LGMSD 2024/25

Buliisa District

(Vote Code: 576)

Assessment	Scores
PMs and Indicators to Incentivise Delivery of Quality and Usable Visible Outputs (Infrastructure Assets)	64%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Education Services	54%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Health Services	37%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Water and Sanitation Services	93%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Micro-scale Irrigation Services	92%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Production Services	72%

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

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
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).	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer collect: • Approved Designs and site layout • Sample at least 6 projects (1 per sub-program where there is an infrastructure project implemented) from the previous FY and check for compliance with designs and layout. If all infrastructure comply to design/ specifications and approved layout for all sampled projects score 15 or else 0 If the LG has no approved design/ specifications and approved layout for all sampled projects score 0	From the Budget Performance Report (BPR) for FY 2024/2025, a list of 20 Infrastructure projects constructed by BULIISA DLG LG was obtained for the different sub programs of Roads and Bridges (16), Buildings including schools and health centres (2), Water (1) and Production (1), as detailed below; Works: From the highlight of physical performance report BPR for FY2024/2025, the following were the infrastructure projects implemented. Routine Mechanised maintenance of ; • Kisiabi-Kijangi-Uribo Road(10.9km) • Kisomere-Ngwedo Road(1.8km). • Buliisa district Headquarters access (0.2km) • Mvule –Kabacwa-ngwedo Farm Road (3.9km) • Kilyango-kharatumu-kamandindi road (5.6km) • UdukuII-UdukuI-Avogera Road (4.4km) • Kijangi-Kijumbya-Kakoora Road (8.9km) • Main Bugoigo Daily Market(0.4km) • Main Mosque-Bugoigo HC-Main Road (1.9km) • Sonsio-Nyamukuta Road (3.1Km) • Alex Mbiha- Bitamale Road (0.9km) • Kahemura-Garasoya Road (3.0km) • BiisoPS-Kampala Road (0.7km) • Biiso-Nyeramya-Waaki Road (8.3km) • Kagera-Blue corner-Waaki Road (3.2km) • Corner 4-Nyarwera Road (2.0km) Health: From the highlight of physical	**15**

performance report BPR for FY2024/2025, the following were the infrastructure projects implemented by contract;

• Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

Education:

From the highlight of physical performance report BPR for FY2024/2025, the following were the infrastructure projects implemented by contract;

• Construction of a 2- Stance Classroom block at Wanseko primary school. Ref;BULI/821/WRKS/2024-2025/00001.

• Lumpsum contract for Maintenance of a 2-classroom Block with an Office and a store at Kisansya primary School FY2024/2025 Kigwera Subcounty undr SFMG Ref: BULI/821/WRKS/2024-2025/00007

Water

Lumpsum contract for Construction of a 5-stance Lined VIP Latrine at Uribo Daily Market,Nyamitete Parish, Bulisa subcounty FY2024/2025 under DWSCG. Ref: BULI/821/WRKS/2024-2025/00005.

Production:

Design, Supply and Installation of UGIFT Micro-scale Irrigation Systems Ref: BULI821/WRKS/2024-2025/00010.

Below were the 6 sampled projects from different sectors:

Works

• Routine Mechanised maintenance of Kisiabi-Kijangi-Uribo Road(10.9km)

• Mechanised Maintenance of Kisomere-Ngwedo Road(1.8km)

Water

Lumpsum contract for Construction of a 5-stance Lined VIP Latrine at Uribo Daily Market,Nyamitete Parish, Bulisa subcounty FY2024/2025 under DWSCG. Ref: BULI1821/wRKS/2024-2025/00005.

Construction of kigoya solar Powered water supply system in buliisa Ref: BULI821/WRKS/2024-2025/00012.

Sitting, Supervision, Drilling, Casting

and Insatllation of 3 Boreholes Ref: BULI821/WRKS/2024-2025/00013.

Education

• Construction of a 2- Stance Classroom block at Wanseko primary school. Ref;BULI/821/WRKS/2024-2025/00001.

• Lumpsum contract for Maintenance of a 2-classroom Block with an Office and a store at Kisansya primary School FY2024/2025 Kigwera Subcounty undr SFMG Ref: BULI/821/WRKS/2024-2025/00007.

• Renovation of 7classroom block with an office and store at kisiabi Town council Ref: BULI821/WRKS/2024-2025/00002.

• Construction of Kihungya seed secondary school MoES/UGIFT/WRKS/2021-22/23

Health

Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

Production

• Design, Supply and Installation of UGIFT Micro-scale Irrigation Systems Ref: BULI821/WRKS/2024-2025/00010.

