of bids as issued on 13th Sep 2023 using LGPP Form 10, Three copies of bids were received, An evaluation meeting was held and evaluation report was issued on 1st Nov 2023, A notice of best evaluated bidder issued by the Chief Administrative Officer on 29th Nov 2023, Submission of contract to the Solicitor General by the City Administrative Officer on 20th Dec 2023 and an approval on behalf of the Solicitor General on 24th Jan 2024, Contract and amendments thereto as per format/requirement including Contractor's ESMP: None were recorded, Correspondences between the procuring and disposing entity and the bidder(s): None were recorded.
xvii. Correspondences between the procuring and disposing entity and the bidder(s)	
xviii. Evidence of resolution of grievance or complaints (if any)	
Score 2 if all documents are available otherwise score 0 if incomplete.	

4. Construction of One Classroom Block with an Office and Store at Lomwaka PS of Procurement Ref: Lamw/879/Wrks/2023-2024/00002;

A contracts Committee that consisted of four people who were the chairman, the secretary and two committee members, Initiation of procurement on 25th Aug 2023, A record of the Contracts Committee meeting held on 11th Nov 2023 for approval of evaluation, A record of issuance of bidding document as issued and received by two potential bidders on 8th Sep 2023, A record of receipt of bids as issued on 13th Sep 2023 using LGPP Form 09, A record of opening of bids as issued on 13th Sep 2023 using LGPP Form 10, Two copies of bids were received, An evaluation

meeting was held and evaluation report was issued on 24th Oct 2023, A notice of best evaluated bidder issued by the Chief Administrative Officer on 7th Nov 2023, Submission of contract to the Solicitor General and approval by Solicitor General was not applicable, Contract and amendments thereto as per format/requirement including Contractor's ESMP: None were recorded, Correspondences between the procuring and disposing entity and the bidder(s): None were recorded.

5. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010;

A contracts Committee that consisted of four people who were the chairman, the secretary and two committee members, Initiation of procurement on 19th Mar 2024, A record of the Contracts Committee meeting held on 14th Mar 2024 for approval of procurement, A record of issuance of bidding document as issued and received by the seven potential bidders, on 19th Mar 2024 using LGPP Form 08, A record of receipt of bids as issued on 25th Mar 2024 using LGPP Form 11, A record of opening of bids as issued on 25th Mar 2024 using LGPP Form 12, Four copies of bids were received, An evaluation meeting was held and evaluation report was issued on 9th Apr 2024, A notice of best evaluated bidder issued by the Chief Administrative Officer on 17th April 2024, Submission of contract to the Solicitor General and approval by Solicitor General was not applicable, Contract and amendments thereto as per format/requirement including Contractor's ESMP: None were recorded, Correspondences between the procuring and disposing entity and the bidder(s): None were recorded.

6. Construction of the Resource Center at Lamwo Town Council MLHUD/USMID/LAMW585WRKS/2021-2022/00011Lot. 1;

A contracts Committee that consisted of four people who were the chairman, the secretary and two committee members, Initiation of procurement on 10th Dec 2021, A record of the Contracts Committee meeting held on 23rd Feb 2022 for approval of evaluation, A record of issuance of bidding document as issued and received by the five potential bidders, on 10th Dec 2021, A record of receipt of bids as issued on 31st Dec 2021 using LGPP Form 09, A record of opening of bids as issued on 31st Dec 2021 using LGPP Form 10, Five copies of bids were received, An evaluation meeting was held and evaluation report was issued on 21st Feb 2022, A notice of best evaluated bidder issued by the Chief Administrative Officer on 23rd Feb 2022 Submission of contract to the Solicitor General by the City Administrative Officer on 22nd Mar 2022 and an approval on behalf of the Solicitor General on 10th May 2022, Contract and amendments thereto as per format/requirement including Contractor's ESMP: None were recorded, Correspondences between the procuring and disposing entity and the bidder(s): None were recorded.

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

The District Procurement Officer availed an updated integrated procurement work plan for FY 23/24 which was submitted by the Chief Administrative Officer and approved by the Executive Director of Procurement and Public Assets Authority Northern Region Office-Gulu on 30th June 2024. According to the plan, the following timelines were provided for the following contracted projects:

1. Low Cost Sealing works at Olebi-Pakalabule Road of Procurement Ref: Lamw/879/Wrks/2023-2024/00001; Bid Invitation Date (25th Aug 2023), Bid Closing/Opening Date (13th Sep 2023), Approval of Evaluation Report to date (2nd Nov 2023), Award notification Date (7th Nov 2023).

2. Construction of One Classroom Block with an Office and Store at Lomwaka PS of Procurement Ref: Lamw/879/Wrks/2023-2024/00002; Bid Invitation Date (25th Aug 2023), Bid Closing/Opening Date (13th Sep 2023), Approval of Evaluation Report to date (2nd Nov 2023), Award notification Date (7th Nov 2023).

3. Completion of OPD at Potika HC II (Phase II) of Procurement Ref: Lamw/879/Wrks/2023-2024/00003; Bid Invitation Date (25th Aug 2023), Bid Closing/Opening Date (13th Sep 2023), Approval of Evaluation Report to date (2nd Nov 2023), Award notification Date (7th Nov 2023).

4. Construction of Staff House at Paloga Health Centre III of Procurement Ref: Lamw/879/Wrks/2023-2024/00005; Bid Invitation Date (25th Aug 2023), Bid Closing/Opening Date (13th Sep 2023), Approval of Evaluation Report to date (2nd Nov 2023), Award notification Date (7th Nov 2023).

5. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006; Bid Invitation Date (19th Mar 2024), Bid Closing/Opening Date (25th Mar 2024), Approval of Evaluation Report to date (16th Apr 2024), Award notification Date (17th Apr 2024).

6. Construction of Mortuary at Madi Opei HC IV of Procurement Ref: Lamw/879/Wrks/2023-2024/00007; Bid Invitation Date (19th Mar 2024), Bid Closing/Opening Date (25th Mar 2024), Approval of Evaluation Report to date (16th Apr 2024), Award notification Date (17th Apr 2024).

7. Non-Residential Improvement at Ngomoromo HC II (Renovation) of Procurement Ref: Lamw/879/Wrks/2023-2024/00008; Bid Invitation Date (19th Mar 2024), Bid Closing/Opening Date (25th Mar 2024), Approval of Evaluation Report to date (16th Apr 2024), Award notification Date (17th Apr 2024).

8. Construction of Five (5) Stance Drainable VIP Staff Latrine at Pauma HC II of Procurement Ref: Lamw/879/Wrks/2023-2024/00009; Bid Invitation Date (19th Mar 2024), Bid Closing/Opening Date

(25th Mar 2024), Approval of Evaluation Report to date (16th Apr 2024), Award notification Date (17th Apr 2024).

9. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010; Bid Invitation Date (19th Mar 2024), Bid Closing/Opening Date (25th Mar 2024), Approval of Evaluation Report to date (16th Apr 2024), Award notification Date (17th Apr 2024).

10. Renovation of Council Hall at Lokung of Procurement Ref: Lamw/879/Wrks/2023-2024/00014; Bid Invitation Date (19th Mar 2024), Bid Closing/Opening Date (25th Mar 2024), Approval of Evaluation Report to date (16th Apr 2024), Award notification Date (17th Apr 2024).

11. Renovation of a 2 Classrooms block at Jamula, Primary School, 2 Classroom Block with Office and Store at Pakwach Primary School and 2 Classrooms at Labayango and Paloga Primary Schools of Procurement Ref: Lamw/879/Wrks/2023-2024/00012/LOT 1; Bid Invitation Date (19th Mar 2024), Bid Closing/Opening Date (25th Mar 2024), Approval of Evaluation Report to date (16th Apr 2024), Award notification Date (17th Apr 2024).

12. Renovation of 2 Classroom block at Ogwangan Primary School, 2 Classroom Block with Office and Store at Lagwel Primary School, 2 Classroom Block with Office and Store at Padibe Girls Primary School of Procurement Ref: Lamw/879/Wrks/2023-2024/00012/LOT 3; Bid Invitation Date (19th Mar 2024), Bid Closing/Opening Date (25th Mar 2024), Approval of Evaluation Report to date (16th Apr 2024), Award notification Date (17th Apr 2024).

13. Renovation of a 2 Classroom block at Lelapwot at Ngomlac Primary School and 2 Classroom Block at Lugwar Primary School of Procurement Ref: Lamw/879/Wrks/2023-2024/00012/LOT 4; Bid Invitation Date (19th Mar 2024), Bid Closing/Opening Date (25th Mar 2024), Approval of Evaluation Report to date (16th Apr 2024), Award notification Date (17th Apr 2024).

From the sampled projects indicated in the updated procurement plan, the timelines were noted for the contract award notification dates for the projects. All the sampled projects had their specified activities within the timelines in the revised procurement plan apart from the following:

Low Cost Sealing works at Olebi-Pakalabule Road of Procurement Ref: Lamw/879/Wrks/2023-2024/00001; Award notification Date (7th Nov 2023) and Actual notification Date (29th Nov 2023);

Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006; Award notification Date (17th Apr 2024) and Actual notification Date (7th Nov 2023);

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

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

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

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

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

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

From LG Engineer obtain project management files.

Check for

- Compulsory approvals

Verify if compulsory approvals were issued score 2 else score 0

From the Budget performance report, shared by the District Planner, and lists of projects implemented during FY 2023/2024 provided by the Procurement and the District Engineer's Office, a total of 25 infrastructure projects were undertaken during the previous FY 2023/24. At the District Local Government, the District Water Engineer was responsible for contracted Water projects.

Out of these 25 projects, 12 projects were for repair and maintenance works. The remaining 13 were new projects implemented through contracts.

The remaining 13 were new projects implemented through contracts. These include:

1. Low Cost Sealing works at Olebi-Pakalabule Road of Procurement Ref: Lamw/879/Wrks/2023-2024/00001;

2. Construction of One Classroom Block with an Office and Store at Lomwaka PS of Procurement Ref: Lamw/879/Wrks/2023-2024/00002;

3. Completion of OPD at Potika HC II (Phase II) of Procurement Ref: Lamw/879/Wrks/2023-2024/00003;

4. Construction of 2 Classrooms Block at Lomwaka Primary School of Procurement Ref: Lamw/879/Wrks/2023-2024/00004;

5. Construction of Staff House at Paloga Health Centre III of Procurement Ref: Lamw/879/Wrks/2023-2024/00005;

6. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006;

7. Construction of Mortuary at Madi Opei HC IV of Procurement Ref: Lamw/879/Wrks/2023-2024/00007;

8. Construction of Five (5) Stance Drainable VIP Staff Latrine at Pauma HC II of Procurement Ref: Lamw/879/Wrks/2023-2024/00009;

9. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010;

10. Construction of Three (3) Stance Drainable Latrine at Lugwak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000011;

11. Construction of the Resource Center at Lamwo Town Council MLHUD/USMID/LAMW585WRKS/2021-2022/00011Lot. 1;

12. Construction of a Market at Lagot Opuk in Palabek Ogili Sub-County MLHUD/USMID/LAMW585WRKS/2021-2022/00011Lot. 2;

13. Rehabilitation of Lamwo Town Council – Palabek Ogili Sub-County Road MLHUD/USMID/LAMW585WRKS/2022-2023/00653;

From the availed project files, the following projects

had compulsory approvals issued for;

1. Low Cost Sealing works at Olebi-Pakalabule Road; Classification of soils from borrow pits, subgrade and base field density test between 26th March to 15th April 2024.
2. Construction of Mini Piped Solar Water Supply System at Pawach in Potika; Compressive strength of concrete cubes for columns and ground beams between 4th to 25th May 2024.
3. Rehabilitation of Lamwo Town Council – Palabek Ogili Sub-County Road; Physical properties and mechanical strength for aggregates, cement and compressive strength of concrete cubes for box culverts between 18th August 2023 to 3rd July 2024.

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.	From the Budget performance report, shared by the District Planner, and lists of projects implemented during FY 2023/2024 provided by the Procurement and the District Engineer's Office, a total of 25 infrastructure projects were undertaken during the previous FY 2023/24. At the District Local Government, the District Water Engineer was responsible for contracted Water projects.
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	Out of these 25 projects, 12 projects were for repair and maintenance works. The remaining 13 were new projects implemented through contracts. The projects whose site instructions were issued are detailed as follows:
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		1. Low Cost Sealing works at Olebi-Pakalabule Road of Procurement Ref: Lamw/879/Wrks/2023-2024/00001; A documented site instruction (Site instruction form No.001) required to comply to the general specifications. This instruction was issued by the District Engineer on 27th February 2024, and received by Contractor's representative. This was followed by a confirmation through a progress report issued by the District Water Officer on 20th June 2024 confirming executed works by the contractor.
d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period		2. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006; A written site instruction (KILIBBI UNITED CONSTRUCTION Instruction book 1), required to supply and install GI pipes of 40mm on a high steel tower tank and all necessary accessories to be completed to the Engineer's satisfaction. This instruction was issued by the Assistant Engineering Officer on 18th June 2024, and received by Contractor's representative. This was followed by a confirmation through an inspection and supervision report issued by the District Water Officer on 29th July 2024 with no further instruction for 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		3. Rehabilitation of Lamwo Town Council - Palabek Ogili Sub-County Road MLHUD/USMID/LAMW585WRKS/2022-2023/00653; A documented site instruction (Site instruction form No.004) required to construct box culverts A-1 and -5 (2x2x2), A-2 and -3 (3x2x3). This instruction was issued by the District Engineer on 19th June 2023, and received by Contractor's representative. The instruction was indicated as executed for box culverts of A-1, A-2 and A-3 in the progress report issued by the Contractor on 5th September 2023.

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.	From the Budget performance report, shared by the District Planner, and lists of projects implemented during FY 2023/2024 provided by the Procurement and the District Engineer's Office, a total of 25 infrastructure projects were undertaken during the previous FY 2023/24. At the District Local Government, the District Water Engineer was responsible for contracted Water projects.
b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions	Check for <ul style="list-style-type: none"> • Snag list • Final Completion Certificate including approvals from Environment Officer and DCDO. 	Out of these 25 projects, 12 projects were for repair and maintenance works. The remaining 13 were new projects implemented through contracts. According to the Budget performance report the following projects were indicated as completed:
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.	<ol style="list-style-type: none"> 1. Completion of OPD at Potika HC II (Phase II) of Procurement Ref: Lamw/879/Wrks/2023-2024/00003; 2. Construction of Staff House at Paloga Health Centre III of Procurement Ref: Lamw/879/Wrks/2023-2024/00005; 3. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006; 4. Construction of Mortuary at Madi Opei HC IV of Procurement Ref: Lamw/879/Wrks/2023-2024/00007; 5. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010; 6. Construction of Three (3) Stance Drainable Latrine at Lugwak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000011; 7. Rehabilitation of Lamwo Town Council – Palabek Ogili Sub-County Road MLHUD/USMID/LAMW585WRKS/2022-2023/00653.
d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period		Out of the 6 completed projects, 4 projects had certificates of completion with no record of compiled snag lists. Before issuing the certificates of completion, payment certificates are also endorsed by the Environment Officer, Community Development Officer as a sign of approval of executed works. The projects that had details for final completion are as follows:
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		<ol style="list-style-type: none"> 1. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006; A certificate of completion was issued for 15th August 2024 by the District Water Officer. 2. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010; A certificate of completion was issued for 16th August 2024 by the District Water Officer. 3. Construction of Three (3) Stance Drainable Latrine at Lugwak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000011; A certificate of completion was issued for 16th August 2024 by the

District Water Officer.

4. Rehabilitation of Lamwo Town Council – Palabek
Ogili Sub-County Road
MLHUD/USMID/LAMW585WRKS/2022-2023/00653;
A certificate of practical completion was issued for
21st June 2024 by the District Engineer.

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.

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

Check for

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

- Payment vouchers

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 paid the contractor the retention fund after the defects liability period. Score 2 if the requirements was 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

The project manager did not pay the retention fees because the defect liability period was not due for the following projects of the previous financial year:

Construction of min piped water ;
Lmwa/879/WRKS/2023-24/00006

Construct Sum UGX 360,053,178, the defect liability period was not due therefore retention was not paid.

Construction of Mortuary at Madi Opei HCII

Lamw/879/WKS/2023-24/00001

Construct Sum UGX: 18,282,855 ;

Construction of 3 stances drainable latrine at Lugwak market

Lamw/879/WRKS/2023-24/00011

Construct Sum: UGX 19,219,933

The defect liability period was not due and no retention paid; and

Construction of 2 classroom block with office at Lomwaka PS

Lamw/879/2023-24/00002

Contract Sum: UGX122,308,590

Retention was not paid because liability was not due.

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)	<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 management files.</p>	<p>From the Budget performance report, shared by the District Planner, and lists of projects implemented during FY 2023/2024 provided by the Procurement and the District Engineer's Office, a total of 25 infrastructure projects were undertaken during the previous FY 2023/24. At the District Local Government, the District Water Engineer was responsible for contracted Water projects.</p>
b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions	<ul style="list-style-type: none"> • Meeting Schedules • Minutes of site meeting • Minutes of project handover to the client • Final Completion Certificate including approvals from Environment Officer and DCDO. 	<p>Out of these 25 projects, 12 projects were for repair and maintenance works. The remaining 13 were new projects implemented through contracts.</p> <p><i>Out of the 7 completed projects, only the contract for the Mini piped water system was noted to have a schedule of meetings and meetings held in line with the schedule with the Contractor, Kilibbi United Construction and Supplies Company Limited.</i></p>
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	<p>Verify if:</p> <ul style="list-style-type: none"> • The site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract 	<p><i>In addition, 4 projects had final completion certificates.</i> The projects that had details for completion and practical completion are as follows:</p>
d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period	<ul style="list-style-type: none"> • There was a Project hand-over to the client • Completion certificates were issued to the contractor 	<p>1. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006; A certificate of completion was issued for 15th August 2024 by the District Water Officer.</p> <p>2. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010; A certificate of completion was issued for 16th August 2024 by the District Water Officer.</p> <p>3. Construction of Three (3) Stance Drainable Latrine at Lugwak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000011; A certificate of completion was issued for 16th August 2024 by the District Water Officer.</p> <p>4. Rehabilitation of Lamwo Town Council – Palabek Ogili Sub-County Road MLHUD/USMID/LAMW585WRKS/2022-2023/00653; A certificate of practical completion was issued for 21st June 2024 by the District Engineer.</p>
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	<p>Score 2 if all requirements are met; otherwise, score 0.</p>	

<p>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> <p>b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment</p> <p>c) Evidence that the project was implemented as per work schedule and completed within original completion date</p> <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>	<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"> • Evidence of joint measurement sheet/work verification <p>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.</p>	<p>From the Budget performance report, shared by the District Planner, and lists of projects implemented during FY 2023/2024 provided by the Procurement and the District Engineer's Office, a total of 25 infrastructure projects were undertaken during the previous FY 2023/24. At the District Local Government, the District Water Engineer was responsible for contracted Water projects.</p> <p>Out of these 25 projects, 12 projects were for repair and maintenance works. The remaining 13 were new projects implemented through contracts.</p> <p>According to the Budget performance report the following projects were indicated as completed:</p> <ol style="list-style-type: none"> 1. Completion of OPD at Potika HC II (Phase II) of Procurement Ref: Lamw/879/Wrks/2023-2024/00003; 2. Construction of Staff House at Paloga Health Centre III of Procurement Ref: Lamw/879/Wrks/2023-2024/00005; 3. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006; 4. Construction of Mortuary at Madi Opei HC IV of Procurement Ref: Lamw/879/Wrks/2023-2024/00007; 5. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010; 6. Construction of Three (3) Stance Drainable Latrine at Lugwak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000011; 7. Rehabilitation of Lamwo Town Council – Palabek Ogili Sub-County Road MLHUD/USMID/LAMW585WRKS/2022-2023/00653. <p><i>Out of the 7 completed projects, the 3 projects were noted with measurement sheets. However, only the rehabilitation of Lamwo-Palabek road had a measurement sheet jointly signed by the project supervisor and the contractor. The rest of the 2 projects, the Project manager/Project supervisor signed the measurement sheets and not co-signed by the contractor.</i></p> <p>The details of the dates of the measurement sheets are as follows:</p> <ol style="list-style-type: none"> 1. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006; On 21st June 2024. 2. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010; On 18th June 2024. 3. Construction of Three (3) Stance Drainable Latrine at Lugwak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000011; On 21st June 2024.
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| <p>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> <p>b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment</p> <p>c) Evidence that the project was implemented as per work schedule and completed within original completion date</p> <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> | <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"> • Evidence of Performance Guarantee <p>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.</p> | <p>There was only one project that required performance guarantee. This was the rehabilitation of Lawmo Town Council. Contract UGX 6,424,361,888</p> <p>Advance payment was UGX 1,284,872,378, at Stanbic Bank Ref: LG23156UG111288 dated 06/06/2023</p> |
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<p>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> <p>b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment</p> <p>c) Evidence that the project was implemented as per work schedule and completed within original completion date</p> <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>	<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"> • Start and completion date in the contract compared to actual completion date. <p>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.</p>	<p>From the Budget performance report, shared by the District Planner, and lists of projects implemented during FY 2023/2024 provided by the Procurement and the District Engineer's Office, a total of 25 infrastructure projects were undertaken during the previous FY 2023/24. At the District Local Government, the District Water Engineer was responsible for contracted Water projects.</p> <p>Out of these 25 projects, 12 projects were for repair and maintenance works. The remaining 13 were new projects implemented through contracts.</p> <p>7 projects were noted as completed during the FY 2023/2024. <i>Out of the 7 projects, only 4 projects had noted details of the expected completion date as compared to the actual completion date for the projects from the final payment certificates as follows:</i></p> <ol style="list-style-type: none"> 1. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006; Expected completion date (30th Jun 2024) and Actual Completion date (21st Jun 2024). 2. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010; Expected completion date (30th Jun 2024) and Actual Completion date (18th Jun 2024). 3. Construction of Three (3) Stance Drainable Latrine at Lugwak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000011; Expected completion date (30th Jun 2024) and Actual Completion date (21st Jun 2024). 4. Rehabilitation of Lamwo Town Council - Palabek Ogili Sub-County Road MLHUD/USMID/LAMW585WRKS/2022-2023/00653; Expected completion date (30th Jun 2024) and Actual Completion date (20th Jun 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: From LG Engineer obtain project files Check for • Work Schedule	From the Budget performance report, shared by the District Planner, and lists of projects implemented during FY 2023/2024 provided by the Procurement and the District Engineer's Office, a total of 25 infrastructure projects were undertaken during the previous FY 2023/24. At the District Local Government, the District Water Engineer was responsible for contracted Water projects.
b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment	• When payment was made as compared to invoice date • Original and amended contract where there is a variation.	Out of these 25 projects, 12 projects were for repair and maintenance works. The remaining 13 were new projects implemented through contracts. <i>Out of the 13 projects, for the projects contracted in the FY 2023/2024, only the Mini piped supply system had an updated work schedule as for the start of 13th March 2024.</i> Out of the 7 completed projects, the calculated contract variations in the contract price for the following projects were;
c) Evidence that the project was implemented as per work schedule and completed within original completion date	Verify if the: i. That the LG developed a work schedule, displayed it and reported on physical progress as per the work schedule. ii. That there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold)	1. Construction of Mini Piped Solar Water Supply System at Pawach in Potika Sub County of Procurement Ref: Lamw/879/Wrks/2023-2024/00006; Contract price: 356,237,604 Uganda Shillings, Final Account: 263,425,147 Uganda Shillings, Variation; -26.054% therefore not acceptable. 2. Construction of Three (3) Stance Drainable Latrine at Abakadyak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000010; Contract price: 18,282,855 Uganda Shillings, Final Account: 16,454,570 Uganda Shillings, Variation; -10.000% therefore not acceptable. 3. Construction of Three (3) Stance Drainable Latrine at Lugwak Market of Procurement Ref: Lamw/879/Wrks/2023-2024/000011; Contract price: 19,216,933 Uganda Shillings, Final Account: 18,681,960 Uganda Shillings, Variation; -2.784% therefore acceptable.
d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).	Score 2 if the requirements (i) and (ii) were met; otherwise, score 0.	4. Rehabilitation of Lamwo Town Council – Palabek Ogili Sub-County Road MLHUD/USMID/LAMW585WRKS/2022-2023/00653; Contract price: 6,424,361,888 Uganda Shillings, Final Account: 6,088,675,267 Uganda Shillings, Variation; -5.225% therefore acceptable.

Effective mobilisation and management of financial resources

Evidence that the LG realised an increase in OSR (excluding one/off, e.g., sale of assets, but including arrears collected in the year) from the previous FY but one to the previous FY, and evidence that the LG remitted the mandatory LLG share of local	From the Chief Finance Officer, obtain a copy of the final accounts for the previous two years, • Calculate the percentage increase in OSR, • Ascertain the percentage of the mandatory LLG share of local revenues	As per the final account prepared as at 30th June 2023 the revenue realized was UGX 382,751,155 page 14 In the final account prepared as at 30th June 2024 the revenue realized was UGX 253,106,974 page 12 There was a decrease of UGX129,644,181 Remittances to the LLG Aceba a) 11-Mar-2024
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revenues during the previous FY not more than 10 days after cash limit release.	during the previous financial year,	a) 13-JUN-2024, UGX 528,525 EFT-12760837
	• Calculate the percentage of the LLG remitted	Agoro Subcounty
	From CFO obtain invoices and vouchers to ascertain when LG revenue was received and remitted.	a) 11-Mar-2024 a) 13-JUN-2024, UGX998,525 EFT-12737535
	Verify if:	Katum Su-County
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%		a) 10-Jan-2024, UGX91,975 EFT-9865828
		b) 13-JUN-2024, UGX508,525 EFT-12761934
		Total UGX600,500
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		Lamwo Town Council a)10-Jan-2024 11-Mar-2024 11-Dec-2023d) 11-Mar-2024
		a) 06-Mar-2024, UGX148,000 EFT-10933966
		b)26-Apr-2024, UGX4,184,500 EFT-11862599
		c)10-Jan 2024, UGX1,598,000 EFT-9865996
		d)13-JUN-2024, UGX2,200,000 EFT-12748297
		UGX 5,720,500
		Lokung East
		a)13-JUN-2024, 838,525 EFT-12762036
		b)10-Jan 2024, UGX398,000 EFT-9865992
		Total UGX 1,236,525
If the LG complies to (a) and (b) score 2 or else 0.		Lokung Sub county
		a) 11-Mar-2024 b)11-Dec-2023 UGX2,187,503
		a) 13-JUN-2024, UGX1,107,503 EFT-12748534
		b)10-Jan-2024, UGX1,080,690 EFT-9865994
		Total UGX2,187,503
		Madi Opei Sub county
		a) 11-Mar-2024 a) 13-JUN-2024, UGX968,525 EFT-12749001
		Madi Opei Town Council
		a) 11-Mar-2024 b)11-Mar-2024
		a) 26-Apr-2024, UGX220,000 EFT-11852683
		b)13-JUN-2024, UGX1,800,000 EFT-12749002
		UGX2,020,000
		Padibe East Sub county
		a)11-Mar-2024 b)11-Dec-2023
		a)13-JUN-2024, UGX858,525 EFT-12756608
		b)10-Jan-2024,476,680 EFT-9865987
		Total UGX 1,335,205
		Padibe Town Council
		a)10-Jan-2024 b)11-Mar-2024 c)11-Dec-2023

a)06-Mar-2024, UGX3,045,000 EFT-10933952
b)26-Apr-2024, UGX4,184,500 EFT-11852075
c)10-Jan-2024, UGX2,286,500 EFT-9865988
Total UGX9,516,000

Padibe West Sub county

a)11-Mar-2024
b)11-Dec-2023 a)13-JUN-2024, UGX949,027 EFT-12756613
b)10-Jan-2024 UGX32,750 EFT-9865989
Total UGX981,777

Palabek Abera

a)13-JUN-2024, UGX 498,525 EFT-12762432
b)10-Jan-2024, UGX626,600 EFT-9865993
Total UGX1,125,125

Palabek Kal Sub county

a)13-JUN-2024, UGX918525 EFT-12756596 UGX 918,525

Palabek Kal Town Council

a)06-Mar-2024, UGX6,224,240 EFT-10933955
b)26-Apr-2024, UGX 5,396,000 EFT-11862594
c)10-Jan-2024, UGX6,419,000 EFT-9865986
d)13-JUN-2024, UGX 1,780,000 EFT-12756594
Total UGX19,819,240

Palabek Nyimur

a)11-Mar-2024 a)13-JUN-2024, UGX565,025EFT-12754049
Total UGX565,025

Palabek- Ogili Sub county

a)13-JUN-2024, UGX1,258,003 EFT-12756597
UGX1,258,003

Palabek-Gem Sub county

a)13-JUN-2024, UGX922,025 EFT-12756592
b)10-Jan-2024, UGX907,100 EFT-9865990
Total UGX1,829,125

Paloga Sub county

a)13-JUN-2024, UGX1,072,002 EFT-12756642
b)10-Jan-2024, UGX1,109,875 EFT-9865827
Total UGX2,181,877

Potika a)11-Mar-2024

GRAND TOTAL 54,740,530

12	<p>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</p>	<p>Obtain Budget performance reports from the Chief Finance Officer to ascertain the Development grants transferred to LGs during the previous FY</p> <p>From the budget website and/or MDAs obtain and review the respective grant guidelines focusing on the Investment Menu</p> <p>Determine whether all development grants in the previous FY were spent on the eligible items in the respective investment menu.</p> <p>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.</p>	<p>There was evidence that the LG used all the development grants as per the grant guidelines and the eligible items in the respective investment menu as follows:</p> <p>Education development grant was UGX 2,459,746,000, all was spent on the construction of Padibe East Seed Secondary School page 19 of the budget performance report.</p> <p>Health development grant was UGX 339,510,000 page 17</p> <p>This was spent as follows:</p> <p>Construction of staff house at Paloga Health Center III UGX 145,000,000;</p> <p>Construction of mortuary at Madi Health center IV UGX 30,000,000;</p> <p>Construction of OPD at Potika Health Center III UGX 99,417,000;</p> <p>Construction of staff latrine at Pauma HCII UGX 33,000,000;</p> <p>Construction of staff latrine at Ngomoromo Health Center II UGX 21,634,000; and</p> <p>Monitoring cost UGX 10,000,000.</p> <p>Total UGX 339,051,000</p>	2
13	<p>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.</p>	<p>From the Internal Auditor, obtain an audit plan and audit reports to verify the timely production of internal audit reports.</p> <p>Obtain minutes of LG PAC to establish whether they have discussed both internal and external issues and made recommendations to the Accounting officer.</p> <p>From CFO, Obtain reports on the implementation of audit recommendations.</p> <p>Verify If the LG:</p> <p>i. Produced an annual audit plan and</p>	<p>i. There evidence that LG had an annual audit plan dated 9th March 2023 and prepared the quarterly internal audit reports as follows</p> <p>Quarter 1; submitted on 8/10/2023</p> <p>Issues</p> <p>Non-supply of road construction material, UGX 24,775,000</p> <p>Shoddy fencing of Madi kaloci and Apyera Health Center II</p> <p>Abandonment of site without roofing of a latrine Kirombe Primary school</p> <p>Quarter 2: submitted on 19/01/2024.</p> <p>Issues raised</p> <p>Failure to maintain accounting records of the health Unit- Palabek Ogili Health Center III</p> <p>Lack of male ward and insufficient sickbed</p> <p>Not all staff in structure are in post</p> <p>Quarter 3: submitted 27/04/2024</p>	2

quarterly internal audit reports within two months of the end of the quarter,	Issues
ii. The LG PAC discussed internal and external audit issues and reported to the district chairperson or Mayor , and	Unaccounted for funds Low enrolment of pupils SMC not functional in most school Failure to present the financial reports to school management committee Quarter 4; submitted on 19/07/2024
iii. The LG resolved at least 80% of audit issues identified by internal and external audits (due audit recommendations are implemented)	Issues: Wasteful expenditure of DDEG UGX 55,000,000 Payable UGX 111,572,900 Un verified expenditure totaling to UGX20,652,000 Collection of local revue outside of the IRAs and failure to remittance the 35% to the district.
If the requirements (i) to (iii) are met score 2 or else 0.	On 25th October 2024, under Minute No_3(1)/LGPAC/10/2024. Handled 1st Quarter internal audit report FY2023/2024 dated 30th September 2023. Handled 2nd Quarter internal Audit report dated 31st December 2023. ii. The LGPAC discussed the internal audit report as follows: Under Minute No_ 4(11) LGPAC/11/2024, the issues discussed were the findings of the internal audit reports queries that included among others, the unaccounted for funds, failure to remit the local revenue by the LLG, and non use of IRAS No_3(11)/LGPAC/10/2024. Handled 3rd Quarter internal audit report, dated 31st March 2023. On 4th November 2024, under Minute No_ 4(1)/LGPAC/11/2024. Handled 4th Quarter FY 2023/2024 internal audit report dated 30th June 2024. iii. There was evidence that the LG resolved 100% of the audit issues identified by internal and external audits. Recommendations and instructions were made to handle those who failed to account for the funds to refund the money and those who accounted were cleared.

14	Evidence that the LG has an unqualified audit opinion for the previous FY	From the OAG, obtain and review audit opinions Verify if the LG has an unqualified audit opinion for the previous FY to score 2 or else 0	Not applicable as not all LGs have received the audit opinion results.	0
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<p>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.</p>	<p>From DNRO/Environment Officer</p> <ul style="list-style-type: none"> • 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. <p>If ALL the mitigation measures were implemented in 100% of the projects sampled score 2 or else 0.</p>	<p>There was evidence that the LG implemented all mitigation measures in the Environmental and Social Management Plans (ESMPs) for all the infrastructure projects in the previous year as provided for in the guidelines</p> <p>The District Local Government implemented various projects from the different departments during the FY 2023/2024. Projects visited for verification as to whether E&S safeguards mitigation measures were implemented include the following;</p> <p>1) Construction of 3-stance drainable latrine at Abakadyak market (water office), Aceba Subcounty, Lamwo District. The site visit was conducted on 11th December, 2024. Observations were made on site and noted the following; 1) there was very minimal clearance at the time of project implementation. The place had no trees that were cut or sensitive habitat. 2) twenty (20) tree seedlings were planted around the latrine. However, only one (1) survived, the rest either dried or were destroyed by stray animals. A ramp for the disabled persons was also constructed. The E&S consultant also interacted with Ms. Aciro Florence, a member of the Market committee. Ms. Aciro indicated that the contractors' workers caused no immoral issued at the time of the implementation of the project. The site was also hoarded off to prevent animals and people from fall into the dug pit for the latrine. The District Environment Officer, Mr. Ociti Richard conducted a monitoring visit to the construction site and compiled a report dated 20th June 2024. The report indicates that the contractor Harmony Engineering Works Ltd complied with Environmental and Social safeguards that were proposed in the ESMP. The Environment Officer recommended that the contractor be certified for Environmental compliance.</p> <p>2) Construction of Staff House at Paloga Health Centre III, Paloga subcounty. The E&S consultant visited Paloga Health Centre III on 11th December, 2024 and had an interaction with Nursing Sister known as Lalam Rosemary; who works at the health centre. The nursing sister indicated the following; 1) there were no issues generally with the contractor, the behaviours of the contractor's workers were generally okay. There were no cases of sexual harassment. She also indicated that though the contractor did not hoard off the construction site, he used a tape to ring off the site. No injuries were reported during the time of construction. Fruit trees were planted in the compound but most of them dried. The E&S consultant was able to observe three (3) of the fruit trees that were planted by the contractor. All the three (3) were dried due to the hot weather. The District Environment Officer, Mr. Ociti Richard conducted monitoring inspection of the construction site and compiled a report dated 20th June 2024. The report indicates that the contractor ALOC Twon Company Limited complied with Environment and Social safeguards that were proposed in the ESMP. The report recommended that the contractor be certified for Environment and social safeguards compliance, having restored the</p>
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site, cleared site of debris, planted trees and having no unresolved grievances at site.

3) Construction of Mini piped Solar Water Supply System at Pawach in Potika subcounty. The site visit was conducted on 11th December, 2024. Observations were made on site and noted the following; 1) trees were planted but only five (5) survived; 2) paspalum grass was planted in the compound. The E&S consultant had an interaction with the Water pump operator, Mr. Okot Ronald who indicated that the contractors Alison Consult Ltd and Kilibbi Construction and supplies Company Ltd cordoned off the drilling sites and only authorised workers were having access to the sites. The workers also caused no immoral issues in the community. The District Environment Officer, Mr. Ociti Richard conducted monitoring inspection of the construction sites and compiled a report dated 20th June 2024. The report indicates that the contractors Alison Consult Ltd and Kilibbi Construction and Supplies Company Ltd complied with Environment and Social safeguards that were proposed in the ESMP. The report indicates that the contractors planted more than thirty (30) tree seedlings in at the construction sites, PPEs were adequate and were worn throughout the project period, wastes were properly managed, no cases of accidents were recorded, and both contractors left no social issues unattended.

When you collate information gathered from the monitoring reports and the information received from the site visits and what was observed on site, it is clear that the mitigation measures proposed in the ESMPs were implemented.

16

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

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

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

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

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

There was evidence that the LGs constructed infrastructure projects where it had proof of land ownership/ right of way for the FY of assessment as follows:

Construction of Padibe Seed Secondary school, there was an agreement signed on 1st May 2015 with the community of OGAKO LACAN and

A Memorandum of understanding (MoU) was written on 08/05/2015 between Paloga Sub county and Pubolo Claan for the construction of PALOGA SEED Secondary school

1

<p>Evidence of implementation of the Stakeholder Engagement Plan implemented in the previous FY</p>	<p>From the DCDO obtain and review;</p> <ul style="list-style-type: none"> • The approved Stakeholder Engagement Plans for the previous FY. • Reports of implementation of the stakeholder Engagement Plan for the previous FY. To determine <ul style="list-style-type: none"> o The engagements held with stakeholder o Resolutions made o Actions taken o Outcomes of the actions <p>Note that reports should be in tandem with the SEP</p> <p>If the above requirements are complied with score 2 or else 0.</p>	<p>There was evidence to show that an approved stakeholder Engagement Plan for the previous FY is in place and being implemented.</p> <p>1) Stakeholder engagement plan for previous FY 2023/2024 is available, developed and signed by the District Community Based Services Officer Ms. Amedo Florence on 20th May 2024.</p> <p>It was reported that the stakeholder engagement plan was approved by the District Technical planning committee but there was no evidence of approval that was presented.</p> <p>There was evidence that the SEP for the previous FY 2023/2024 was implemented. Reports are available indicating the SEP were implemented including: 1) A stakeholder engagement report dated 18th April 2024, compiled and signed by Mr. Nyeko Wilfred, for the construction of 3-stance drainable latrine at Abakadyak market in Aceba Subcounty, is available. The engagement was conducted on 17th April, 2024 at Aceba subcounty headquarters. 2) Report is available dated 14th May 2024, compiled and signed by the District Community Development Officer, Mr. Nyeko Wilfred for the awareness and sensitization meeting conducted at Lapalangwen to sensitize the community on social safeguards for the road project between Lokung-olebi-Palabek Kal Town Council. The sensitization was conducted on 13th May 2024. 3) Report dated 14th April 2024 compiled and signed by the District Community Development Officer Mr. Nyeko Wilfred for the Construction of Mini piped Solar Water Supply System held at Pawach in Potika subcounty is also available. The sensitization was conducted on 13th April 2024. 4) Report dated 29th April 2024 compiled and signed by the District Community Development Officer Mr. Nyeko Wilfred for the Construction of 3-stance drainable latrine at Logwak Parish, Lokung East subcounty is also available. The sensitization was conducted on 28th April 2024. 5) Report dated 16th April 2024 compiled and signed by the District Community Development Officer Mr. Nyeko Wilfred for the Construction of 2-classroom block and 2 Teachers houses at Madi Opei Primary School and construction of 2-classroom block and 2-teachers houses at Ogago Primary School is also available. The sensitization meeting took place on 13th May 2024 at Madi Opei Town Council.</p> <p>There was evidence for resolutions / recommendations taken at the end of the stakeholder meetings held as above.</p> <p>However, there was no evidence showing that follow up actions were taken on the resolutions of community sensitization meetings held as indicated above.</p> <p>There was no evidence either to show the outcomes of the actions taken from the meeting highlighted above.</p>
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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	There was evidence to show existence and functionality of the GRC at project level.
	i. They are as constituted as per the circular issued by MoGLSD in July 2023	There was evidence for recorded grievances or a grievance login book or register at project level, as follows: 1) Grievance / complaints Log dated 7th August 2023 compiled and signed by District Community Development Officer, Mr. Nyeko Wilfred for the community Resource centre project for Lamwo Town Council is available. Log is for grievances received between 13th February and 28th August 2023. 2) Grievance / complaints Log dated 30th June 2024 compiled and signed by District Community Development Officer, Mr. Nyeko Wilfred for Lokung-Palabek-Kal Road, Lokung Lamwo Town Council is available. Log is for grievance received from 17th January, 2023 to 17th June 2024. 3) Grievance / complaints Log dated 15th November, 2024 compiled and signed by District Community Development Officer, Mr. Nyeko Wilfred for the construction of mini piped water supply system at Pawach in Potika subcounty is available. Log is for grievances received from march to October 2024.
	ii. Evidence that grievances are recorded	
	iii. Evidence that the grievances that were received were acted upon	
	iv. Evidence that the GRC activities are funded	There was no evidence to show that there were constituted GRC's at project level as per the circular issued by MoGLSD.
	v. Evidence that the community/workers have been sensitized about the existence of the GRC	There was no evidence to show that the grievances received were acted upon.
	vi. Evidence that the GRCs have been trained on their roles and responsibilities	There was no evidence to show GRC activities are funded.
	If the requirement (i) to (vi) above are complied with score 2 or else 0.	No evidence to show that the community / workers were sensitized about the existence of the GRC.
		No evidence to show that the Grievance Redress Committees were trained on their roles and responsibilities.

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. LG shared the LGMSD result as per the meeting held on 17/10/2024 , MIN04/DTPC/10/2024; the LG lost UGX 440,933,877
	Sample 5 sites to establish display of relevant information	ii. There was evidence that the LG Council discussed the LG performance DEC held meeting on 8th October 2024 under MIN04/08/10/2024 and discussed the national assessment report and recommended that all heads of departments and sector heads review the areas of poor performance and challenges encountered and mitigate them
	From the LG Planner, obtain minutes of Baraza and attendance lists to establish issues discussed	iii. Out of the 25 projects undertaken during the FY 2023/24, six projects were sampled and visited to verify the display of information regarding procurement and contract management. The following were established from the sampled projects:
	Radio Program Recordings	1. The site for Low-Cost Sealing works at Olebi-Pakalabule Road had a site signboard at the start junction, with project details, including name, funder (RTI-DANIDA), contractor (Unified Investment Co. Ltd.), and supervisor
	Obtain from the CFO the charge policy.	
	Check display of tax	

information on public notice boards

Verify that:

i. LG shared LGMSD PA results for the previous FY and how much the LG gained or lost regarding the size of the development grants based on performance results with the citizens through at least one of the following forms: barazas; radio; circulars and workshops

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

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

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

v. The LG has made publicly available information on i) tax rates, ii) collection procedures, iii) procedures for appeal; (iv) amounts

(District Engineer).

2. The project signboard at the site for Construction of Staff House at Paloga Health Centre III had been removed after the project was commissioned.
3. The site for the project for the Mini Piped Solar Water Supply System at Pawach in Potika Sub County had a signboard with project name, funding (DWSCG/UGIFT), project manager (DWO), and implementer (Alison Consults Ltd).
4. The project for Construction of Three (3) Stance Drainable Latrine at Abakadyak Market had an engraved stone on the wall with name of the project, funding (DWSCG), supervisor (DWO), and Contractor (Harmony Engineering Ltd).
5. The site for Construction of the Resource Center at Lamwo Town Council had a signboard with project name, funding agency (World Bank), contract reference, implementing agency (USMID-MoLHUD), supervisor (District Engineer), and Contractor (Chirstone Contractors Ltd).
6. The project for routine maintenance of Lagwel – Laguri had a signboard at the starting point with project name, funding (RMG), client, implementing strategy (force account), and supervisor (District Engineer).

iv. There was radio talk show that was conducted on 17/02/2024 where discussions of the projects implemented in the districts were discussed with the community and responses were received from the community .

v. The LG made available the policy on tax rates, collection procedures, tax appeal tribunal act In accordance to article 152 (3), requires a tribunal be set up to handle tax disputes, the tribunal is composed of CAO, CFO, Revenue Officer, Commercial and Community Development Officer .Statutory Instrument no 2, trade licensing amendment of schedule instrument 2017

collected during the previous FY and how it was used.

If (i) to (v) above complied with score 2 or 0

20

0

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

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

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

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

Check and verify that:

i. The LG has supervised or mentored all LLGs;

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

iii. The LG conducted credible assessment of LLGs as verified during the National LGPA exercise

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

i. There was evidence that the LG supervised/ mentored all the LLG as follows:

Quarter 1; The LG mentored the LLG on 24/07/2023 And on the following,

All the LLG were mentored on data collection for planning for the financial year 2024/ 2025

Quarter 2: dated from 5th October 2023; it was held in Triple O hotel , they training on preparation of budget framework paper, the CDO, Senior Assistant Secretary, Parish Chiefs, and the accountants of 19 LLG and town councils

Quarter 3: on 16th /01/2024, training on preparation of draft budget for the financial year 204/2025, the participants were the Accountants, Senior assistant secretaries, Community development officer

Quarter 4: It was on 15/04/2024, training was on the assessment manual for LLG and the finalization of the budget, participants, the accounts, parish chiefs, Senior Assistant Secretary and CDOs

ii. There was evidence that the result of support supervision was discussed by TPC on 07/DTPC/07/2024, the LG made recommendations for corrective actions and followed up

iii. The LG did not conduct credible LLG assessment as evidenced by the four sampled LLG report that follows:

Palabek Ogili S/C LG 54 - IVA 61 variance of 7 Credible;

Katum S/C, LG47- IVA 29 -18 Not Credible;

Aceba SC LG 80- IVA 38 variance -42 Not Credible; and

Palabek Kal TC LG14 -IVA 53 variance 39 Not Credible.

iv. The LG carried out mock assessment on 7th November to 8th November 2024, and the chief administrative officer advised all sector heads to ensure corrective actions made in preparation for the national assessment.

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

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 quarterly physical progress report and financial reports

Quarter 1: report dated 6/12/2023;

Quarter 2: report dated 8/02/2024;

Quarter 3. Report dated 02/06/2024; and

Quarter 4; Report dated 12/08/2024

However, there were no evidence minutes availed to confirm whether the reports were discussed by the TPC, DEC and Council committees.

0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year	<p>From the LG obtain UNEB results disaggregated between Government aided and private schools and review:</p> <ul style="list-style-type: none"> • The LG PLE results for the previous school year but one and the previous year • Calculate the pass rate or percentage increase between the previous school year but one and the previous year • Calculate the percentage of pupils that passed between grades 1 and 4 for both years • For districts with municipalities, disaggregate results between the districts and the MC. <p>If the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year, Score 3 or else score 0</p>	<p>According to the data gathered from UNEB and LG, there was an improvement of of 3% in the overall between 2022 and 2023, as indicated below:</p> <p>a) In 2022, Div 1: 08, Div 2: 808, Div 3 : 984, Div 4: 637. The number of candidates that sat P7 was 3342. Thus, the calculated percentage for 2022 is $2437/3342 \times 100 = 73\%$.</p> <p>In 2023, Div 1: 08, Div 2: 676, Div 3: 813, Div 4: 571, the number of candidates who sat P7 was 2227. Therefore, the calculated percentage for 2023 is $2068/2721 \times 100 = 76\%$. Therefore, $76-73=3\%$ improvement.</p>	3

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

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

- The LG PLE results for the previous school year but one and the previous year
- Calculate the pass rate or percentage increase between the previous school year but one and the previous year
- Calculate the percentage of pupils that passed between grades 1 and 4 for both years
- For districts with municipalities, disaggregate results between the districts and the MC.

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

According to UNEB data, 25% of pupils in LG government-aided schools obtained PLE pass grades between 1 and 2 the previous year, as detailed below; 08 students obtained grade one, and 676 obtained grade two. Thus, 684 candidates obtained grades 1 and 2, out of a total of 2721 pupils that sat for exams in Lamwo DLG. So, the calculated percentage is as follows: $684/2721 \times 100 = 25\%$ achieved pass grades 1 and 2.

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

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

- The LG PLE results for the previous school year but one and the previous year
- Calculate the pass rate or percentage increase between the previous school year but one and the previous year
- Calculate the percentage of pupils that passed between grades 1 and 4 for both years
- For districts with municipalities, disaggregate results between the districts and the MC.

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

According to the data gathered from UNEB and LG, there was an improvement of of 3% in the overall between 2022 and 2023, as indicated below:

a) In 2022, Div 1: 08, Div 2: 808, Div 3 : 984, Div 4: 637. The number of candidates that sat P7 was 3342. Thus, the calculated percentage for 2022 is $2437/3342 \times 100 = 73\%$.

In 2023, Div 1: 08, Div 2: 676, Div 3: 813, Div 4: 571, the number of candidates who sat P7 was 2227. Therefore, the calculated percentage for 2023 is $2068/2721 \times 100 = 76\%$. Therefore, $76-73=3\%$ improvement.

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

The cumulative for 2023 grades 1, 2, 3, and 4 was 76%, as shown below: Div: one 08, Div: two 676, Div: three 813, Div: four 571. The total number of students that sat exams was 2727. Thus, $2068 / 2721 \times 100 = 76\%$

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

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

- The LG PLE results for the previous school year but one and the previous year
- Calculate the pass rate or percentage increase between the previous school year but one and the previous year
- Calculate the percentage of pupils that passed between grades 1 and 4 for both years
- For districts with municipalities, disaggregate results between the districts and the MC.

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

According to the data gathered from UNEB and LG, there was an improvement of of 3% in the overall between 2022 and 2023, as indicated below:

a) In 2022, Div 1: 08, Div 2: 808, Div 3 : 984, Div 4: 637. The number of candidates that sat P7 was 3342. Thus, the calculated percentage for 2022 is $2437/3342 \times 100 = 73\%$.

In 2023, Div 1: 08, Div 2: 676, Div 3: 813, Div 4: 571, the number of candidates who sat P7 was 2227. Therefore, the calculated percentage for 2023 is $2068/2721 \times 100 = 76\%$. Therefore, $76-73=3\%$ improvement.

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

The LG's current enrollment for all the 74 UPE schools is 50857, where girls are 23143 and boys 27714. SNE are 738. However, in 2023 the enrolment for 74 UPE schools was 46,706, where girls are 20,654 and boys 25,333. The SNE 719

There was a 9.41% improvement in the enrollment of boys in the two years, which is above the targeted 5%, as calculated below: $27,714 - 25,333 = 2,384$ Thus, $2,384 / 25,333 \times 100 = 9.41\%$ increase in the enrollment of boys.

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

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

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

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

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

There was a 12% improvement in the enrollment of girls in the two years, which is above the targeted 5%, as calculated below: $23,143 - 20,654 = 2,489$ Thus, $2,489 / 20,654 \times 100 = 12.05\%$ increase in the enrollment of girls.

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

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

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

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

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

The LG' current .SNE are 738. However, in 2023 the enrollment for 719 Thus $738 - 719 = 19$. $19/719 \times 100 = 2.64\%$ increase in the enrollment of SNE. which is below the targeted 5% increment.

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

The LG's current (2024) enrollment for 7 secondary schools is 2165, where girls are 958 and boys are 1207. SNE are 27. Whereas the total enrolment for 2023 was 1958, where girls are 820 and boys 1138. Therefore, the calculated percentage for boys is $1207 - 1138 = 69$. Thus, $69/1138 \times 100 = 6.06\%$ improvement in the enrollment of boys.

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

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

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

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

The LG's current (2024) enrollment for 7 secondary schools is 2165, where girls are 958 and boys are 1207. SNE are 27. Whereas the total enrolment for 2023 was 1958, where girls are 820 and boys 1138. Therefore, the calculated percentage for girls: $958 - 820 = 138$ Thus $138/820 \times 100 = 16.82\%$ improvement in the enrollment of girls in the two years under comparison.

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

The LG's current (2024) enrollment for 7 secondary schools is 2165, where girls are 958 and boys are 1207. SNE are 27. Whereas the total enrolment for 2023 was 1958, where girls are 820 and boys 1138. Therefore, the calculated percentage for SNE : $27 - 17 = 10$ Thus $10/17 \times 100 = 58.82\%$ increase

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

From the LG education department, the monthly learner average performance is 91% from the sampled schools, which were: Ngomlac P/S, with an enrollment of 1,137, had 90% spread over the three terms of learner attendance, while Ayago P/S, with an enrollment of 801 of P/S, had 92%. The above percentage of learners was above 90% expected attendance.

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

From the sampled secondary school, which was Lokung secondary school, the average learner attendance was 92%, as shown below from February to April. 90% (term one) June to August 93% (term two) and September to October 94% (term three).

Efficiency

7	<p>Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year</p>	<ul style="list-style-type: none"> • From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change • Sample at least two (2) primary schools to verify. <p>If 90% - 100% of the learners in P1 progressed to P3 Score 2 or else score: 0</p>	<p>It was evident from the EMIS and progression reports from the LG education department that 91% of the learners progressed from P1 to P3 as shown below: P1 (2022) was 21286, while P3 was 19457 (2024); therefore, $19,457/21,286 \times 100 = 91.04\%$ of the learners progressed from P1 to P3. From the sampled schools, which were Ngomlac Primary and Ayago P/S, the progression rate from P1-P3 was 90.01% and 96.22%, respectively.</p>	2
7	<p>Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year</p>	<ul style="list-style-type: none"> • From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change • Sample at least two (2) primary schools to verify. <p>If 90% - 100% of the learners in P4 progressed to P5 Score 2 or else score: 0</p>	<p>It was evident from the EMIS and progression reports from the LG education department that 94% of the learners progressed from P4 to P5 as shown below: 6170 (2023) 5814 (2024). Thus, $5814/6170 \times 100 = 94.23\%$. From the sampled schools, which were Ngomlac Primary School and Ayago Primary School, the progression rate from P4-P5 was 92.02% and 93.45%, respectively.</p>	2
7	<p>Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year</p>	<ul style="list-style-type: none"> • From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change • Sample at least two (2) primary schools to verify. <p>If 90% - 100% of the learners in P6 progressed to P7 Score 2 or else score: 0</p>	<p>It was evident from the EMIS and progression reports from the LG education department that 86.72% of the learners progressed from P6 to P7, however, this was below the targeted 90% as shown below: 5076 (2023) 4402 (2024). Thus $4402 / 5076 \times 100 = 86.72\%$. From the sampled schools, Ayago Primary School and Ngomlac, the progression rate from P6-P7 was 96.43% and 89.87%, respectively.</p>	0

8	Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	<p>From the EMIS/ LG Education Office, obtain and review data on the primary school completion rates.</p> <p>If the total primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80% Score 2 or else score : 0.</p>	According to the LG education department, the primary school enrollment for 2018 was 7502, where 3616 were girls while 3886 were boys; however, the total number of pupils that completed P7 in 2024 was 4402, where 1189 were girls while 3213 were boys. The calculated completion rate for both boys and girls is thus: $4402/7502 \times 100 = 58.67\%$ total completion rate; however, its below the targeted 80%	0
8	Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	<p>From the EMIS/ LG Education Office, obtain and review total enrolment in P1 seven years ago and compare with current P.7 enrolment</p> <p>If the total primary school completion rate boys in the LG for the previous school year is above 80% Score 2 or else score 0.</p>	According to the LG education department, the primary school enrollment for 2018 was 7502, where 3616 were girls while 3886 were boys; however, the total number of pupils that completed P7 in 2024 was 4402, where 1189 were girls while 3213 were boys. The calculated completion rate for boys is thus: $3213/3616 \times 100 = 88.85\%$. which is above the targeted 80%.	2
8	Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	<p>From the EMIS/ LG Education Office, obtain and review then calculate percentage of completion</p> <p>If the total primary school completion rate for girls in the LG for the previous school year is above 80% Score 2 or else score 0.</p>	According to the LG education department's, the primary school enrollment for 2018 was 7502, where 3616 were girls while 3886 were boys; however, the total number of pupils that completed P7 in 2024 was 4402, where 1189 were girls while 3213 were boys. The calculated completion rate for girls is thus; $1189/3886 \times 100 = 30.59\%$. which is below the targeted 80%	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.

i) It was evident that Lamwo DLG has 549 teachers in all 74 schools; this information is consistent with the number of teachers on payroll data, and school notice boards of Ayago P/S and Ngomlac P/S; it was evident that the LG has maintained accurate teacher deployment data for government-aided primary schools, and the information has been displayed at the LG and respective school notice boards.

ii) The Education Department has equitably deployed qualified teachers across government-aided primary schools as per MoES staffing standards that require a school to have a minimum of seven teachers and a headteacher or at least a teacher per class. as shown below:

Ayago P/S with an enrollment of 801 has 8 teachers listed below with IPPS numbers:

- 1 733890 Oroma Joel
- 2 1154788 Okeny Bosco
- 3 365552 Atim Florence
- 4 365262 Ocaya David Amacha
- 5 365732 Ojok Denish Byaruhanga
- 6 1154866 Ayoo Sunday Emily

7 797806 Oromacanyelo Denish

8 1198786 Akello Josephine Bakitha

While Ngomlac P/S with an enrollment of 1137 has 9 teachers listed below with IPPS numbers:

- 1 363387 OYOO CHARLES LUBEGA
- 2 365351 KILAMA MIKE
- 3 1156403 OMEDA DAVID
- 4 364032 OKOT FRANCIS
- 5 365517 OLWOCH LENNY NASSER
- 6 1198778 OYENGA ROBERT
- 7 363173 KOMAKECH CHARLES
- 8 1156405 OYELLA JOYCE PATRICK
- 9 363118 ANYEK SARAH ABER

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

It was evident from the payroll dated 1/10/2024 as well as the secondary school staff list and noticeboard of Lokung secondary school, 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. Lukung Secondary School has 513 students with 14 teachers who are:

1 962961 Arweny Denish (Headteacher)

2 1046244 Ochola David

3 364252 Ochola Stephen

4 1045081 Ogwal Ambrose

5 365732 Nyakuni Basil

6 363507 Nono-Rach Richard

7 364097 Nyeko Demoi Acaa Patrick

8 363517 Olaa Juma

9 364102 Oroma Moses

10 363497 Komakech Denish Mageno

11 1156039 Akidi Joyce Oryem

12 1154185 Odokonyero Patrick

13 115375 Ochola KennethM

14 1154375 Ocan Denis

15 860796 Opiyo Samuel Welborn

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

a) There was evidence from schools that the LG monthly average primary school teacher attendance rate for all schools in the LG for the previous academic is 92%

b) From the two sampled primary schools, Ayago P/S the average learner attendance spread in the three terms was 92%, as shown below: term one 92% , term two 92% and term three (up to October 2024) 94 % While for Ngomlac P/S was term one 92%, term two: 92%, and term three (up to October 2024) 94%. Thus, the calculated primary average attendance for teacher is :
 $92+92+94+92+94+94=556/6=93\%$

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

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

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

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

Check and verify:

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

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

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

i) According to TELA reports from MoES, the LG had 44% of the schools in a LG use the TELA system to monitor teacher time and task attendance to ensure improved learning outcomes, while in term two only 82% of the schools were using TELA, thus in general 44% of schools were using TELA.

ii) There was no evidence from the sampled schools to show that the LG Education Department has made use of the teacher time and task attendance data to take corrective action

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 MoES TELA records, the teacher attendance rate for the current year is 57%, however, from daily attendance register of Lukung SS, for the current academic year, it is 73%

- 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

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

The LG had deployed 549 teachers in all its 72 UPE schools all these schools had a teacher per class and a headteacher as stipulated in the guidelines. From the sampled schools, which were Ayago P/S had 801 learners and 8 teachers, four of them deployed in lower primary, and NgomlacP/S had 1,137 learners had 9 teachers, seven of whom were deployed in lower primary to offer a good foundation.

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

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

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

- Review CPD reports

- Review school improvement plans.

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

From the inspection performance assessment report dated 05/11/2023, a number of capacity gaps : Curriculum interpretation by teachers, record keeping, assessment of learners, financial management community involvement in education. Subsequently, training targeting headteachers and teachers on budgeting and finance management was done on 18/01/2024 at Child Care Padibe P/S. Another training was on item writing targeting deputy headteachers and directors of studies and was conducted on 24/03/2024 at Child Care Padibe P/S.

Management and functionality of amenities

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

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

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

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

According to the infrastructural condition assessment report for Lamwo LG dated 03/03/2023 for implementation in FY 2023/2024, it identified the need for renovation of a two-classroom block. Jamula P/S renovation of a two-classroom block, Pawach P/S renovation of a two-classroom block, Labayango P/S renovation of a 2-classroom blockage Paloga: a renovation of a two-classroom block; Ongomlac: a two-classroom block, Lamwogog a construction of a two class block; Kwoncok: a renovation of a two-classroom block; Lugwar: a two-classroom block; Padibe Girls P/S: a renovation of a two-classroom block; Lagwel: a four-classroom block; Ogwangan: a two-classroom block; Potica: a two-classroom block; Agoro: a two-classroom block; and Lelapwot: a two classroom block.

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

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

- From the planner obtain and review the sub-programme AWP and performance reports to check whether resources and expenditures for school O&M activities were allocated towards school maintenance in line with the school condition assessment.

If the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule. Score 7 or else score: 0

From the annual work plan for FY 2023/2024 dated 1/07/2024, page 44 of 65, under budget code 320003, the LG allocated 184,455,000 UGX for the maintenance of two classroom blocks in the following schools: Jamula P/S, Pawach P/S, Labayango P/S, Paloga P/S, Ongomlac P/S, Lamwogog P/S, and Lugwar P/S, Padibe Girls P/S, Ogwangan P/S, and Potica P/S; Agoro P/S and Lelapwot P/S, and renovation of a four-classroom block at Lagwel P/S.

Monitoring and Inspection

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

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

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

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

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

From the list of schools, all 74 schools received a capitation of 933,299,000 UGX and subsequently submitted their accountabilities to the LG that clearly describe activities undertaken with the capitation received. From the sampled schools, Ngomlac P/S received 20,738,847 UGX, while Ayago P/S received 14,700,000 UGX. These schools submitted their reports on 11/11/2023 and 11/11/2023, respectively. These reports specifically addressed the priority areas, which were academics, health and sanitation, games and sports, maintenance and repair, utilities, and management, broken down as follows: 35% instructional materials, 20% co-curricular activities, 15% management, 10% administration, and 20% on others/contingencies.

Management of Financial Resources

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| 18 | <p>a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines</p> <p>b) Evidence that the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes.</p> | <p>From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division</p> <p>From the LG Education department, obtain and review:</p> <p>Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes</p> <p>If the LG used 100% of inspection funds to conduct inspection as per guidelines score 3 or else score: 0</p> | <p>The inspection department received 31,216,000 UGX as an inspection grant for the previous FY. This money was transferred to the inspection division in three installments in line with quarterly allocation as shown below: 27/07/2023 received 10,405,333 UGX, 22/1/2024 received 10,405,333 UGX and 18/04/2024 received 10,405,333 UGX this fund was used 100% on activities like assessing the learning environment, school management and headteacher's performance, community involvement, and checking on the effectiveness of the teaching and learning.</p> |
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| 18 | <p>a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines</p> <p>b) Evidence that the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes.</p> | <p>From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division</p> <p>From the LG Education department, obtain and review:</p> <p>Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes</p> <p>If the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes score 2 or else score 0.</p> | <p>The inspection department received 31,216,000 UGX as an inspection grant for the previous FY and transferred to the inspectorate department on 27/07/2023, 22/01/2024, and 18/04/2024, respectively. The grant was used on activities like assessing the learning environment, school management and headteacher's performance, community involvement, and checking on the effectiveness of the teaching and learning. Subsequently, it has improved on learner and teacher attendance.</p> |
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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

From the sampled schools, which were Ngomlac P/S, Ayago P/S, and Lokung SS, the following was observed:

i) None of the sampled schools was using energy efficiency measures like use of solar, biogas and energy saving cooking stoves

ii) All the sampled schools had a proper waste management strategy; there was no waste separation.

iii) In all the sampled schools, they had tree planting and green spaces within the school to ensure a safe learning environment.

iv) All the sampled schools had a borehole as a provision of clean water sources.

v) With the exception of Lokung SS, the rest of the sampled schools did not have established and functional environmental clubs

vi) There was a provision of facilities for disposal, and changing of sanitary pads was in all the sampled schools.

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

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

LG conducted training and sensitization on the protection measures

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

Sample 3 schools to ascertain that LG

From the three sampled schools were: Lokung Secondary school, Ngomlac P/S and Ayago P/S . The following observations were made:

i) All the sampled schools had school rules and regulations and disciplinary committees to enforce the rules and regulations all aimed at creating a safe learning environment and protection of learners and teachers against any form of violence, abuse, or discrimination..

ii) The Local Government (LG) Education Office did not provide documented proof of training or sensitization of teachers, workers, children, School Management Committees (SMCs), Boards of Governors (BoGs), and communities on measures to eliminate violence, abuse, or discrimination.

iii) The sampled schools do not have evidence that SMCs and BoGs have been trained on grievance management or stakeholder engagement

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

Transparency, oversight, reporting and accountability

21

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

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

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.

From the inspection report finding dated 6/3/2024, the LG identified and documented areas that hamper the improvement of learning outcomes at the school level within the LG. Inadequate teacher preparation, inadequate use of teaching-learning aids, curriculum interpretation by teachers, no systematic monitoring of learner performance, school feeding, low parental support in the teaching-learning process, which, among other things, included limited innovative teaching methods

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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	<ul style="list-style-type: none"> • 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)
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	Letters from DES acknowledging receipt of inspection reports.
f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations	Obtain and review the school inspection and training reports to determine
g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan	<ul style="list-style-type: none"> • Whether the schools were supported to develop the SIP • Whether the SIPs address the gaps identified in the School Performance Assessment <p>Whether the schools were supported to implement the SIPs</p> <p>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.</p>

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| <p>a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG</p> <p>b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs</p> <p>c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection</p> <p>d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection</p> <p>e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools</p> <p>f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations</p> <p>g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan</p> | <p>Check and verify if the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs score 2 or else score 0.</p> | <p>On 20/07/2023, 15/01/2024,20/05/2024 LG developed a school inspection plan to cover its termly inspection activities, the plan highlights specific activities, verifiable indicators, and outputs like improving the teaching and learning outcomes, increasing parental and community involvement, and enhancing the functionality of the school management committees.</p> |
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| <p>a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG</p> <p>b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs</p> <p>c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection</p> <p>d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection</p> <p>e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools</p> <p>f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations</p> <p>g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan</p> | <p>Check and verify if 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.</p> | <p>It was evident from the education department report dated 19/09/2024 that 95.04% of the primary schools were inspected in the three terms, as shown below: In term three (2023), 69 out of 74 (100%) schools were inspected. while in terms one and two (2024), also 71 out of 74 schools were inspected. The inspection reports were disseminated at the school level and at the LG; for example, the inspection findings were disseminated to the headteachers at child care padide.</p> |
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| <p>a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG</p> <p>b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs</p> <p>c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection</p> <p>d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection</p> <p>e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools</p> <p>f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations</p> <p>g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan</p> | <p>Check and verify if the LG supported schools to develop SIPs to address areas of weakness observed during inspection score 2 or else score 0.</p> | <p>From the sampled schools, they all had developed SIP following a template that was issued by the LG after training on SIP implementation on 19/02/2024 . The training took place at child care Padide and attracted 74 headteachers and their deputies .In Ayago P/S, one of the sampled schools that was experiencing challenges in early grade reading, the focus was put on increasing support supervision, soliciting for more instruction materials, and improving teacher motivation developed its SIP on 22/02/2024 to address the above challenges while Ngomlac developed its SIP on 28/2/2024 and , the focus was on improving the learning environment as well community and parent involvement.</p> |
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a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG

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

There was evidence that the LG conducted school performance assessments in 69 government-aided primary schools and produced a report dated October 06/03/2024. involvement of parent and community scored highest with 97% while effectiveness of teaching and learning score lowest with 66%. The overall DLG rating was 80.24%

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

a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG	Check and verify if the LG Education Officer has monitored inspection activities and implemented the inspection recommendations score 2 or else score 0.	From DEO monitoring reports dated 04/07/2023; 11/03/2024, and 24/07/2024, it was evident that the LG monitored inspection activities and implemented inspection recommendations; among the emerging issues of focus included assessing facility conditions, support supervision, and improving learner's early-grade reading and writing. The monitoring reports also come up with strategies like enhancing professional development in financial management, instructional leadership and strengthening school-community relationship.
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		

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| <p>a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG</p> <p>b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs</p> <p>c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection</p> <p>d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection</p> <p>e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools</p> <p>f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations</p> <p>g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan</p> | <p>Check and verify if the LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan score 2 or else score 0.</p> | <p>The LG education department organized training programs on 19/02/2024 at padide child care targeting parents so as to increase their involvement in the education of their children as well as to mobilizing them to be the primary monitors of the teaching learning process of their children.</p> |
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No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that DHO and ADHO MCH have supervised and supported all health facilities to ensure the LG either has no death or has audited all perinatal deaths that happened in all the facilities	<ul style="list-style-type: none"> • Obtain and review DHIS2 to establish whether any of the health facilities experienced Perinatal Death. • Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs. • Obtain and review Audit Reports and the MPDSR report to establish whether the sampled health facilities experienced Perinatal Death, conducted audits in the previous FY. <p>Check and verify if the DHO and ADHO MCH have supervised and supported all health facilities to ensure the LG either has no death or has audited all perinatal deaths that happened in all the facilities score 6 or else score 0.</p>	<p>There was evidence that the DHO and ADHO MCH supervised and supported all health facilities to ensure that the LG either had no death or had audited all perinatal deaths that happened in all the facilities as indicated below:</p> <p>1. Padibe HCIV: The maternity register indicated that Padibe HCIV registered 33 deaths that occurred on: 26/7/2023, 30/7/2023, 4/9/2023, 9/9/2023, 13/10/2023, 24/10/2023, 14/11/2023, 17/11/2023, 28/12/2023, 15/1/2024, 14/1/2024, 18/1/2024, 27/1/2024, 12/2/2024, 13/2/2024, 14/2/2024, 12/2/2024, 13/2/2024, 10/2/2024, 3/3/2024, 5/3/2024, 2/3/2024, 2/4/2024, 22/4/2024, 28/4/2024, 20/5/2024, 3/6/2024, 9/6/2024, 18/6/2024, 19/6/2024, 9/9/2023, 12/11/2023 and 14/12/2023. DHIS2, particularly HMIS 019 and HMIS 105 indicated that all the 33 perinatal deaths were reported. DHIS2, particularly HMIS MCH 017 and HMIS 105 and MPDSR reports titled "Perinatal death audit reports FY 2023/2024" indicated that all the 33 perinatal deaths were audited on: 31/7/2023, 31/7/2023, 7/9/2023, 12/9/2023, 26/10/2023, 26/10/2023, 20/11/2023, 20/11/2023, 29/12/2023, 18/1/2024, 18/1/2024, 18/1/2024, 31/1/2024, 13/2/2024, 14/2/2024, 15/2/2024, 15/2/2024, 15/2/2024, 23/2/2024, 7/3/2024, 7/3/2024, 7/3/2024, 2/4/2024, 26/4/2024, 3/5/2024, 23/5/2024, 5/6/2024, 12/6/2024, 19/6/2024, 28/6/2024, 12/9/2023, 13/11/2023 and 15/12/2023 respectively;</p> <p>2. Palabek Gem HCIII: The maternity register indicated that Palabek Gem HCIII registered 3 deaths that occurred on: 24/9/2023, 31/12/2023 and 3/1/2024. DHIS2, particularly HMIS 019 and HMIS 105 indicated that all the 3 perinatal deaths were reported. DHIS2, particularly HMIS MCH 017 and HMIS 105 and MPDSR reports titled "Perinatal death audit report FY 2023/2024" indicated that all the 3 perinatal deaths were audited on: 5/10/2023, 3/1/2024 and 5/1/2024 respectively; and</p> <p>3. Katum HCIII: The maternity register indicated that Katum HCIII did not register any perinatal deaths in the FY 2023/2024.</p>	6

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

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

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

There was evidence that the LG had ensured that all malaria cases treated were tested.

All the sampled facilities had malaria positive tests in Q2 and Q4 of FY 2023/2024 equal to or greater than the number treated for malaria as follows:

1. Padibe HCIV:

- In Q2, the OPD register had 2,289 malaria diagnoses and IPD register had 504 malaria diagnoses, making a total of 2,793 malaria diagnoses. The lab register had 2,793 malaria positive tests. The registers and DHIS2 indicated that all the 2,793 malaria cases were treated.

- In Q4, the OPD register had 2,028 malaria diagnoses and IPD register had 296 malaria diagnoses, making a total of 2,324 malaria diagnoses. The lab register had 2,324 malaria positive tests. The registers and DHIS2 indicated that all the 2,324 malaria cases were treated.

2. Palabek Gem HCIII:

- In Q2, the OPD register had 2,062 malaria diagnoses and IPD register had 71 malaria diagnoses, making a total of 2,133 malaria diagnoses. The lab register had 2,133 malaria positive tests. The registers and DHIS2 indicated that all the 2,133 malaria cases were treated.

- In Q4, the OPD register had 2,260 malaria diagnoses and IPD register had 63 malaria diagnoses, making a total of 2,323 malaria diagnoses. The lab register had 2,323 malaria positive tests. The registers and DHIS2 indicated that all the 2,323 malaria cases were treated.

3. Katum HCIII:

- In Q2, the OPD register had 1,451 malaria diagnoses and IPD register had 15 malaria diagnoses, making a total of 1,466 malaria diagnoses. The lab register had 1,466 malaria positive tests. The registers and DHIS2 indicated that all the 1,466 malaria cases were treated.

- In Q4, the OPD register had 1,185 malaria diagnoses and IPD register had 21 malaria diagnoses, making a total of 1,206 malaria diagnoses. The lab register had 1,206 malaria positive tests. The registers and DHIS2 indicated that all the 1,206 malaria cases were treated.

Access

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

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

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

There was evidence that the LG facilities increased OPD attendance by 12% between FY 2022/2023 and 2023/2024 (from 400,005 OPD attendance in FY 2022/2023 to 447,327 OPD attendance in FY 2023/2024), which is above the required 5%.

Calculation

$$\frac{447,327 - 400,005}{400,005} \times 100 = 12\%$$

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

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

Review community outreach reports to establish whether all health facilities:

- Submitted quarterly VHT reports in the previous FY

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

There was evidence that the LG had ensured that all public health facilities submitted quarterly VHT reports in FY 2023/2024. The DHO's office received 104 VHT reports (4 reports from each of the 26 public health facilities). The submission dates for each facility are as follows:

1. Agoro HCIII: Q1-12th October 2023, Q2-19th January 2024, Q3-16th April 2024 and Q4-11th July 2024;
2. Pawach HCII Q1-12th October 2023, Q2-8th January 2024, Q3-5th April 2024 and Q4-11th July 2024;
3. Potika HCII: Q1-12th October 2023, Q2-4th January 2024, Q3-24th April 2024 and Q4-3rd July 2024;
4. Lokung HCIII: Q1-12th October 2023, Q2-19th January 2024, Q3-5th April 2024 and Q4-16th July 2024;
5. Dibolyec HCII: Q1-12th October 2023, Q2-15th January 2024, Q3-11th April 2024 and Q4-11th July 2024;
6. Ngomoromo HCII: Q1-12th October 2023, Q2-4th January 2024, Q3-8th April 2024 and Q4-11th July 2024;
7. Pangira HCII: Q1-20th October 2023, Q2-5th January 2024, Q3-19th April 2024 and Q4-11th July 2024;
8. Madi-Opei HCIV: Q1-12th October 2023, Q2-19th January 2024, Q3-12th April 2024 and Q4-11th July 2024;
9. Okol HCII: Q1-12th October 2023, Q2-19th January 2024, Q3-10th April 2024 and Q4-7th July 2024;
10. Katum HCIII: Q1-14th October 2023, Q2-12th January 2024, Q3-15th April 2024 and Q4-11th July 2024;
11. Ogako HCIII: Q1-13th October 2023, Q2-10th January 2024, Q3-9th April 2024 and Q4-11th July 2024;
12. Padibe HCIV: Q1-12th October 2023, Q2-22nd January 2024, Q3-14th April 2024 and Q4-11th July 2024;
13. St. Peter & Paul HCIII: Q1-12th October 2023, Q2-5th January 2024, Q3-9th April 2024 and Q4-11th July 2024;
14. Madi-Kiloc HCII: Q1-12th October 2023, Q2-10th January 2024, Q3-8th April 2024 and Q4-11th July 2024;
15. Padibe West HCIII: Q1-12th October 2023, Q2-22nd

January 2024, Q3-15th April 2024 and Q4-11th July 2024;

16. Anaka HCII: Q1-13th October 2023, Q2-11th January 2024, Q3-13th April 2024 and Q4-11th July 2024;

17. Palabek Gem HCIII: Q1-10th October 2023, Q2-12th January 2024, Q3-8th April 2024 and Q4-11th July 2024;

18. Kapeta HCII: Q1-12th October 2023, Q2-19th January 2024, Q3-5th April 2024 and Q4-11th July 2024;

19. Palabek Kal HCIV: Q1-12th October 2023, Q2-22nd January 2024, Q3-17th April 2024 and Q4-11th July 2024;

20. Pauma HCII: Q1-12th October 2023, Q2-22nd January 2024, Q3-11th April 2024 and Q4-11th July 2024;

21. Akworo HCIII: Q1-12th October 2023, Q2-12th January 2024, Q3-8th April 2024 and Q4-10th July 2024;

22. Apyeta HCII: Q1-12th October 2023, Q2-11th January 2024, Q3-22nd April 2024 and Q4-10th July 2024;

23. Awich HCIII: Q1-12th October 2023, Q2-13th January 2024, Q3-7th April 2024 and Q4-4th July 2024;

24. Palabek Ogili HCIII: Q1-12th October 2023, Q2-12th January 2024, Q3-11th April 2024 and Q4-10th July 2024;

25. Paluda HCIII: Q1-6th October 2023, Q2-16th January 2024, Q3-5th April 2024 and Q4-4th July 2024; and

26. Paloga HCIII: Q1-12th October 2023, Q2-12th January 2024, Q3-8th April 2024 and Q4-11th July 2024.

4

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| 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: |
| 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 | <ul style="list-style-type: none"> • Conducted at least 48 community outreaches in the previous FY including 4 at schools Verify if the LG has ensured that each public health facilities conducted at least 48 community outreaches in the previous FY score 4 or else 0 |

There was evidence that the LG had ensured that each public health facility conducted at least 48 community outreaches in the previous FY 2023/2024. The number of outreaches per program area for the sampled health facilities are as follows:

1. Padibe HCIV: 53 EPI outreaches, 36 HCT outreaches, 16 environmental health outreaches, 12 health promotion outreaches, 24 SRH outreaches and 8 school health outreaches;
2. Palabek Gem HCIII: 49 EPI outreaches, 42 HCT outreaches, 34 environmental health outreaches, 44 health promotion outreaches, 42 SRH outreaches and 13 school health outreaches; and
3. Katum HCIII: 50 EPI outreaches, 17 HCT outreaches, 7 environmental health outreaches, 21 health promotion outreaches, 20 SRH outreaches and 9 school health outreaches.

4

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 evidence that the LG increased maternal care service attendance for: Antenatal Care Services in the 1st Trimester, immunization services for measles, Rubella and deliveries at health facilities between the previous but one and the previous FY as highlighted below:

- i) Maternal care service attendance for the Antenatal Care Services in the 1st Trimester increased by 2% between FY 2022/2023 and FY2023/2024 (from 5,416 in FY 2022/2023 to 5,525 in FY 2023/2024), which is equal to the required 2% increase;

Calculation

$$\frac{5,525 - 5,416}{5,416} \times 100 = 2\%$$

5,416

- ii) Maternal care service attendance for the immunization services for measles-Rubella increased by 337% between FY 2022/2023 and FY 2023/2024 (from 518 in FY 2022/2023 to 2,264 in FY 2023/2024), which is way above the required 2% increase; and

Calculation

$$\frac{2,264 - 518}{518} \times 100 = 337\%$$

518

- iii) Maternal care service attendance for deliveries at health facilities increased by 2% between FY2022/2023 and FY 2023/2024 (from 6,059 in FY 2022/2023 to 6,194 in FY 2023/2024), which is equal to the required 2% increase.

Calculation

$$\frac{6,194 - 6,059}{6,059} \times 100 = 2\%$$

6,059

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 the LG increased the number of women of reproductive age receiving Family Planning (FP) services by 18% between FY2022/2023 and FY 2023/2024 (from 11,993 in FY 2022/2023 to 14,197 in FY 2023/2024), which is above the required 5%.

Calculation

$$\frac{14,197 - 11,993}{11,993} \times 100 = 18\%$$

11,993

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

There was evidence that the LG enrolled at least 95% newly tested HIV positives into HIV chronic care in the previous FY 2023/2024. The LG enrolled 97% of newly tested HIV positives into HIV chronic care, which is above the required 95%. Those tested HIV positive were 486 and those enrolled into chronic HIV care were 470 in the FY 2023/2024.

Calculation

$$\frac{470}{486} \times 100 = 97\%$$

486

Efficiency

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

- Review DHIS2 data to establish the total ANC clients

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

- Calculate the average.

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

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

There was evidence that the average number of ANC clients attended to by each midwife at the facilities was at least 800 or 1200 ANC clients per year.

The average number of ANC clients attended to by each midwife at the facilities was 1,909 per year. This is above the required minimum of 1,200 ANC clients per year.

The number of midwives deployed in the previous FY 2023/2024 was 21 and the total ANC attendance in FY 2023/2024 was 40,092. Below are the names and respective facilities of the midwives as indicated on the staff list titled "Lamwo district updated staff list", updated July 2023:

1. Atimango Irene Omono-Madi-Opei HCIV
2. Arach Alice Nyeko-Madi-Opei HCIV
3. Lalunyu Rose-Madi-Opei HCIV
4. Akello Rose Mary-Padibe HCIV
5. Amito-Chan Grace-Padibe HCIV
6. Lakot Miriam-Padibe HCIV
7. Ayugi Sandra-Lokung HCIII
8. Achola Proscovia-Lokung HCIII
9. Awacango Stella-Lokung HCIII
10. Aromorach Polline Grace-Katum HCIII
11. Lamunu Irene Laura-Padibe West HCIII
12. Amony Christine Jimmy-Palabek Gem HCIII
13. Aneno Dovina Proscovia-Palabek Gem HCIII
14. Akidi Sejelina-Paloga HCIII
15. Anek Eunice Odoch-Paloga HCIII
16. Amony Paska-Madi-Opei HCIV
17. Laker Susan-Palabek Ogili HCIII
18. Alal Pamela-Agoro HCIII
19. Aparo Caroline-Agoro HCIII
20. Akello Santa-Anaka HCII
21. Auma Agness-Apyeta HCII

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 the LG ensured that patients admitted with Malaria averagely spend not more than 3 days on admission as follows:

1. Padibe HCIV: In Q2, the number of days of admission to discharge for the 5 sampled patients with IPD numbers: 1215, 1217, 1222, 1253 and 1254 were 2,2,2,2 and 2 respectively, therefore the average number of days of stay was 2 days. In Q4, the number of days of admission to discharge for the 5 sampled patients with IPD numbers: 2511, 2521, 2523, 2596 and 2612 were 2,2,3,2 and 2 respectively, therefore, the average number of days of stay was 2 days;

2. Palabek Gem HCIII: In Q2, the number of days of admission to discharge for the 5 sampled patients with IPD numbers: 156, 163, 164, 203 and 258 were 2,2,2,2 and 2 respectively, therefore the average number of days of stay was 2 days. In Q4, the number of days of admission to discharge for the 5 sampled patients with IPD numbers: 389, 388, 432, 461 and 443 were 2,3,2,2 and 2 respectively, therefore, the average number of days of stay was 2 days; and

3. Katum HCIII: In Q2, the number of days of admission to discharge for the 5 sampled patients with IPD numbers: 42, 48, 50, 51 and 53 were 2,2,2,3 and 2 respectively, therefore, the average number of days of stay was 2 days. In Q4, the number of days of admission to discharge for the 5 sampled patients with IPD numbers 116, 117, 119, 121 and 123 were 2,3,2,2 and 2 respectively, therefore, the average number of days of stay was 2 days.

Human Resource Management

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

- From the HRM Unit obtain and review staff lists for all facilities.

- Verify the staff number and their respective job positions deployed at each of the health facility.

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

- o At least 3 Medical Officers,

- o At least 5 theatre staff,

- o At least 5 clinical Officers

- o At least 20 Nurses,

- o At least 6 Lab personnel,

- o At least 12 midwives,

- o Health assistant

Score 5 or else 0

There was no evidence that the LG had recruited the critical staff in Health Centre IVs. The following are the critical staff at Padibe HCIV as indicated on the staff / deployment list titled "Lamwo district updated staff list", updated July 2023:

- Medical Officers-2 (Opoka Gustave and Omoya Denish)

- Anesthetic/theatre staff-2 (Can-Oroma Gladys and Ocung John Bosco Okidi)

- Clinical Officers-3 (Oceng .O. Peter, Okumu George and Obol Justine)

- Nurses-10 (Aryemo Evelyn, Anena Robina, Amito Anna, Ochom Isaac, Akullu Christine, Laker Florence, Kidega Johnson, Anek Christine, Aciro Nighty and Abalo Filder)

- Lab personnel-2 (Oketa Charles and Akena Keneth)

- Midwives-3 (Lakot Miriam, Akello Rose and Amito-Chan Grace)

- Health Assistant-1 (Lonyuta Stella)

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

- From the HRM Unit obtain and review staff lists for all facilities.
 - Verify the staff number and their respective job positions deployed at each of the health facility.
 - Sample two (2) Health Centre IIIs to verify deployment of the following critical staff:
 - Evidence that the LG has recruited the following critical staff in Health Centre IIIs
 - o At least 2 Clinical Officers,
 - o At least 10 Nurses,
 - o At least 2 Lab personnel,
 - o At least 6 midwives,
 - o Health assistant
- Score 5 or else 0

There was no evidence that the LG had recruited the critical staff in Health Centre IIIs. The following are the critical staff deployed at each sampled HCIII as indicated on the staff / deployment list titled "Lamwo district updated staff list", updated July 2023:

1. Palabek Gem HCIII:

- Clinical Officer-1 (Odongping Bosco)
- Nurses-3 (Aciro Lillian, Loita K. Ambrose Ochen and Atim Joyce)
- Lab personnel-1 (Obwona Charles)
- Midwives-2 (Aneno Dovina Proscovia and Amony Christine Jimmy)
- Health Assistant-1 (Oroma Geoffrey); and

2. Katum HCIII:

- Clinical Officer-2 (Ocira Walter and Opio Joseph)
- Nurses-2 (Wacgiu Pacotoo John and Amito Janet)
- Lab personnel-1 (Kidega Patrick)
- Midwives-1 (Aromorach Polline Grace)
- Health Assistant-0

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 DHO and HR ensured that all medical staff had valid practicing licenses (PL) to meet standards of practice by various regulating bodies to improve quality. There were files at DHO's office titled "Practicing licences, FY 2023/2024" from different professional bodies and all the staff had valid licences on file as follows: the 4 Medical Officers had valid licences from UMDPC, the 11 Clinical Officers had valid licences from AHPC, the 43 nurses had valid licences from NMC, the 24 midwives had valid licences from NMC, the 16 lab personnels had valid licences from AHPC and the 13 Health Assistants had licences from AHPC.

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.	There was evidence that all HCs conducted at least 7 CMEs in the previous FY 2023/2024. The facilities conducted the 7 CMEs and all critical staff attended as per the following report titles and dates:
	Obtain and review the CME/CPD reports to establish whether	Padibe HCIV: 1. "Malaria" dated 1st November 2023 2. "Diarrhoea" dated 8th November 2023 3. "Peptic ulcer" dated 15th October 2023 4. "High risk assessment at ANC" dated 16th November 2023 5. "Immunization" dated 22nd November 2023.
	i. All HC IVs and District Hospitals were certified as CME/CPD centers in the previous FY	6. "Infection Prevention and Control" dated 29th November 2023 7. "Hypertension" dated 8th May 2024
	ii. All HC IVs and District Hospitals submitted the report to the Medical Council in the previous FY	Palabek Gem HCIII: 1. "Septicaemia" dated 5th July 2023 2. "Malaria in pregnancy" dated 1st November 2023 3. "Anaemia in pregnancy" dated 8th November 2023 4. "Tuberculosis" dated 14th December 2023
	iii. HC IVs and District Hospitals provided at least 7 CME/CPDs to each of the HC IIIs under their jurisdiction	5. "Infection Prevention and Control" dated 18th January 2024 6. "Management of malaria" dated 8th February 2024 7. "Goal oriented ANC protocol" dated 21st March 2024; and
	Verify if All HCs conduct at least 7 CMEs in the previous FY score 2 or else 0	Katum HCIII: 1. "UNEPI Immunization schedule" dated 5th July 2023 2. "ANC and Malaria in pregnancy" dated 26th July 2023 3. "IUFD" dated 9th August 2023 4. "IMAM" dated 20th September 2023 5. "Prevention of abuse and harassment at work place" dated 27th September 2023 6. "Management of severe malaria" dated 15th November 2023 7. "Principles of QI" dated 20th November 2023.

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

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

Obtain and review the CME/CPD reports to establish whether

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

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

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

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

There was no evidence that the LG ensured all HC IVs and District Hospitals were certified as CME/CPD centers in the previous FY 2023/2024. Padibe HCIV did not have the CPD certificate from the medical council at the time of the assessment.

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

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

Obtain and review the CME/CPD reports to establish whether

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

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

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

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

There was no evidence that All HC IVs and District Hospitals provided at least 4 CPDs to each of HC IIIs in the previous FY and submitted the report to the (relevant) Medical Council. Padibe HCIV did not have any CME/CPD reports submitted to the medical council at the time of the assessment.

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 health facilities in the LG had hand washing facilities with soap or alcohol-based sanitizer at all work stations.

Padibe HCIV, Palabek Gem HCIII and Katum HCIII had hand washing facilities with soap or alcohol-based sanitizer at all work, that included Antenatal care, maternity, OPD, Laboratory, theatre, Children's ward, postnatal ward, and general ward.

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 the health facilities in the LG had Sterilizers for equipment as follows:

1. Padibe HCIV had 2 sterilizers (1 for maternity equipment and 1 for theatre equipment);
2. Palabek Gem HCIII had 1 sterilizer for maternity equipment; and
3. Katum HCIII had 1 sterilizer for maternity equipment.

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

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

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

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

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

Waste management and disposal facilities at all work stations including:

- a. color coded waste bins, biohazard bags and safety boxes

- b. Sorting waste according to color code

- c. Placenta pit score 2 or else 0

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

1. Padibe HCIV had colour coded waste bins, biohazard bags and biosafety boxes at all work stations which included Antenatal care, maternity, OPD, Laboratory, theatre, Children's ward, postnatal ward, and general ward. All the waste was sorted according to colour codes at all stations. The facility had a placenta pit;

2. Palabek Gem HCIII had colour coded waste bins, biohazard bags and biosafety boxes at all work stations which included Antenatal care, maternity, OPD, Laboratory, Children's ward, postnatal ward, and general ward. All the waste was sorted according to colour codes at all stations. The facility had a placenta pit; and

2. Katum HCIII had colour coded waste bins, biohazard bags and biosafety boxes at all work stations which included Antenatal care, maternity, OPD, Laboratory, Children's ward, postnatal ward, and general ward. All the waste was sorted according to colour codes at all stations. The facility had 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 health facilities in the LG had clean human waste disposal facilities for patients and staff segregated between male and female with hand washing facility with water and soap. All the sampled health facilities, namely, Padibe HCIV, Palabek HCIII and Katum HCIII had pit latrines for both patients and staff and the ones for males had been segregated from the ones for females. At the entrance of each latrine there was a hand washing facility with clean water and soap.

13	<p>Evidence that health facilities in the LG have functional infection prevention and control amenities.</p>	<ul style="list-style-type: none"> • Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs • Observe existence of the listed necessary infection prevention and control facilities and supplies • In case the LG has no health facilities award score. <p>Verify if the health facilities in the LG have the following functional infection prevention and control amenities</p> <p>Safe water source score 2 or else 0</p>	<p>There was evidence that the health facilities in the LG had Safe water source(s) as follows:</p> <ol style="list-style-type: none"> 1. Padibe HCIV had a borehole where water is pumped in jerricans and a motorised solar pump connected to a water tank; 2. Palabek Gem HCIII had a borehole where water is pumped in jerricans and a motorised solar pump connected to a water tank; and 3. Katum HCIII had a well-protected borehole. The facility also had rain harvested water in covered plastic tanks. 	2
14	<p>Evidence that the health facilities have visible sign posts listing all available services in local language offered free of charge</p> <p>Evidence that the health facilities compound and service units have clear signs for directions in local language</p>	<p>Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs</p> <ul style="list-style-type: none"> • Observe existence of the signposts and labels • Obtain list of services offered from in-charge and compare with those on the sign-posts. <p>Verify if the health facilities have visible sign posts listing all available services in local language offered free of charge score 2 or else 0</p>	<p>There was evidence the health facilities had visible sign posts listing all available services offered free of charge in local language.</p> <ol style="list-style-type: none"> 1. Padibe HCIV had a sign post in Acholi (local language) indicating that the facility offers free OPD, maternity, IPD, theatre, antenatal, postnatal, youth-friendly services, immunization, HIV counselling and testing, ART services, Laboratory services, ambulance services, family planning, nutrition services and safe male circumcision services; 2. Palabek Gem HCIII had a sign post in Acholi (local language) indicating that the facility offers free OPD, maternity, In-patient, HIV counselling and testing, Antenatal, postnatal, ART, nutrition and laboratory, immunization services; and 3. Katum HCIII had a sign post in Acholi (local language) indicating that the facility offers free OPD, maternity, In-patient, HIV counselling and testing, Antenatal, postnatal, ART, nutrition and laboratory, immunization services. 	2

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 sign-posts.

Verify if the health facilities compound and service units have clear signs for directions in local language score 2 or else 0

There was evidence that the health facilities compound and service units had clear signs for directions in local language as indicated below:

1. Padibe HCIV had a sign post in Acholi (local language) that indicated directions to the OPD, maternity, postnatal, male medical ward and female medical ward. Further, at each unit there were sign posts in Acholi (local language) indicating where to get drugs from, the nurses station and clinician rooms;
2. Palabek Gem HCIII had a sign post in Acholi (local language) that indicated directions to the OPD and maternity sections. Further, at OPD and maternity, there were sign posts in Acholi (local language) indicating where to get drugs from, the nurses station, injection room and clinician rooms; and
3. Katum HCIII had a sign post in Acholi (local language) that indicated directions to the OPD and maternity sections. Further, at OPD and maternity, there were sign posts in Acholi (local language) indicating where to get drugs from, the nurses station, Laboratory, injection room and clinician rooms

Management of Financial Resources

Evidence that the LG has supported all health facilities to:

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

From the LG Health Officer, obtain and

- Review bottleneck analysis report.

- Review annual work plan HMIS 001

- Review annual budget report HMIS 020

- Narrative Activity Report

Verify if the LG supported all health facilities to

i. Make a bottleneck analysis;

ii. Design work plans to address the bottlenecks

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

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

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

There was evidence that the LG had supported all health facilities to: make a bottleneck analysis; design work plans to address the bottlenecks; allocated funds to activities intended to address the bottlenecks; and produced reports which describe the activities conducted and explains what has been achieved in relation to improving health outcomes as below:

1. Padibe HCIV workplan titled "HMIS 001 Annual Comprehensive workplan FY2023/2024, Lamwo district, Vote 879, Padibe HCIV, code 8008027127898" dated 30th March 2023 had a bottleneck analysis on pages 42 to 48 and budget showing allocated funds on pages 49 to 51. The bottleneck on page 44 indicated low postnatal care (PNC) coverage and recommended mentorship of facility staff on PNC attendance. A mentorship report titled "Report on integrated technical mentorship to health facilities level IV, III and high volume HCIIIs from 13th June to 1st July 2024", dated 2nd July 2024 indicated that mentorship for facility staff on PNC attendance at 6 weeks had been.

2. Palabek Gem HCIII workplan titled "HMIS 001 Annual Comprehensive Workplan, FY 2023/2024, Lamwo District Local Government, Palabek Gem HCIII" dated 27th March 2023 had a bottleneck analysis on pages 41 to 43 and budget showing allocated funds on pages 44 to 49. Page 41 of the Annual Workplan indicated a challenge of low ANC 1st trimester attendance and recommended screening of women of reproductive age for pregnancy at all entry points. A report titled "Minutes extract from quarter 1 performance review", dated 6th September 2023 on page 3 shows that screening of women of reproductive age for pregnancy at all entry points was being conducted at Palabek Gem HCIII; and

3. Katum HCIII workplan titled "HMIS001 Annual Comprehensive Workplan, FY 2023/2024 Lamwo District, Katum HCIII, code 237356" dated 30th March 2023 had a bottleneck analysis on pages 37 to 48 and budget showing allocated funds on pages 49 to 52. The bottleneck on page 38 indicated low immunization coverage and the recommendation was to track all children who were non- and under-immunized through the VHTs. A report titled "Report on on-job mentorship of service providers on EPI" dated 29th February 2024 on page 2 indicated that a list of all non or under-immunized was generated and shared with the respective VHTs to trace the children and support their coming to the facilities for immunization.

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

- Review annual work plan HMIS 001

- Review annual budget report HMIS 020

- Narrative Activity Report

Verify if the DHO

i. Makes a bottleneck analysis;

ii. Designs work plans to address the bottlenecks

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

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

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

There was evidence that the DHO made a bottleneck analysis, and designed a work plan/s to address the bottlenecks, allocated funds, and produced reports to improve health outcomes as follows:

The DHO made a bottleneck analysis as evidenced on pages 90 to 100 of the annual work plan, titled "HMIS 001 Comprehensive Workplan, FY 2023/2024, Lamwo district health department 879" dated 30th March 2023. On pages 101 to 116 of the workplan, there was a budget that showed allocation of funds to activities intended to address the bottlenecks. The bottleneck on page 94 indicated a problem of low ANC 8th visit and recommended mentorship of midwives to address. A report titled "Health facility mentorship of midwives on ANC and MPDSR" dated 29th February 2024 indicated that mentorship of midwives on ANC had been conducted.

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

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

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

There was evidence that the LG had put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities as follows:

1. Padibe HCIV: Copies of the client charter, code of conduct and sexual harassment policies were sent to the facility and In-charge acknowledged receipt on 13th July 2023. At the facility level, a disciplinary committee that handles issues of violation of staff code of conduct and sexual harassment policies or any other form of indiscipline. The LG instituted a reward and sanctions committee and grievance committee that also handle issues of staff code of conduct and sexual abuse/harassment that cannot be handled at the facility level. The LG established penalties for health workers who engage in violence, abuse and discrimination against patients / clients such as warnings, apologies and transfers. Furthermore, a letter titled "Prevention of abuse and harassment at work place" dated 30th June 2024 was written by the CAO to all health facility Incharges to remind them about the existence of abuse

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

and harassment and discourage any staff indulging in such practices;

2. Palabek Gem HCIII: Copies of the client charter, code of conduct and sexual harassment policies were sent to the facility and In-charge acknowledged receipt on 30th July 2023. At the facility level, a disciplinary committee that handles issues of violation of staff code of conduct and sexual harassment policies or any other form of indiscipline. The LG instituted a reward and sanctions committee and grievance committee that also handle issues of staff code of conduct and sexual abuse/harassment that cannot be handled at the facility level. The LG established penalties for health workers who engage in violence, abuse and discrimination against patients / clients such as warnings, apologies and transfers. Furthermore, a letter titled "Prevention of abuse and harassment at work place" dated 30th June 2024 was written by the CAO to all health facility Incharges to remind them about the existence of abuse and harassment and discourage any staff indulging in such practices ; and

3. Katum HCIII: Copies of the client charter, code of conduct and sexual harassment policies were sent to the facility and In-charge acknowledged receipt on 13th July 2023. At the facility level, a disciplinary committee that handles issues of violation of staff code of conduct and sexual harassment policies or any other form of indiscipline. The LG instituted a reward and sanctions committee and grievance committee that also handle issues of staff code of conduct and sexual abuse/harassment that cannot be handled at the facility level. The LG established penalties for health workers who engage in violence, abuse and discrimination against patients / clients such as warnings, apologies and transfers. Furthermore, a letter titled "Prevention of abuse and harassment at work place" dated 30th June 2024 was written by the CAO to all health facility Incharges to remind them about the existence of abuse and harassment and discourage any staff indulging in such practices.

Furthermore, the LG engaged a Non-governmental Organization (Oxfam Uganda) to conduct community awareness / sensitization on violence/abuse and discrimination. For example on 28th June 2024, the community of Palabek Gem, including patients of Palabek Gem HCIII was sensitized as evidenced by the existence of a report titled "community awareness / sensitization on violence/abuse and discrimination" dated 30th June 2024.

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 evidence that the LG had conducted training and sensitization on measures to eliminate any form of violence/abuse and discrimination at health facilities as follows:
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	1. Padibe HCIV: On 19th June 2024, the staff of Padibe HCIV were trained and sensitized on preventing and responding to sexual exploitation, abuse and harassment as evidenced in a report titled "Presentation by the DHO on prevention of abuse and harassment at workplace", dated 19th June 2024;
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	2. Palabek Gem HCIII: On 18th October 2023, the staff of Palabek Gem HCIII were trained and sensitized on preventing and responding to sexual exploitation, abuse and harassment as evidenced in a report titled "Presentation by the DHO on prevention of abuse and harassment at workplace", dated 19th June 2024; and 3. Katum HCIII: On 12th September 2023, the staff of Katum HCIII were trained and sensitized on preventing and responding to sexual exploitation, abuse and harassment as evidenced in a report titled "Presentation by the DHO on prevention of abuse and harassment at workplace", dated 19th June 2024.

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 evidence that the LG Health Office and Community Development Office had trained the HUMC on stakeholder engagement and grievance management as per the circular on grievance management by MoGLSD as highlighted below:
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	The HUMC was trained on stakeholder engagement and grievance management on 21st August 2023 as evidenced in a report titled "Training report for HUMCs (HCIIIs and HCIVs)", dated 21st August 2023. The content of the training included:
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	<ul style="list-style-type: none"> -Introduction -Gender and Human rights/Grievance management. -Community diagnosis -Participatory planning -Financial management -Constitution of Grievance Redress Committee and their role

Oversight and support supervision

<p>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.</p>	<p>From the LG Health Officer, obtain and</p> <ul style="list-style-type: none"> • 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 	<p>There was 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 as highlighted below:</p> <p>i) HUMCs approved work plans and budgets in all facilities</p> <p>Padibe HCIV workplan and budget, dated 30th March 2023 was approved by HUMC on 30th March 2023;</p> <p>Palabek Gem HCIII workplan and budget, dated 27th March 2023 was approved by HUMC on 28th March 2023; and</p> <p>Katum HCIII workplan and budget, dated 30th March 2023 was approved by HUMC on 30th March 2023.</p>
	<p>Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs</p>	<p>ii) LGHT supervised and mentored all facilities in relation to Data Quality Assurance (DQA)</p> <p>A report titled “Report on Integrated technical mentorship level IV, III and high volume II”, dated 2nd July 2023, showed that Padibe HCIV, Palabek Gem HCIII and Katum HCIII were supervised and mentored in relation to DQA on 13th June 2024, 27th June 2024 and 29th June 2024 respectively.</p>
	<p>Verify if there is evidence that:</p>	
	<p>i. That HUMCs approved work plans and budgets in all facilities</p>	<p>iii) LGHT supervised and mentored all facilities in relation to Expanded Program of Immunization (EPI)</p> <p>A report titled “Report on Integrated technical mentorship level IV, III and high volume II”, dated 2nd July 2024, showed that Padibe HCIV, Palabek Gem HCIII and Katum HCIII were supervised and mentored in relation to EPI on 13th June 2024, 27th June 2024 and 29th June 2024 respectively.</p>
	<p>ii. That LGHT supervised and mentored all facilities in relation to Data Quality Assurance (DQA)</p>	<p>iv) LGHT discussed supervision findings and followed-up on the recommendations made</p> <p>The supervision report titled “Integrated technical mentorship to health facilities level IV, III and high volume level II”, dated 2nd July 2024 indicated that vaccinators had low motivation due to delayed payment of their allowances. Follow up on this issue was done as indicated in a report titled “Targeted technical support supervision”, dated 17th July 2024 and it showed that the vaccinators had been paid their allowances.</p>
	<p>iii. That LGHT supervised and mentored all facilities in relation to Expanded Program of Immunization (EPI)</p>	
	<p>iv. That the LGHT discussed supervision findings and followed-up on the recommendations made.</p>	
	<p>If (i) to (iv) complied with score 6 or else 0</p>	

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 LG had submitted timely and complete HMIS 108 and 105 monthly summary data by the 14th day of the preceding months. The submission dates for the sampled facilities are as follows:

1. Padibe HCIV: The latest HMIS 105 was submitted on the 7th day of the preceding month and the latest HMIS 108 was submitted on the 7th day of the preceding month. The submission dates for HMIS 105 are: 7/8/2023, 7/9/2023, 7/10/2023, 7/11/2023, 6/12/2023, 4/1/2024, 6/2/2024, 4/3/2024, 4/4/2024, 7/5/2024, 7/6/2024 and 7/7/2024. The submission dates for HMIS 108 are: 7/8/2023, 6/9/2023, 7/10/2023, 6/11/2023, 6/12/2023, 4/1/2024, 6/2/2024, 4/3/2024, 4/4/2024, 7/5/2024, 7/6/2024 and 7/7/2024;
2. Palabek Gem HCIII: The latest HMIS 105 was submitted on the 7th day of the preceding month and the latest HMIS 108 was submitted on the 7th day of the preceding month. The submission dates for HMIS 105 are: 4/8/2023, 7/9/2023, 2/10/2023, 6/11/2023, 7/12/2023, 4/1/2024, 2/2/2024, 7/3/2024, 3/4/2024, 7/5/2024, 7/6/2024 and 5/7/2024. The submission dates for HMIS 108 are: 4/8/2023, 7/9/2023, 2/10/2023, 6/11/2023, 7/12/2023, 5/1/2024, 2/2/2024, 7/3/2024, 3/4/2024, 7/5/2024, 7/6/2024 and 5/7/2024; and
3. Katum HCIII: The latest HMIS 105 was submitted on the 7th day of the preceding month and the latest HMIS 108 was submitted on the 7th day of the preceding month. The submission dates for HMIS 105 are: 6/8/2023, 7/9/2023, 6/10/2023, 7/11/2023, 7/12/2023, 6/1/2024, 7/2/2024, 7/3/2024, 7/4/2024, 6/5/2024, 7/6/2024 and 5/7/2024. The submission dates for HMIS 108 are: 8/8/2023, 6/9/2023, 6/10/2023, 7/11/2023, 7/12/2023, 6/1/2024, 6/2/2024, 7/3/2024, 5/4/2024, 6/5/2024, 7/6/2024 and 7/7/2024.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	<p>a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.</p> <p>b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY</p> <p>c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY</p> <p>d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities</p> <p>e) Evidence that the water office followed up implementation of recommended remedial actions</p>	<p>From the DWO:</p> <ul style="list-style-type: none"> • Obtain and review the BPR to identify the new water sources implemented in the previous FY. • Obtain and review the water quality analysis reports of the existing and new water facilities <p>Verify if the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually score 2 or else 0</p>	<p>According to the Ministry of Water and Environment (MoWE) Management Information System (MIS), Lamwo District has 538 water sources that are communally managed by the DWO. 20% of 538 is 108. Two undermentioned quarterly water quality monitoring Reports –both prepared by Acayo Grace were presented during field verification.</p> <p>Q3 – April 02nd, 2024 and April 04th, 2024- in which 82 of the 116 sources monitored were found to be safe; and</p> <p>Q4 – June 30th, 2024 - in which 24 of the 28 sources monitored were found to be safe.</p> <p>On the basis of the above, water quality monitoring was done on 144 (26.8%) of the existing 538 water sources.</p> <p>Hence Score = 2</p>	2

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 were no new boreholes drilled during the year 2023/2024. The new connections on Piped Water Scheme was based on two boreholes. Water quality analysis was conducted on both of the two boreholes (100%) before connection to the piped water scheme. Evidence presented for verification during assessment comprised of two Certificates of analysis – one for each production borehole. Certificate of Analysis for Borehole DWD 48788 dated 24/4/2023 while the certificate for Borehole DWD 87553 was dated June 10th, 2022. These certificates were issued by NWSC Central Laboratory. They were both Authorized by the Manager Central Laboratory Services and Approved by: Senior Manager – Water Quality Management.

Hence Score = 2

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

The piped water scheme constructed in the district 2023/2024 was in Pawach Parish and the new connections were in the villages of Moroto East, Moroto West and Moroto Central. There was no evidence that the Household Sanitation Survey was conducted in these three before connection to the new piped water facilities for FY 2023/2024.

Hence Score = 0

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

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

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

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

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

From the DWO:

- 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 were no feedback reports availed to justify that feedback with action points was provided to stakeholders on water quality analysis reports for existing facilities, and household sanitary surveys for new connections facilities.

Hence Score = 0

- a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.
- b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY
- c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY
- d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities
- e) Evidence that the water office followed up implementation of recommended remedial actions

From the DWO:

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 Local Government followed up implementation of remedial actions from the water quality analysis reports. Two reports on Implementation of Remedial Actions were provided as evidence. The 2 reports on the follow-up on implementation of remedial action that were reviewed included one dated April 1st, 2024 and the other July 15th, 2024. They were both prepared by Borehole Maintenance Technician - Langol Robert.

Hence Score = 2

Access

Evidence that the population with access to safe water service is either above 70% or has increased between the previous FY one and the previous FY

From the Ministry MIS for the previous FY and previous FY but one:

- Obtain and check data access to safe water in the previous FY but one and compare with safe water access in the previous FY

Verify if the population with access to safe water service is either above 70% or has increased between the previous FY one and the previous FY but one score 5 or 0

According to the Ministry of Water and Environment (MoWE) Management Information System (MIS) the Safe Water Access of Lamwo District Local Government for 2022/2023 was 95 % while the Safe Water Access for 2023/2024 was 95%. This shows that there was no increase in safe water access between FY2022/23 and FY2023/24 however, the percentage is above 70%.

Hence the score=5

a) Evidence that the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0.

b) If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year

From MoWE MIS and the DWO obtain and review the district safe water coverage data, (disaggregated by LLG); the AWP and budget for the current FY and reports to determine whether DWO allocated funds to LLGs that are underserved

Verify if the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0.

Based on the Ministry MIS, Lamwo District has 14 sub counties namely Aceba Sub County, Agoro Sub County, Katum Sub County, Lokung Sub County, Lokung East Sub County, Madi Opei Sub County, Padibe East Sub County, Padibe West Sub County, Palabek Abera Sub County, Palabek-Gem Sub County, Palabek Kal Sub County, Palabek Nyimur Sub County, Palabek-Ogili Sub County, and Paloga Sub County all with a safe water coverage of 95%, and one Town Council Palabek Kal Town Council with safe water coverage of 95% as well. Lamwo District had average water coverage of 95 % which implies that none of the sub counties have a safe water coverage below the district safe water coverage.

Annual Work plan was presented for review during assessment.

Annual Work Plan 2024-2025 submitted under cover letter Ref: CR/D/WAT/750/6 dated July 04th, 2024 signed by CAO Obong with copies to the Permanent Secretary MoFPED/ Secretary to Treasury, MoFPRD-Kampala; the Permanent Secretary, Ministry of Local Government, the Team Leader, RWSRC1-Lira; the District Chairperson – Lamwo; the Resident District Commissioner – Lamwo; the District Planner, Lamwo; and the Chief Finance Officer, Lamwo. The same report was received at the Ministry Headquarter on July 05th, 2024.

According to the above named work plan, 10 water projects were planned in the year namely:

- Construction of 3 stance drainable latrine (#01) at a cost of UGX 24,000,000/=
- Borehole Rehabilitation at various locations in different sub counties (#08) each at a cost of UGX 7,342,125/= totaling UGX 58,737,000= ; and
- Construction of piped water scheme (#01) at Alur RGC in Padibe West Sub County at a cost of UGX 378,273,659/=.

All these 10 projects are to be constructed in Sub Counties with same water coverage as the district average which is 95%.

This means the entire budget of UGX 514,094,569/= will be used in all sub counties. This represents 100% of the entire district budget.

Hence Score = 2

a) Evidence that the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0.

b) If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year

From MoWE MIS and the DWO obtain and review the district safe water coverage data, (disaggregated by LLG)

From the BPR of the previous FY ascertain whether the budgeted water projects were implemented.

Verify If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year score 3 or else 0.

Based on the Ministry MIS, Lamwo District has 9 sub counties namely Agoro Sub County, Katum Sub County, Lokung Sub County, Madi Opei Sub County, Padibe East Sub County, Padibe West Sub County, Palabek-Gem Sub County, Palabek Kal Sub County, Palabek-Ogili Sub County, and Paloga Sub County all with a safe water coverage of 95%. Lamwo District had average water coverage of 95 % which implies that none of the sub counties have a safe water coverage below the district safe water coverage.

Annual Report (also Fourth Quarter Report) was also presented for review during assessment.

Annual Report (Also Fourth Quarter Report) submitted under cover letter Ref: CR/D/WAT/750/6 dated July 03rd, 2024 signed by CAO Obong with copies to the Permanent Secretary MoFPED/ Secretary to Treasury, MoFPRD-Kampala; the Permanent Secretary, Ministry of Local Government, the Team Leader, RWSRC1-Lira; the District Chairperson – Lamwo; the Resident District Commissioner – Lamwo; the District Planner, Lamwo; and the Chief Finance Officer, Lamwo. The same report was received at the Ministry Headquarter on July 05th, 2024.

According to the above named report, 20 water projects planned, and implemented in the year namely:

- Construction of piped water scheme – (#01).
- Borehole Rehabilitation at various locations in different sub counties (#18);
- Construction of three stance Drainable Latrine (#1)

Since none of the sub county had water coverage below district average you can consider that of these 20 projects that were planned in district, all (100%) were in sub counties with coverage below district average and were fully (100%) implemented in the year.

Hence Score = 3

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 Ministry of Water and Environment (MoWE) Management Information System (MIS) the functionality of Water facilities in Lamwo District Local Government is 73%

As part of the assessments, the 5 locations that were visited for verification include:

- Rehabilitated Borehole DWD 11525 at Aluu West, Madi Agweng Parish, Padibe West Sub County, Location Coordinates Latitude: 3.424690, Longitude: 32.788947, Interaction held with Arop Francis LCI CP –Tel: 0783331703;
- Rehabilitated Borehole DWD 29366 at Ayom North, Abakadyala Parish, Padibe West Sub County, Location Coordinates Latitude: 3.490538, Longitude: 32.775795, Interaction held with Ojok Irene WUC CP –Tel: 0764514454;
- Rehabilitated Borehole CD 1416 at Alele village, Pobura Parish, Madiope Sub County, Location Coordinates Latitude: 3.615425, Longitude: 33.016473; and
- Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.689576, Longitude: 32.926904, Interaction held with Okot Ronald –Tel: 0763417542; and
- Public Stand Post which is part of Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.691695, Longitude: 32.930347, Interaction held with Okot Ronald – Tel: 0763417542.

During visits to the water sources functionality of the respective water sources was verified through trial pumping. All the visited water sources were functional at the time of assessment. According to the MoWE, MIS the functionality level for the entire district is 73%, which is between 70% and 89%.

Hence Score =2

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

According to the Ministry of Water and Environment (MoWE) Management Information System (MIS) the functional Water and Sanitation Committee for Lamwo District Local Government is 98%.

As part of the assessments, the 5 locations that were visited for verification include:

- Rehabilitated Borehole DWD 11525 at Aluu West, Madi Agweng Parish, Padibe West Sub County, Location Coordinates Latitude: 3.424690, Longitude: 32.788947, Interaction held with Arop Francis LCI CP –Tel: 0783331703;
- Rehabilitated Borehole DWD 29366 at Ayom North, Abakadyala Parish, Padibe West Sub County, Location Coordinates Latitude: 3.490538, Longitude: 32.775795, Interaction held with Ojok Irene WUC CP –Tel: 0764514454;
- Rehabilitated Borehole CD 1416 at Alele village, Pobura Parish, Madiope Sub County, Location Coordinates Latitude: 3.615425, Longitude: 33.016473; and
- Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.689576, Longitude: 32.926904, Interaction held with Okot Ronald –Tel: 0763417542; and
- Public Stand Post which is part of Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.691695, Longitude: 32.930347, Interaction held with Okot Ronald – Tel: 0763417542.

During visits to the water sources, 4 caretakers were interviewed to ascertain that their respective committees were functional and collected user fees. All the visited water user committee are functional. Books used for record keeping of the collected fees were shared by the caretakers as further testimony. Each household was contributing UGX 1,000/= per month. Besides, WSC received and responded grievances, mostly related to conflict during water collection.

Hence Score = 5

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

No boreholes were drilled during the year 2023/2024. Therefore, water facilities installed in previous but one FY were assessed.

2 boreholes feeding one groundwater based piped system and 3 rehabilitated hand pumped boreholes were verified. These confirmed that the yield met the design capacity as per the drilling and design reports as presented below:

1. One groundwater based piped system was constructed (based on 2 boreholes). 100% pump testing was conducted on the two boreholes before installation of the pumping system. As per the two Aquifer Test Reports dated June 1st, 2022 and May 03rd, 2023 prepared by Alison Consults.

- Borehole 1 - located at Moroto East, Pawaki Parish, Potika Sub County, Location Coordinates Latitude: 3.689576, Longitude: 32.926904 with a yield of 7.0 cubic meters per hour, and
- Borehole 2 - located at Moroto West, Pawaki Parish, Potika Sub County, with a yield of 5.0 cubic meters per hour.

2.. 3 rehabilitated hand pumped boreholes were sampled as follows:

- Rehabilitated Borehole DWD 11525 at Aluu West, Madi Agweng Parish, Padibe West Sub County, Location Coordinates Latitude: 3.424690, Longitude: 32.788947, Interaction held with Arop Francis LCI CP -Tel: 0783331703 - Yield was estimated at the well , 20 liters Jerry can was filled in 1 minutes and 15 seconds which translates to a yield of approximately 960 liters per hour;

- Rehabilitated Borehole DWD 29366 at Ayom North, Abakadyala Parish, Padibe West Sub County, Location Coordinates Latitude: 3.490538, Longitude: 32.775795, Interaction held with Ojok Irene WUC CP -Tel: 0764514454 - Yield was estimated at the well , 20 liters Jerry can was filled in 1 minutes and 14 seconds which translates to a yield of approximately 970 liters per hour; and

- Rehabilitated Borehole CD 1416 at Alele village, Pobura Parish, Madiupe Sub County, Location Coordinates Latitude: 3.615425, Longitude: 33.016473 - Yield was estimated at the well, 20 liters Jerry can was filled in 2 minutes and 10 seconds which translates to a yield of approximately 550 liters per hour.

Hence Score = 5

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

Field monitoring reports were provided and reviewed as evidence. The reports reviewed included:

Monitoring Report dated October 18th, 2023;

Monitoring Report dated April 03rd, 2024; and

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

Monitoring Report dated April 08th, 2024. These had been prepared by Grace Acayo – District Water Officer.

According to these reports, the visited water points offered services throughout the period. Any point that was found none functional was repaired through the respective sub county pump mechanics. This information was triangulated with information gathered from different WUC members.

As part of the assessments, the 5 locations that were visited for verification include:

- Rehabilitated Borehole DWD 11525 at Aluu West, Madi Agweng Parish, Padibe West Sub County, Location Coordinates Latitude: 3.424690, Longitude: 32.788947, Interaction held with Arop Francis LCI CP –Tel: 0783331703;
- Rehabilitated Borehole DWD 29366 at Ayom North, Abakadyala Parish, Padibe West Sub County, Location Coordinates Latitude: 3.490538, Longitude: 32.775795, Interaction held with Ojok Irene WUC CP –Tel: 0764514454;
- Rehabilitated Borehole CD 1416 at Alele village, Pobura Parish, Madiope Sub County, Location Coordinates Latitude: 3.615425, Longitude: 33.016473; and
- Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.689576, Longitude: 32.926904, Interaction held with Okot Ronald –Tel: 0763417542; and
- Public Stand Post which is part of Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.691695, Longitude: 32.930347, Interaction held with Okot Ronald – Tel: 0763417542.

During the visit to the water sources, caretakers were interviewed to ascertain the down time of the respective facilities. According to the Water Users' Committee members interviewed, the water facilities were functional almost all the time after rehabilitation.

The Local Government had a water sources protection plan to ensure that the quality and quantity of water provided by water sources is provided on a sustainable basis and there is no breakdown time. The water source protection plan was dated June 30th, 2023 and was prepared by Grace Acayo.

Hence Score = 5

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

Field monitoring reports were provided and reviewed as evidence. The reports reviewed included:

Monitoring Report dated October 18th, 2023;

Monitoring Report dated April 03rd, 2024; and Monitoring Report dated April 08th, 2024. These had been prepared by Grace Acayo – District Water Officer.

As part of the assessments, the 5 locations that were visited for verification include:

- Rehabilitated Borehole DWD 11525 at Aluu West, Madi Agweng Parish, Padibe West Sub County, Location Coordinates Latitude: 3.424690, Longitude: 32.788947, Interaction held with Arop Francis LCI CP –Tel: 0783331703;
- Rehabilitated Borehole DWD 29366 at Ayom North, Abakadyala Parish, Padibe West Sub County, Location Coordinates Latitude: 3.490538, Longitude: 32.775795, Interaction held with Ojok Irene WUC CP –Tel: 0764514454;
- Rehabilitated Borehole CD 1416 at Alele village, Pobura Parish, Madiope Sub County, Location Coordinates Latitude: 3.615425, Longitude: 33.016473; and
- Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.689576, Longitude: 32.926904, Interaction held with Okot Ronald –Tel: 0763417542; and
- Public Stand Post which is part of Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.691695, Longitude: 32.930347, Interaction held with Okot Ronald – Tel: 0763417542.

During visit to the water sources, caretakers were interviewed to ascertain that communities receive backup technical support. All interviewed caretaker affirmed that they receive backup technical support from District water office. The backup technical support focused on how to take care of the water source and how to keep the monthly user fees corrected.

Hence Score = 10

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

The 5 locations that were visited for verification include:

- Rehabilitated Borehole DWD 11525 at Aluu West, Madi Agweng Parish, Padibe West Sub County, Location Coordinates Latitude: 3.424690, Longitude: 32.788947, Interaction held with Arop Francis LCI CP –Tel: 0783331703;
- Rehabilitated Borehole DWD 29366 at Ayom North, Abakadyala Parish, Padibe West Sub County, Location Coordinates Latitude: 3.490538, Longitude: 32.775795, Interaction held with Ojok Irene WUC CP –Tel: 0764514454;
- Rehabilitated Borehole CD 1416 at Alele village, Pobura Parish, Madiope Sub County, Location Coordinates Latitude: 3.615425, Longitude: 33.016473; and
- Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.689576, Longitude: 32.926904, Interaction held with Okot Ronald –Tel: 0763417542; and
- Public Stand Post which is part of Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.691695, Longitude: 32.930347, Interaction held with Okot Ronald – Tel: 0763417542.

All visited water source facilities had basic Amenities including soap pits and fencing for point water sources as well as reliable water source, piped network, reliable pumping system, storage reservoir and Public Stand Posts for the piped water scheme at Pawach Mini Solar Piped Scheme.

Hence Score = 10

Management of Financial Resources

a) Evidence that the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0.

b) Evidence that the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter

From the Planner obtain and review a copy of the sector AWP for previous FY and the progress report and check whether allocations and expenditures for the sector NWR grant were done as per the sub-programme guideline s.

Verify if the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0.

The Work plan 2023-2024 and Progress Reports 2023-2024 were presented and reviewed during the assessment.

Work Plan 2023-2024 submitted under cover letter Ref: CR/D/WAT/750/6 dated July 03rd, 2024 signed by CAO Obong with copies to the Permanent Secretary MoFPED/ Secretary to Treasury, MoFPRD-Kampala; the Permanent Secretary, Ministry of Local Government, the Team Leader, RWSRC1-Lira; the District Chairperson – Lamwo; the Resident District Commissioner – Lamwo; the District Planner, Lamwo; and the Chief Finance Officer, Lamwo. The same report was received at the Ministry Headquarter on July 05th, 2024.

According to the budget attached to the work plan, the total NWR budget was UGX 92,175,000/= of which UGX 27,858,000 was allocated software activities (activities 6.1-6.19) which represented 30.2% of NWR budget. However, according to the Quarter 4 Report (also doubles as annual performance report 2023-2024) submitted under cover letter Ref: CR/D/WAT/750/6 dated July 03rd, 2024 signed by CAO Obong with copies to the Permanent Secretary MoFPED/ Secretary to Treasury, MoFPRD-Kampala; the Permanent Secretary, Ministry of Local Government, the Team Leader, RWSRC1-Lira; the District Chairperson – Lamwo; the Resident District Commissioner – Lamwo; the District Planner, Lamwo; and the Chief Finance Officer, Lamwo. The same report was received at the Ministry Headquarter on July 05th, 2024.

According to the budget performance report the total NWR budget was UGX 92,175,000/= of which UGX 38,350,000 was allocated software activities (activities 6.1-6.19) which represented 41.6% of NWR budget.

Hence score = 6

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

The Log of Receipt of Quarterly Reports from the District Local Government was received from MoWE and reviewed during the assessment. According to the log, the receipt date of the quarterly reports from Lamwo District Local Government were as follows:

Quarter 1 – October 10th, 2023;

Quarter 2 – January 10th, 2024;

Quarter 3 – April 08th, 2024; and

Quarter 4 – July 05th, 2024.

This information was triangulated with the copies held at the District Water Office.

The reports were submitted under cover letter Ref: CR/D/WAT/750/6 signed by CAO Obong Thomson with copies to the Permanent Secretary MoFPED/ Secretary to Treasury, MoFPRD-Kampala; the Permanent Secretary, Ministry of Local Government, the Team Leader, RWSRC1-Lira; the District Chairperson – Lamwo; the Resident District Commissioner – Lamwo; the District Planner, Lamwo; and the Chief Finance Officer, Lamwo. According to the copies, the receipt date of the Quarterly reports were as indicated below:

Quarter 1 – October 10th, 2023;

Quarter 2 – January 10th, 2024;

Quarter 3 – April 08th, 2024; and

Quarter 4 – July 05th, 2024.

On the basis of the aforementioned evidence, all the four quarterly reports were submitted on the 10th day of the first month following each quarter which are:

Quarter 1 – October 10th, 2023;

Quarter 2 – January 10th, 2024;

Quarter 3 – April 10th, 2024; and

Quarter 4 – July 10th, 2024.

Hence Score=4

Environment, Social, Health and Safety

11

Evidence that the LG conducted training and sensitisation of the water and sanitation committees on the protection measures, the WSCs and communities implemented actions in

• From the District Water Office obtain and review

• Water source protection plans for water sources constructed in the previous FY.

i. There was evidence of two Training Reports prepared by Longol Robert Emmanuel dated December 15th, 2023 and December 11th, 2023 that were reviewed during the assessment. The items covered during the sensitization and subsequent training were reviewed to confirm the objectives of the training. It was noted that water source protection measures, grievance management and stakeholder engagement

10

<p>water source protection plans for water sources constructed last FY, and the LG Water Office and Community Development Office trained the Water User Committee on grievance management and stakeholder engagement.</p>	<ul style="list-style-type: none"> • Training reports for the water and sanitation committees on water source protection, GRM and stakeholder engagement. • Sample 5 water facilities to ascertain that water source protection measures were implemented 	<p>were included in the items covered during the training.</p>
	<ul style="list-style-type: none"> • From the LG Water Department, obtain and review: Water sub-programme ABPR and check whether the LG has included status of implementation of water source protection plans 	<p>ii. There was evidence of a Water source protection plan for the constructed Piped Water Scheme or rehabilitated hand pumped boreholes – It included among others, collection of user fees, keeping the surrounding of the environment of water sources cleaning and need for drainage channels to divert runoff away from the water source - it was dated June 30th, 2023 and was prepared by Grace Acayo; and</p>
	<p>Check and verify</p>	<p>iii. There was evidence of a Grievance Log availed for review during the assessment. The Log was prepared by Lamwaka Lilly Loki and Amedo Florence.</p>
	<p>i. Evidence that the LG conducted training and sensitization of the water and sanitation committees on the protection measures</p>	<p>As part of the assessments, 5 locations were visited for verification included:</p>
	<p>ii. Evidence that the WSCs and communities implemented actions in water source protections plans for water sources constructed last FY.</p>	<ul style="list-style-type: none"> • Rehabilitated Borehole DWD 11525 at Aluu West, Madi Agweng Parish, Padibe West Sub County, Location Coordinates Latitude: 3.424690, Longitude: 32.788947, Interaction held with Arop Francis LCI CP –Tel: 0783331703;
	<p>iii. Evidence that the LG Water Office and Community Development Office have trained the Water User Committee on grievance management and stakeholder engagement</p>	<ul style="list-style-type: none"> • Rehabilitated Borehole DWD 29366 at Ayom North, Abakadyala Parish, Padibe West Sub County, Location Coordinates Latitude: 3.490538, Longitude: 32.775795, Interaction held with Ojok Irene WUC CP –Tel: 0764514454;
		<ul style="list-style-type: none"> • Rehabilitated Borehole CD 1416 at Alele village, Pobura Parish, Madiope Sub County, Location Coordinates Latitude: 3.615425, Longitude: 33.016473; and
		<ul style="list-style-type: none"> • Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.689576, Longitude: 32.926904, Interaction held with Okot Ronald –Tel: 0763417542; and
		<ul style="list-style-type: none"> • Public Stand Post which is part of Constructed Mini Solar Piped Scheme for Moroto East, Moroto West, and Moroto Central Villages, Pawach Parish, Potika Sub County, Location Coordinates Latitude: 3.691695, Longitude: 32.930347, Interaction held with Okot Ronald – Tel: 0763417542.
	<p>If (i) to (iii) met score 10 or else 0</p>	<p>From the interaction with the respective caretakers, it was affirmed that the mentioned training was conducted.</p>

Oversight and support supervision

12

<p>a) Evidence that the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter</p>	<p>From the district water office:</p> <ul style="list-style-type: none"> • Obtain the list of water facilities in the LG 	<p>Monitoring of Sanitation Facilities</p> <p>There was no evidence to justify that 100% of the Sanitation facilities were monitored annually.</p>
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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.

- Obtain and review the monitoring plans previous FY
- Check the monitoring reports of each project and establish whether the water officer monitored the WSS projects and public sanitation facilities (including ESHS aspects, water quality .).

If the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter score 10 or else 0

Monitoring of Water Facilities

According to the MoWE, MIS, there were 538 water facilities in Lamwo District. During the assessment, the three undermentioned monitoring reports were reviewed for evidence on the number of facilities monitored. The reports reviewed included:

Monitoring Report dated October 18th, 2023;

Monitoring Report dated April 03rd, 2024; and Monitoring Report dated April 08th, 2024. They were all prepared by the District Water Officer – Acayo Grace.

On the basis of the above mentioned reports, 332 (61.7%) of the 538 facilities were monitored. The main issue(s) that emerged during monitoring included vandalism, non-payment of water user fees, occurrence of major break down beyond community capacity and old systems that need to be decommissioned.

Hence Score = 0

Four sets of minutes of the undermentioned quarterly DWSCC Meeting were presented as evidence during assessment.

Minutes of Q1 DWSCC Meeting dated September 27th, 2023,

Minutes of Q2 DWSCC Meeting dated December 15th, 2023,

Minutes of Q3 DWSCC Meeting dated April 04th, 2024, and

Minutes of Q4 DWSCC Meeting dated June 25th, 2024.

The main issue(s) that emerged during monitoring included vandalism, non-payment of water user fees, occurrence of major break down beyond community capacity and old systems that need to be decommissioned.

These were discussed during the subsequent DWSSC Committees. Recommended corrective actions from included development of bye laws against vandalism, community sensitization to enhance collection of user fees, and notifying NGOs operating in the district to support the communities with major repairs.

Hence Score = 10

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.

Four sets of minutes of the undermentioned quarterly DWSCC Meeting were presented as evidence during assessment.

Minutes of Q1 DWSCC Meeting dated September 27th, 2023,

Minutes of Q2 DWSCC Meeting dated December 15th, 2023,

Minutes of Q3 DWSCC Meeting dated April 04th, 2024, and

Minutes of Q4 DWSCC Meeting dated June 25th, 2024.

The main issue(s) that emerged during monitoring included vandalism, non-payment of water user fees, occurrence of major break down beyond community capacity and old systems that need to be decommissioned.

These were discussed during the subsequent DWSSC Committees. Recommended corrective actions from included development of bye laws against vandalism, community sensitization to enhance collection of user fees, and notifying NGOs operating in the district to support the communities with major repairs.

Hence Score = 10

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the Local Government has in the previous FY trained all micro-scale irrigation beneficiary farmers on good field management practices, and the farmers are implementing these practices	<p>From the SAE, obtain and review the list of farmers that benefited from micro-scale irrigation funds in the previous FY</p> <p>Sample at least 5 beneficiary farmers.</p> <p>Visit the Sampled farmers to establish, if they are implementing at least four (4) of the following practices:</p> <p>Trenching</p> <p>Mulching</p> <p>weeding,</p> <p>manuring,</p> <p>thinning,</p> <p>spacing,</p> <p>soil and water conservation</p> <p>If the farmer practices at least any four of the above practices score 10 else 0</p>	<p>From the list of farmers that were obtained from SAE, there was evidence of 19 farmers who benefited from micro-scale irrigation funds in the previous FY had successfully installed and implemented at least 4 good field management practices as presented below:</p> <p>1. During field visit the following good field management practices were observed: mulching for tomatoes, planting in rows, trenching for soil and water conservation, weeding of crops. cabbages and tomatoes grown for LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC</p> <p>2. During field visit the following good field management practices were observed: mulching for cabbages, planting in rows, trenching for soil and water conservation, weeding of crops. cabbages and tomatoes grown for LAMWO/2024-02-07/Female/ Komakech David of Lokung SC</p> <p>3. During field visit the following good field management practices were observed: mulching for tomatoes, planting in rows, trenching for soil and water conservation, weeding of crops. cabbages, egg plants and tomatoes grown for LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC</p> <p>4. During field visit the following good field management practices were observed: mulching for tomatoes, planting in rows, trenching for soil and water conservation, weeding of tomatoes and onions grown for LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem</p> <p>5. During field visit the following good field management practices were observed: mulching for tomatoes, planting in rows, trenching for soil and water conservation, weeding of crops. Cabbages, okra and tomatoes grown for LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC</p>	10
Access				
2	Evidence that the LG has achieved MSI MAAIF installation targets in the previous FY.	<p>From MAAIF obtain the installation targets for the LG.</p> <p>From the MIS</p>	There was evidence that the LG had achieved MSI MAAIF installation targets in the previous FY since the installation targets given by MAAIF for MSI was 19 complete sites according the DPO. There was evidence of signed contracts with reference number MAAIF/UGIFT/LAMW879/SUPLIES/2023-2024/00001/LOT 2 & 4 by Anen Consulting	8

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

Engineers Limited for implementation with sampled farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC which were successfully installed and implemented in the financial year 2023/2024.

There was evidence of 19 beneficiaries whose sites were installed and completed namely;

1. LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC,
2. 2. LAMWO/2024-02-07/Female/ Komakech David of Lokung SC,
3. LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC,
4. LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and
5. LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC
6. LAMWO/2023-08-10/Male/ 65898 James Oryem Okella of Lokung East SC,
7. 2. LAMWO/2023-08-10/Male/65897 David Okwera of Lokung SC,
8. LAMWO/2023-04-19/Male/50782 Atube Benson Labayi of Palabek Gem SC
9. LAMWO/2023-06-07/Male/58397 Sam Ollar Komakech of Paloga SC
10. LAMWO/2023-09-20/Female/68129 Dorothy Lubanga Omiya of Palabek Kal TC
11. LAMWO/2023-06-12/Female/ 58760 Divine Omony of Paloga SC,
12. 2. LAMWO/2023-09-26/Male/68450 Abraham Ocheng Brown of Madi Opei SC
13. LAMWO/2023-08-11/Male/67188 David Otim of Paloga SC
14. LAMWO/2023-06-12/Male/58477 Okeny Everisto of Palabek Gem SC
15. LAMWO/2023-04-20/Male/51020 Onen Emmanuel of Palabek Kal TC
16. NO ID YET, Oyet Sisto Ocen of Lokung East SC,
17. LAMWO/2024-02-04/Male/73180 Opio Samuel Baker of Palabek Ogili SC
18. LAMWO/2024-03-02/Male/74451 Munu Nicholas of Palabek Ogili SC
19. LAMWO/2023-06-03/Male/57216 Opio Samuel Welborn of Lokung East SC

3	<p>Evidence that the LG has realized an Increase in acreage of land under irrigated agriculture between the previous FY and the previous FY but one</p>	<p>From the MIS and SAE, obtain and review data on irrigated land for the last two FYs.</p> <p>Calculate the percentage increase for micro-scale irrigation grant beneficiaries</p> <p>If increase in micro-scale irrigation grant beneficiaries by 20% score 4 or else 0</p>	<p>4</p> <p>There was evidence of increase in acreage of land under irrigation for MSI grant beneficiaries between previous FY (2023/2024) and previous but one FY (2022/2023)</p> <p>From the MIS and SAE report dated 12/07/2024, it was evidenced that in the financial year 2022/2023 the acreage was 4 acres for 4 beneficiaries while in financial year 2023/2024 report dated 12/07/2024 the acreage was 19 acres for 19 beneficiaries giving a percentage increase in acreage and beneficiaries of 78.9%.</p>
3	<p>Evidence that the LG has realized an Increase in acreage of land under irrigated agriculture between the previous FY and the previous FY but one</p>	<p>From the MIS and SAE, obtain and review data on irrigated land for the last two FYs.</p> <p>Calculate the percentage increase for micro-scale irrigation grant non-beneficiaries.</p> <p>If increase in non- Micro-scale irrigation grant beneficiaries by 10% score 2 or else 0.</p>	<p>2</p> <p>There was evidence of 0 non beneficiaries in the financial year 2022/2023 as per report dated 12/07/2024. There was evidence of 4 non beneficiaries with 4 acres in the financial year 2023/2024 as per report dated 12/07/2024. Therefore there was an increase of non-beneficiaries of more than 100%.</p>

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 no evidence of farmer field schools which were established.

Efficiency

Evidence that farmers who received and are currently utilizing MSI facilities have registered an increase in crop yield between the previous FY but one and the previous FY

- From the DPO, obtain the list of beneficiary micro-scale beneficiary farmers.

- Sample and visit 5 farmers and check their records for the last two FYs to determine the percentage increase in yield

If the farmers who received and are currently utilizing MSI facilities have registered an increase in crop yield between the previous FY but one and the previous FY by 10% score 10 or else 0

There was no evidence that farmers who had received and were currently utilizing MSI facilities registered an increase in crop yields for FY 2022/2023 as compared to the FY 2023/2024 since the sampled farmers with farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC had just started farming this current financial year 2024/2025 using the MSI equipment.

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 of trainings of extension workers by the SAE as per reports dated 30/02/2024 (17 participants of Agoro SC, 11 participants of Lokung East SC, 23 Participants of Potika SC, 12 participants of Palabek Gem SC and 15 participant of Paloga SC). The trainings detailed the operation of the irrigation equipment which was verified by extension workers from Agoro SC (Okot Bosco-AO), Lokung East SC (Obalim Geoffrey), Potika SC (Okot Bosco), Palabek Gem SC (Nokorach Obwana Clement) and Paloga SC (Okot Bosco).

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 activities (procurement and installation irrigation equipment including accompanying supplier manuals and training, and budget allocations have been made towards complementary services in line with the sub-programme guidelines

From the planner's office obtain and review: The budget performance report and AWP to establish whether the micro-scale irrigation grant has been used as per guidelines.

Verify if:

- The LG has appropriately allocated the micro-scale irrigation grant between capital development (micro-scale irrigation equipment (75%) and complementary services (25%))
- The development component of MSI grant has been used on eligible activities (procurement and installation irrigation

i) There was evidence of a 465,678,795/= total grant allocated to the LG according to approved budget report dated 11/12/2023 where 116,419,699/= (25%) was for complementary services and 349,259,096/= (75%) was for capital development

ii) There was evidence of procurement and installation of irrigation equipment including accompanying supplier manuals and training for payment of equipment pump, reservoir and plumbing accessories as below;

- Payment Voucher 13332489 (115,474,300/=) dated 15/07/2024 to Anen Consulting Engineering Limited for farmer IDs LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC
- Payment Voucher 13332489 (16,500,000/=) dated 15/07/2024 to Anen Consulting Engineering Limited for farmer LAMWO/2023-08-10/Male/65907 Patrick Okello of Lokung East SC and (16,500,000/=) dated 15/07/2024 for LAMWO/2024-02-07/Female/ Komakech David of Lokung SC. There was evidence of utilization of the allocated funds as per the guidelines with availability of installed equipment in field such as pump, hydrants and transmission accessories which farmer had co funded.

iii) From the budget performance report and AWP both lacked evidence of specific details in relation to allocations made towards complementary services therefore, it was impossible to establish whether the budgets were in line with the sub-programme guidelines i.e. maximum 25% for

0

equipment
including
accompanying
supplier manuals
and training

enhancing LG capacity to support integrated
agriculture and minimum of 75% for enhancing
farmer capacity for uptake of MSI.

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

Evidence that the LG has ensured that farmers meet their co-funding IN FULL before equipment installation, the LG has utilized the farmer co-funding following MSI guidelines in the previous FY and that co-funding funds were reflected in the LG budgets for the coming FY

From the SAE obtain and review the beneficiary project file to determine the projected farmers' contribution and review the receipt to verify actual amount paid by the farmer.

From district planner obtain and review the budget performance report to verify that farmers co-funding has been allocated and utilized as per the guidelines.

Verify if:

i. Evidence that the LG has ensured that farmers meet their co-funding IN FULL before equipment installation

ii. Evidence that the LG has utilized the farmer co-funding following MSI guidelines (to scale-up acquisitions of MSI equipment of other new farmers) in the previous FY

iii. Evidence that co-funding funds were reflected in the LG budgets for the coming FY

If (i) to (iii) met score 10 or else 0

i) There was no evidence that the LG had ensured that farmers met their co-funding IN FULL before equipment installation with farmer co-funding details sampled

- PRN 2240006426175 (1,000,000/=) dated 29/11/2023 by LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC (Partial payment),

- PRN 2240006636797 (1,000,000/=) dated 25/11/2024 by LAMWO/2024-02-07/Female/ Komakech David of Lokung SC (partial payment),

- PRN 2240009937945 (1,000,0000/=) dated 4/01/2024 and PRN 22500043339662 (2,000,000/=) dated 3/10/2024 by LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC (full payment),

- PRN 2240012733801 (1,000,000/=) by LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem SC (partial payment)

- PRN 2240011822719 (1,000,000/=) dated 13/02/2024 by LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC (partial payment)

Which sites funds were allocated and utilized as per the guidelines with availability of installed equipment in field such as pump, hydrants and transmission accessories which farmer had not fully co funded.

ii) There was evidence that the LG had utilized the farmer co-funding following MSI guidelines as per field observation for sampled farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC whose equipment were fully installed and operational. However. there was no clear information about the amount of co funding received from the beneficiaries in the FY 2023/2024.

iii) There was no evidence that co-funding funds were reflected in the LG budgets for the coming FY 2024/2025 as per the budget document presented by the SAE which had 513,472,596/= total MSI budget with 128,368,149/= (25%) complementary services and 385,104,447/= (75%) capital development.

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 evidence that the farmers had conducted;

a) Proper water conservation as per report stamped 28/06/2024 by DEO for farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC whose sites were successfully implemented where mulching was applicable as the appropriate practice to ensure water conservation.

b) Proper agrochemicals and management of resultant chemical waste containers as per DEO report stamped 28/06/2024 for farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC whose sites were successfully implemented where proper disposal of chemical waste was the appropriate practice through disposing them off in an isolation pit.

There was evidence that the LG had monitored environment irrigation impacts quarterly according to environment, social and climate change screening reports by DEO for farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC dated 28/06/2024 whose sites were successfully implemented. There was evidence of the above findings on ground following assessment visit for the above sampled famers

10	<p>Evidence that the LG has established a mechanism of addressing micro-scale irrigation grievances : micro-scale irrigation grievances have been reported in line in line with the LG grievance redress framework, recorded, investigated and responded to</p>	<p>From the Designated Grievance Redress Officer obtain and review the Log of grievances and check whether grievances were recorded, investigated and responded</p> <p>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</p>	<p>There was no evidence that the LG had established a mechanism of addressing MSI grievances at district level</p>	0
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Oversight and support supervision

11	<p>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)</p>	<ul style="list-style-type: none"> 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. <p>If the LG has monitored on a quarterly basis all installed MSI equipment (key areas to include: functionality of the equipment, adherence to ESHS, adequacy of water source, efficiency of MSI in terms of water conservation) score 10 or else</p>	<p>There was evidence that the LG had monitored on a quarterly basis the MSI equipment with details below;</p> <p>In quarter one monitoring report dated 12/09/2023 there was evidence of farm visits by the SAE, extension officers and DPMO to raise awareness about the installation of irrigation equipment</p> <p>In quarter two monitoring report dated 8/01/2024 there was evidence of creating more awareness and sensitization about the importance of irrigation equipment, how it works and when to use it effectively.</p> <p>In quarter three monitoring report dated 16/04/2024 there was evidence of monitoring the farms in preparation for the installations of irrigation equipment, ensuring that farmers are in line with the installation plans and ensure all have co funded.</p> <p>In quarter four monitoring report dated 12/07/2024 there was evidence of operation and maintenance of irrigation equipment and verifying that equipment is fully installed and operational.</p> <p>There was evidence from sampled farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC dated 8/08/2024, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC dated 8/08/2024, LAMWO/2023-04-18/Male/50434 Ocaya</p>	10
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score 0

James of Aceba SC dated 8/08/2024, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem dated 7/08/2024 and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC dated 7/08/2024 that these activities were undertaken within the four quarters by the SAE and extension workers

i) There was evidence of functionality of the installed and completed equipment for sampled farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC which were working and fully functional

ii) There was evidence of adherence to ESHS of the installed and completed equipment for sampled farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC There was no registration of any negative safety and healthy incident by the farmers.

iii) There was evidence of adequacy of water source of the installed and completed for sampled farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC There was no grievance registered for inadequacy of the water sources.

iv) There was evidence of efficiency of MSI in terms of water conservation of the installed and completed equipment for sampled farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC There was no grievance registered for inefficiency of MSI in terms of water conservation

12

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

• From the MIS and SAE obtain and review quarterly supervision and monitoring reports to determine whether they are compiled and cover LLG

i) There was evidence of 15 acres of newly irrigated land as a result of an increase from 4 acres in 2022/2023 as per report dated 12/07/2024 to 19 acres in 2023/2024 as per report dated 12/07/2024. There was evidence of functionality of irrigation equipment installed for sampled farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel

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information into the MIS, the LG has prepared quarterly reports using information compiled from LGs in the MIS, and the information in the MIS on the status of installation matches with the physical reports and data on the ground.	irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer expression of interest	Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC
If (i) to (iv) met score 10 or else 0	<ul style="list-style-type: none"> • From the MIS report determine whether up to-date LLG performance information is submitted 	<p>ii) There was evidence that the LG had entered up to-date LLG information into the MIS with 418 expressions of interest where 305 were successful having 87.5 % male and 12.5 % female with 113 unsuccessful EOIs. There was evidence of 36 farm visits prepared where 35 were successful farm visits, 1 unsuccessful and 0 ongoing</p> <p>iii) There was evidence that the LG had prepared quarterly reports using information compiled from LGs in the MIS with reports dated 12/09/2023 for First quarter, 8/01/2024 for second quarter, 16/04/2024 for third quarter and 12/07/2024 for Fourth quarter.</p> <p>iv) There was evidence that the information in the MIS on the status of installation matches with the physical reports and data on the ground for sampled farmer ID sampled farmer IDs LAMWO/2023-08-10/Male/ 65907 Patrick Okello of Lokung East SC, LAMWO/2024-02-07/Female/ Komakech David of Lokung SC, LAMWO/2023-04-18/Male/50434 Ocaya James of Aceba SC, LAMWO/2023-05-20/Male/55030 Lakidi Emmanuel Oyo of Palabek Gem and LAMWO/2023-02-04/Male/73179 Lakidi Gordon Oloyo of Palabek Gem SC who had their systems successfully installed and implemented in the previous financial year</p>
	Check and verify if	
	i. Evidence that the LG collects information quarterly on newly irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer expression of interest.	
	ii. Evidence that the LG has entered up to-date LLG information into the MIS	
	iii. Evidence that the LG has prepared quarterly reports using information compiled from LGs in the MIS	
	iv. Evidence that the information in the MIS on the status of installation matches with the physical reports and data on the ground.	
	If (i) to (iv) met score 10 or else 0	

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the Production Department has trained and met MAAIF farmer and farmer's institutional training targets for the previous FY	<p>From MAAIF obtain and review: (i) the LG targets for the farmer and farmers institution training for the previous FY; and (ii) quarterly agriculture extension grant report to establish the number and nature of farmer and farmer's institutional capacity building conducted.</p> <p>From the DPO obtain and review: the training needs assessment report, training schedule, and quarterly reports for the previous FYs to verify that the LG:</p> <ul style="list-style-type: none"> • Conducted capacity needs assessment of farmers • Delivered training to a set number of farmers • Availled knowledge products to farmers e.g. brochures, informative videos, flyers, manuals. <p>From the sampled farmers' institutions (farmer field schools) ascertain that they were trained by:</p> <ul style="list-style-type: none"> • Interviewing the farmers on whether the training was conducted and the training content • Reviewing the 	<p>There was no evidence that the Local Government had trained and met MAAIF farmer and farmer's institutional training targets for the previous FY 2023/24. From the Annual Work Plan of 2023/2024 that was prepared by the DPO Mr. Muhenda Patrick Agaba and approved by the CAO Mr Obong Thomson on 05 July 2023, the production department had set a target of 10,000 farmers to be trained in agricultural enterprises and farming practices under its different sub programs. The planned training areas included; agronomy, apiculture, animal husbandry, soil and water conservation, post-harvest management, value addition, apiculture, aquaculture etc. Out of the 10,000set target, 9,263 farmers were trained, accounting for 92.6% of the target farmers as captured in all the four the quarterly reports of 2023/24 FY.</p> <p>However Quarterly agricultural extension reports at the district production office submitted to MAAIF, the visitors' books and farmer registration books at the demonstration sites confirm that the extension workers have been conducting trainings. Interviews with farmers at the sampled demonstration confirm that the trainings took place.</p> <p>For example, at the mini-irrigation demonstration site hosted by Mr. Komakech Michael who grows vegetables on one acre, located in Oboke Olot Village, Patanga Parish, Palabek Gem Sub County, records and interactions with the host farmer showed that the extension Officer; Nokrac Clement and the DPO, Muhenda Patrick Agaba had conducted 1 training and 1 farmer field visit on 12th November 2024 and 23rd November respectively. The training that was conducted on 12th November was centered on tomato, cabbage and egg plants in general production techniques.</p> <p>At mini-irrigation demonstration site hosted by Mr. Oroma Keneth D.Y who grows vegetables on one and half acres, located in Kamama central Village, Moroto Parish, Palabek Gem Sub County, farmer visitors book records and interactions with the host farmer showed that the extension Officer; Nokrac Clement had conducted 2 trainings on 8th November 2024 and 17th November respectively. The trainings were centered on tomato, cabbage and egg plants in general production techniques.</p>	0

knowledge products
shared

- Reviewing the visitors book to confirm the extension worker's visit.

If the Production Department has trained and met MAAIF farmer and farmer's institutional training targets for the previous FY score 5 or else 0

Evidence the LG has increased the Percentage of farmers reached and supported by the extension workers between the previous FY and the previous FY.

From MAAIF obtain the quarterly Agriculture extension grant reports submitted by LGs.

From DPO, Obtain and review quarterly reports of the previous FY to establish the number of farmers reached and supported by extension officers in the following areas:

- Enterprise selection,
- Value chain production,
- Harnessing post-harvest handling,
- Market linkages, processing and value addition,
- Pest and disease surveillance

Calculate the percentage increase between the previous FY but one and the previous FY.

If the LG has increased the Percentage of farmers reached and supported by the extension workers between the previous FY and the previous FY but one score 5 or else 0.

There was evidence of an increase in the number of farmers reached and trained between FYs 2022/2023 and 2023/2024. An overall comparison of the number of farmers reached and trained according to the quarter 4 agriculture extension grants reports for the two FYs 2022/2023 and 2023/2024 that were submitted to MAAIF, the LG reached and trained a total of 8429 farmers in 2022/23 FY and 9263 farmers in 2023/2024FY, accounting for a 9.89% increase in the number of farmers trained. For instance, from quarter 4 reports for 2022/23 and 2023/24, there number of maize farmers trained increased from 1230 to 15000, farmers trained in safe handling of agrochemical increased from 358 to 420, cattle vaccinated against CBPP increased from 3955-5000.

However, the 2022/23 FY and 2023/24 FY extension reports lack information on the number of farmers supported and trained in enterprise selection, value chain production, post-harvest handling, market linkages, processing and value addition.

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 repots

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.

The Local Government provided evidence at the time of assessment that agricultural data and statistics on acreage and production were submitted to MAAIF through quarterly reports. There was evidence that the respective units under the production sector conducts data collection on the major crops grown in the district, livestock, fisheries, aquaculture, entomology, and postharvest handling. Four quarterly agriculture extension performance reports submitted to MAAIF were reviewed, namely: Quarter 1 report; prepared on 10th October 2023 and submitted to MAAIF on 24 October 2023, Quarter 2 report; prepared on 16th January 2024 and submitted to MAAIF on 18th January 2024, Quarter 3 report; prepared on 17th April 2024 and submitted to MAAIF on 19th April 2024 and Quarter 4 report that was prepared on 29th July and submitted to MAAIF on 2nd August 2024, data on the different crops' acreage, number of model farmers, apiculture production, aquaculture, livestock production data. For instance, from quarter 4 report 2023/24, 15000 maize farmers were trained in maize production, 420 were trained in safe use of agrochemicals, 5000 cattle were vaccinated against CBPP, 5 households were supported with to stock 400-600 sq. meters of fish cages with 12,000 Clarias and Nile tilapia.

Evidence that the LG has conducted surveillance on pest and disease occurrence and taken corrective actions based on findings from the surveillance	<p>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.</p> <p>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</p> <p>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</p>	<p>The EMAi App was functional and was being used by the DVO to relay reports on livestock pests and diseases. Other units under the production sector conducts surveillance on pest and disease occurrence and submitted quarterly reports to DPO that are consolidated into one departmental report per quarter. Four quarterly agriculture extension performance reports submitted to MAAIF were reviewed, namely:</p> <p>Quarter 1 report; prepared on 10th October 2023 and submitted to MAAIF on 24 October 2023, Quarter 2 report; prepared on 16th January 2024 and submitted to MAAIF on 16th January 2024, Quarter 3 report; prepared on 17th April 2024 and submitted to MAAIF on 19th April 2024 and Quarter 4 report that was prepared on 29th July and submitted to MAAIF on 2nd August 2024, all show that surveillance and corrective activities are conducted routinely by all sectors under production department. i.e. crop, livestock, fisheries and entomology. For example in quarter 4 report 2023/24 FY, Tomato late blight disease was reported as severe and leading to 60% crop loss in Padibe West, Palabek Ogili, Lokung, Paloga, Padibe east, Agoro Sub Counties. The recommended remedy was application of fungicides.</p> <p>12 animal disease surveillance/Routine surveys done in 12 Sub Counties covering 30000 households leading to finding foot and mouth disease and 1500 cattle vaccinated in 800 households.</p> <p>The DVO Dr. Avudraga Stanley (0782488565) verbally reported that the EMAi App was operational at the local government and that he has been using it to submit monthly livestock diseases and pests' surveillance data to MAAIF, though hard copy EMAi reports were not available.</p> <p>There were no council minutes to verify whether reports on pests, vector and disease were presented to the relevant committee of the Council.</p> <p>No reports on actions taken by council on surveillance to reduce and control pests, vectors and diseases.</p>
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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

There was evidence that the LG had functional results demonstration and trial sites, conducted

farmer training at each of these sites, and farmers have utilized these sites for learning purposes.

From the Inventory of demonstration and trial sites available at the DLG, the following were sampled to verify their functionality in terms of utilization by farmers for agricultural technology and knowledge transfer:

For example, at the mini-irrigation demonstration site hosted Mr. Komakech Michael who grows vegetables on one acre, located in Oboke Olot Village, Patanga Parish, Palabek Gem Sub County, records and interactions with the host farmer showed that the extension Officer; Nokrac Clement and the DPO, Muhenda Patrick Agaba had conducted 1 training and 1 farmer visit on 12th November 2024 and 23rd November respectively. The training that was conducted on 12th November was centered on tomato, cabbage and egg plants in general production techniques.

At mini-irrigation demonstration site hosted by Mr. Oroma Keneth D.Y who grows vegetables on one and half acres, located in Kamama central Village, Moroto Parish, Palabek Gem Sub County, farmer visitors book records and interactions with the host farmer showed that the extension Officer; Nokrach Clement had conducted 2 trainings on 8th November 2024 and 17th November respectively. The trainings were centered on tomato, cabbage and egg plants in general production techniques.

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

A register of service providers available on production department files, updated on 1st of July 2024 is evidence that the LG sector department has a pool of functional service providers with MOUs with district. The list of service providers publicized include the following categories. The two sampled farmers that host demonstration plots i.e Mr. Komakech Michael from Oboke Olot Village, Patanga Parish, Palabek Gem Sub County and Mr. Oroma Keneth D.Y from Kamama central Village, Moroto Parish, Palabek Gem Sub County Confirmed that they saw the inputs tender advert in both newspapers and on the district, notice boards and that they received the correct inputs as specified in the tender advert.

a) Anen Consulting Engineers Ltd: Design, supply and Installation of UGIFT micro scale irrigation systems in Lamwo district. Contact phone- 0755207010/0785621059

- Agriculture finance institutions and insurance, in the LG.
- b) M/S ALIWOL Enterprises Limited: Supply of agro inputs: Contact phone-0772951066

From the register, verify whether it is up-to-date by reviewing new entries made in the previous FY.

- c) M/S B&E Enterprises Ltd: Enterprises Limited: Supply of agro inputs: Contact phone-0782013570

Interview the sampled farmers to verify that the list was publicized.

- d) M/S Ayuta General Supplies and Construction (U) Ltd: Agro-inputs and construction works: Contact phone- 0778547248

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.

- e) UNHCR: Livelihoods resilience and enhancement projects, refugees' protection services and Partners coordination for refugees and host Communities in Palabek Settlement area: Contact person- Okello Jimmy (Livelihood Officer)- 0780143708.

- f) Capable Uganda: Livelihoods resilience and enhancement projects and asset creation in refugees and host Communities in Palabek Settlement area: contact person-Dominic Idro (Executive Director)- 0772541577

- g) AVSI Foundation: Livelihoods resilience and enhancement projects, Skilling the Youth, Youth linkages to employment and asset creation in refugees and host Communities in Palabek Settlement area. Contact person Emmanuel Odongo (Climate Smart Agric. officer)-0772001939

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.

The district participated in the cross border trader show between Uganda and South Sudan under the theme: Support participation and involvement of supply chain partners (champions/ innovators, resource persons and structures in protection sector in agricultural trade/market shows and exhibitions for cross border experience learning/sharing and linkages) – Uganda, that was funded by LWF. The show was held between 24th-25/7/2024. The two day's trade show and expo event took place in Ngomoromo trading center and it aimed at fostering sustainable linkages such as farmer to input dealer relationship, to address challenges of access to agricultural inputs; farmer to market dealer/ buyer connection to address challenges of access to markets and sustainable linkages with other actors such as financial institutions, information service providers and government entities. The event brought together all key players/big supply chain players as highlighted. During the event, all these champion farmer groups, big market players and input innovators turned up along with their products, market their products, transactions/ trade during the event and exchange contacts. The event acted as connector for cross border synergies, for example when South Sudanese cross to Uganda the traders know which supply chain player to link up with for support in future and vice versa while back to South Sudan. LWF project staff with support from the district facilitated the event and ensured the event was documented to demonstrate cross boarder market events/ linkages. The Lamwo District Local Government under the leadership of the District Production and Marketing officer took charge of the exercise right from planning meetings, budgeting, mobilization of the traders, partners, institutions and parastatal bodies as well as monitoring of the event. In the same spirit the RDC Lamwo DLG, took charge of mobilizing the security personnel to safe guard the area as it being a border point. This ensured that the participants were safe and secure. Mobilization, LWF engaged massive mobilization of participants for the event and this was done through road drives, radio talk show, community engagement meetings with support from Lokung Sub County authorities, continues stakeholders meeting at the district headquarters and provided facilitations for the whole event. The trade show was attended by 567 farmers of which 151 were refugees and 316 were Ugandans from Lamwo District. The district focal person was the DPO Mr Muhenda Patrick Agaba-0772658285 and LWF focal person was Ms Jenifer Adong-0772658285.

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

The district had 19 LLGs i.e 15 sub counties and 4 Town Councils in 2023/24 FY. The production department had 4 staff at the district level (District Production and Marketing Officer, Senior Veterinary Officer, Senior Agricultural Officer and Senior Entomology Officer) and 15 staff in lower local governments. However some staff at lower local governments are deployed to more than one local

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

government indicating that not all lower local governments have one extension staff.

Below is the staff list for Production department for the FY 2023/24:

1. Muhenda Patrick Agaba: District Production and Marketing Officer, CR//D/HRM/156/5, DoA: 23/02/2022, DSC/156/4/2, Duty Station: District Headquarters
2. Ocora Wilfred: Senior Entomologist, CR/156/11, DoA: 01/03/2017, DSC/9/12/2016-b, Duty Station: District Headquarters
3. Kolo Tobia Latome: Senior Agricultural Officer, DoA: 08/06/2017, SC/16/3/2017, Duty Station: District Headquarters
4. Avudraga Stanley: Senior Veterinary Officer, CR/156/4, DoA: 12/04/2019, DSC/55/2019, Duty Station: District Headquarters

Lower Local Government extension Officers

1. Oroma Samuel Baker: Assistant Agricultural Officer, CR/D/T/101410, DoA: 12/05/2017, DSC/4/5/2017, Duty Station: Palabek kal Sub County and Palabek kal Town Council

2. Okot Bosco: Assistant Agricultural Officer, DoA: 12/4/2019, DSC/55/2019

Duty Station: Agoro, Potika and Paloga Sub Counties

3. Mwaka Samuel Baptist: Assistant Veterinary Officer, CR/156/11, DoA: 13/12/2016, DSC/117/2015/1/13,

Duty Station: Padibe East, Padibe West and Katum Sub Counties.

4. Okwera Balam Fred: Assistant Veterinary Officer, DoA: 13/12/2016, DSC/117/2015/1/11, Duty Station: Lokung and Lokung East Sub Counties Lamwo Town Council.

5. Lumago Isaac: Assistant Veterinary Officer, DOA:13/12/2016, DSC/117/2015/1/12, Duty Station: Agoro and Potika Sub Counties.

6. NOCKRAC Clement: Assistant Agricultural Officer, CR/156/11, DOA: 13/12/2016, DSC/117/2015/1/10, Duty Station: Palabek Gem, Abera and Padibe West Sub Counties.

7. Laker Jennifer: Assistant Agricultural Officer, CR/156/4/10, DOA: 13/12/2016, DSC/117/2015/1/8, Duty Station: Padibe East and Katum Sub Counties, and Padibe Town Council.

8. Richard Komakech: Assistant Veterinary Officer, CR/D/10910, DOA: 13/12/2016, DSC/117/2015/1/6, Duty Station: Padibek Ogili Sub County, Palabek kal Town Council and Palabek Nyimur Sub County.

9. James Ojuku: Assistant Veterinary Officer, DOA: 12/05/2017, DSC/04/05/2017 Duty Station: Madi Opei Sub County, Madi Opei Town Council and Paloga Sub County.

10. Ojok Richard: Assistant Veterinary Officer, CR/159/1, DOA:12/05/2017, DSC/04/05/2017, Duty Station: Palabek Gem, Abera and Palabek kal Sub Counties.

11. Cosmas Odongo: Assistant Veterinary Officer, CR/156/4/13, DOA: 12/05/2017, DSC/04/05/2017, Duty Station: Padibe Town Council and Aceba Sub County.

12. Otema Francis Omach: Assistant Agricultural Officer, DOA: 12/05/2017, DSC/04/05/2017, Duty Station: Palabek Ogili Sub County, and Palabek Nyimur Sub County.

13. Cassim Nockrach: Assistant Agricultural Officer, CR/156/4/119, DOA: 12/05/2017, DSC/04/05/2017, Duty Station: Madi Opei Sub County and Madi Opei Town Council.

14. Goffrey Komakech: Assistant Agricultural Officer, CR/156/4/12, DOA: 12/05/2017, DSC/04/05/2017, Duty Station: Palabek Ogili, Palabek kal and Palabek Nyimur Sub Counties

15. Obalim Geoffrey: Assistant Agricultural Officer, CR/156/4, DOA: 12/04/2019, DSC/55/2019, Duty Station: Lokung and Lokung East Sub Counties

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.

There was evidence that extension staffs are providing extension services to farmers from the attendance book available for all district at the district production officer's office and sub county offices, and monthly reports submitted to the DPO by both district-based staffs and lower local government staffs.

Quarter 1 report; prepared on 10th October 2023 and submitted to MAAIF on 24 October 2023, Quarter 2 report; prepared on 16th January 2024 and submitted to MAAIF on 16th January 2024, Quarter 3 report; prepared on 17th April 2024 and submitted to MAAIF on 19th April 2024 and

Quarter 4 report that was prepared on 29th July and submitted to MAAIF on 2nd August 2024.

For example, at the mini-irrigation demonstration site hosted by Mr. Komakech Michael who grows vegetables on one acre, located in Oboke Olot Village, Patanga Parish, Palabek Gem Sub County, records and interactions with the host farmer showed that the extension Officer; Nokrac Clement and the DPO, Muhenda Patrick Agaba had conducted 1 training and 1 farmer visit on 12th November 2024 and 23rd November respectively. The training that was conducted on 12th November was centered on tomato, cabbage and egg plants in general production techniques.

At mini-irrigation demonstration site hosted by Mr. Oroma Keneth D.Y who grows vegetables on one and half acres, located in Kamama central Village, Moroto Parish, Palabek Gem Sub County, farmer visitors book records and interactions with the host farmer showed that the extension Officer; Nockrach Clement had conducted 2 trainings on 8th November 2024 and 17th November respectively. The trainings were centered on tomato, cabbage and egg plants in general production techniques.

No E diary was fully operational at the district

10	<p>Evidence that the LG has facilitated, and equipped extension staff with basic equipment in the previous FY</p>	<p>From the DPO obtain the annual budget performance reports to verify that resources were allocated and utilized for buying equipment and tools for production staff.</p> <p>Obtain the asset register to confirm the equipment allocated to extension services</p> <p>From the sampled LLG, interview the extension staff to verify whether they have the basic equipment including; motorcycles, tablets/phones, tools, and extension kits.</p> <p>If the LG has facilitated, and equipped extension staff with basic equipment in the previous FY score 5 or else 0.</p>	<p>There was evidence in the annual work plan of 2023-2024, the asset register updated on 1/7/2023 and distribution lists at DPO's office that resources were allocated to facilitate extension service provision including provision of fuel, helmets, jackets, SDAs, gloves and 17 motorcycles with each extension officer receiving one motorcycle to facilitate their mobility in the field. The DPO had a vehicle for mobility. For example, at the two sampled lower local governments: Laker Jennifer an Assistant Agricultural Officer at Padibe Town Council and NOCKRAC Clement an Assistant Agricultural Officer, at Palabek Gem sub-County confirmed receiving fuel, helmets, jackets, SDAs, gloves and motorcycles from the DPO's office.</p>	5
11	<p>Evidence that LG has provided capacity building to extension workers</p>	<p>From the DPO, obtain and review the training needs assessment reports, training programs and training reports to verify whether the extension staff were provided with capacity building through; training programs, exchange visits, learning tours, and field visits to research centers, among others</p> <p>If the LG has provided capacity building to extension workers score 5 or else 0.</p>	<p>A training needs assessment report for capacity building of extension officers was submitted to the Chief Administrative Officer on 22 February 2024 and recommended the following extension staff to undergo training in the Facilitation of Farmer Field School methodology provided by MAAIF under the micro irrigation Programme. Okot Bosco, Obalim Geoffrey and Obwona Clement. Eventually, the nominated staff pursued the training between 22nd - 27th September 2024.</p>	5

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

There was evidence availed to prove that the public production facilities are functional and have proper management structure which includes communal watering facilities, markets, value addition centers, fish landing sites, slaughter slabs.

Two public facilities that were sampled and visited included:

A Slaughter Slab in Padibe Town Council had a functional committee chaired by Nyeko Titus. This slaughter slab was used by 30 livestock traders dealing of goat meat and beef. An average of 15 goats and 2 cows were being slaughtered at the slab per week. According to verbal narrative from the committee chairperson, and training reports at Padibe Town council (Town Clerk's office) the management team had received training from the area Assistant Veterinary Officer Odongo Cosmas attached to Padibe Town Council on 9th June 2024 and 14th September 2024 in safe techniques of animal slaughter, meat hygiene and slap hygiene.

Lagur Market in Aceba SC had a functional committee chaired by Catherine Sam. This market was serving 40 people (women traders) involved in selling fish, vegetables, sweet potatoes etc and according to verbal narrative from the committee chairperson, and training reports at Aceba Subcounty by the Assistant Veterinary Officer Cosmas Odongo the management team had received training from the area Assistant Veterinary Officer Odongo Cosmas attached to Aceba on 18th May 2024 and 22nd August 2024 in market hygiene.

However, there were no minutes and reports provided by the committee chairpersons of both facilities with regard to the day to day running of the facilities affairs.

<p>Operation, maintenance and management of production facilities (e.g. communal watering facilities, markets, value addition centers, fish landing sites, slaughter slabs, community bulking stores, dip tanks, cattle crushes)</p> <p>Evidence that the LG had provided technical support on O&M and management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training</p>	<p>From the DPO obtain the evidence of training (training reports) undertaken on O&M and management of the infrastructure facilities.</p> <p>At the sampled facilities obtain and review the site book to ascertain supervision and support to verify if support and O&M were provided</p> <p>At the sampled facilities verify the functionality of the management structures through; reviewing the minutes of the committee, the business of the committee members, and subscriptions among others</p> <p>If the LG had provided technical support on O&M and management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training score 5 or else 0</p>	<p>The was evidence that the Local Government had provided technical support management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training.</p> <p>Two public facilities that were sampled and visited included:</p> <p>A Slaughter Slab in Padibe Town Council had a functional committee chaired by Nyeko Titus. It was used for slaughter of goats and cows. According to verbal narrative from the committee chairperson, and training reports at Padibe Town council (Town Clerk's office) the management team had received training from the area Assistant Veterinary Officer Odongo Cosmas attached to Padibe Town Council on 9th June 2024 and 14th September 2024 in safe techniques of animal slaughter, meat hygiene and slap hygiene.</p> <p>Lagur Market in Aceba SC had a functional committee chaired by Catherine Sam. This market was serving 40 people (women traders) involved in selling fish, vegetables, sweet potatoes etc and according to verbal narrative from the committee chairperson, and training reports at Aceba Subcounty by the Assistant Veterinary Officer Cosmas Odongo the management team had received training from the area Assistant Veterinary Officer Odongo Cosmas attached to Aceba on 18th May 2024 and 22nd August 2024 in market hygiene.</p>
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Management of Financial Resources

Evidence that the LG ensured the production department's budgets and work plan adhered to MAAIF planning and budgeting guidelines during the previous FY

From the Planner obtain the Annual work plan, budgets, and budget performance report of the previous FY to verify whether the production department budget and expenditures complied with the guidelines.

If the LG ensured the production department's budgets and work plan adhered to MAAIF planning and budgeting guidelines during the previous FY score 10 or else 0.

From Lamwo LG annual performance report 2023/24 FY, vote 879 there was no evidence that the LG ensured that the production department's budgets and work plan adhered to MAAIF planning and budgeting guidelines during the previous FY.

MAAIF planning and budgeting guidelines support the LGs on the allocation and utilization of production, marketing and extension grants. The Agriculture Extension Conditional Grant fund that is at both district and sub-county levels has components; recurrent and development components. The guidelines demand that 25% of the funds are used for development expenditure and 75% for recurrent expenditure. This is meant for development projects including, but not limited to, procurement of transport equipment, setting up of demonstrations and procuring of extension/insemination kits and protective clothing.

The initial approved budget for the production for FY 2023/24 was UGX 716,993,000. By the end of Quarter four, the Production and Marketing received additional funds and the revised Annual Budget rose to UGX 1,528,923,000.

Total expenditure-non-wage: Non-Wage Recurrent expenditure was UGX 178,543,000 + Domestic Development UGX 80,991,000=259,534,000

Total wage expenditure: UGX 619,523,000

Percentage of the development expenditure = $259,534,000 / 1,528,923,000 \times 100 = 17\%$. This shows that only 17% of the grants received were utilized under development expenditure (To facilitate extension workers and to establish demonstration sites and input supply to farmer) from Quarter One-Quarter Four of 2023/24 FY. This was below the recommended 25 % recommended by MAAIF.

Percentage of the recurrent expenditure = $619,523,000 / 1,528,923,000 \times 100 = 40.5\%$. This was also below the recommended 75 % by MAAIF.

It implies that only 65.5% of the revised Annual Budget was utilized by the Production department and 34.5% of the funds returned to the consolidated fund.

Environment, Social, Health and Safety

- a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0
- b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0
- c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0
- From the LG Agricultural Office, obtain and review;
- LG AWP to establish that measures to include small holder farmers among the beneficiaries of agricultural services are in place
- If the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0
- From the Local Government Annual Work Plan of 2023/2024, Extension workers monthly reports submitted to DPO and Quarter1-Quarter four extension reports submitted to MAAIF, there was evidence that planned activities directly targeted small holder farmers. The categories of farmers targeted include Cattle farmers 500 (5-15 cows), 150 bee keepers (5-15 colonised bee hives), and 54 fishing farmers (stocking 500-800 fish), 8000 crop growers (2 acres of crops averagely). Activities planned include training of Women groups in vegetable production, sunflower and soya production, value addition, fish farming, supply of bee hives, and training of bee keepers on honey production, vaccination for livestock, surveillance of crop, livestock pests among other interventions.

- a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0
- b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0
- c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0
- From the LG Agricultural Office, obtain and review;
 - LG AWP to establish that measures to include small holder farmers among the beneficiaries of agricultural services are in place
 - Details of beneficiaries of agricultural services to ascertain that (small holder farmers, young women and young farmers) are accessing services
- If the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0
- There was no evidence that the production department had put in place clear verifiable measures for inclusion of smallholder young women and young farmers (18-35) to access extension services. There was no dis-aggregated data with respect to how women, men, and the young farmers access extension services and agricultural inputs. In all the quarterly reports for 2023/24 FY, and the approved annual work plan, the beneficiaries are clamped together as farmers which make it hard tease out the specific extension efforts targeting women and young farmers.

15	<p>a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0</p> <p>b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0</p> <p>c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0</p>	<ul style="list-style-type: none"> • From the LG Agricultural Office, obtain and review; • Reports to ascertain that farmer groups are trained in grievance management and stakeholder engagement • Reports to ascertain that farmer groups are trained in the management of agro-chemicals <p>Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0</p>	<p>There was no evidence that farmers were trained in grievance management. However from the quarterly extension reports submitted to MAAIF, there was evidence that farmers were trained in agrochemicals use.</p>	0
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Transparency, oversight, reporting and accountability

16	<p>Evidence that the LG has conducted multi-stakeholder monitoring of Agricultural Extension Services.</p>	<p>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.</p> <p>If the LG has conducted multi-stakeholder monitoring of Agricultural Extension Services score 7 or else 0</p>	<p>In 2023/24 FY, there was no evidence that the local government had conducted multi-stakeholder monitoring of Agricultural Extension Services</p>	0
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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.

In 2023/24 FY, there was no report that the DPO had supervised, mentored, and provided technical support to the agriculture extension workers