Approved Designs and drawings Approved by the District roads committee and the District Engineer on 20th/09/2023 for the sampled projects were obtained from the project files and used for verification during site visits, to determine Compliance of these 6 sampled projects to the approved layout and specifications. The Findings are presented as Follows:

Routine Mechanised maintenance of Kisiabi-Kijangi-Uribo Road(10.9km)

Mechanised maintenance of Kisomere-Ngwedo Road(1.8km).

• There was evidence from the review of the Maintenance plan and site Observation that the road was graded to full width (6m), Spot gravelled and compacted. All gravelled sections are in good condition.

• Reinforced Concrete Culvert Crossings were of size 900mm dia and had been provided at appropriate change- of- Gradient.

• All Culverts were Encased with concrete C20 whic makes them very durable and serve for a long time.

• There were stone masonry head/wing walls and pointed hard core stone pitching.

• A Project information board was installed at the beginning and end of the road, section under review and as provided in the Maintenance plan.

• The headwalls and wingwalls for the Culverts on Kisomere-Ngwedo Road are cast in concrete making them very durable and strong.

• All the roads were Graded to the standards of class B type of Road under the MoW&T guidelines i.e 6m width, shoulders 0.5m either side, camber 2.5 - 5%.

Lumpsum contract for Construction of a 5-stance Lined VIP Latrine at Uribo Daily Market,Nyamitete Parish, Bulisa subcounty FY2024/2025 under DWSCG. Ref: BULI1821/WRKS/2024-2025/00005.

There was evidence that the Construction works of a VIP Latrine at Uribo Daily Market,Nyamitete complied with the construction specifications by ministry of Health drawings signed July 2018 and BoQs as confirmed by the site visit findings presented here below;

• The floor had been constructed with Cement sand screed finish.

• 5 Purpose made steel casement doors of size 900mm wide and 2100mm high, painted with oil gloss paint, had been installed.

• An External Emptying Manhole Chamber had been constructed, finished with wooden float and well covered with a padlock.

• Rendering to all external walls and Finished with rough cast and Painted as per the improvement plan.

• The splash apron was well finished with cement sand screed.

• There was Evidence of a Hand Washing Facility on site that Fully functioning.

• Both male and female blocks seperated and had Different Acceses.

Construction of a 2- Stance Classroom block at Wanseko primary school. Ref;BULI/821/WRKS/2024-2025/00001.

There was evidence that the Construction works for a 2 Classroom block at Wanseko P/S Complied with the Design specifications of MoES and Approved by District Building Committe on 15th/10/2024 and BoQs as confirmed by the site visit findings presented here below;

• The floor had been constructed with Cement sand finish.

• 3 purpose made steel casement door, of size 900mm wide and 2100mm high, painted with oil gloss paint, had been installed.

• Rendering to all external walls and partly with rough cast of 1m high as per the design plan.

• Two Ramps were provided at the front of the 2 Classroom blocks with the specified slope of 1:12.

• The splash apron was well finished with cement sand screed.

• 2 Black boards of appropriate length of 3m by 1.0m high had been built to design and specifications.

• The clssroom was Partitioned and acts as a multi-Purpose Hall when they ahve other school activities.

Maintenance of a 2-classroom Block with an Office and a store at Kisansya primary School FY2024/2025 Kigwera Subcounty undr SFMG Ref: BULI/821/WRKS/2024-2025/00007

There was evidence that the Renovation works at Kisansya primary School Complied with the Maintenance Plan following the As built Design specifications for MoES and the building committe on 15th/10/2024 and BoQs as confirmed by the site visit findings presented here below;

• The floor had been constructed with cement sand screed finish.

• 3 purpose made steel casement door, of size 900mm wide and 2100mm high, painted with oil gloss paint, had been installed.

• Rendering to all external walls and partly with rough cast of 1m high as per the design plan.

• Two Ramps were provided at the front of the 2 Classroom blocks with the specified slope of 1:12.

• The splash apron was well finished with cement sand screed.

• 2 Black boards of appropriate length of 3m by 1.0m high had been built to design and specifications.

• Structures were roofed with Ironsheets guage 26 from the Office of the prime minister.

• Hand washing Facility was available on site anf fully functioning.

Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

There was evidence that the Construction works of a maternity ward at avogera Centre III complied with the construction specifications following the 2019 drawings for HCIII from Ministry of Health and BoQs as confirmed by the site visit findings presented here below;

• The floor had been constructed with Cement sand screed finish.

• 2 Purpose made steel casement doors of size 900mm wide and 2100mm high, painted with oil gloss paint, had been installed.

• An External Emptying Manhole Chamber had been constructed, finished with wooden float and well covered.

• Rendering to all external walls and Finished with rough cast as per the improvement plan.

• The splash apron was well finished with cement sand screed.

2	Evidence that the infrastructure projects constructed by the LG in the previous FY (completed or on-going) have no visible defects • *Building structures: (i) Substructure (splash apron, floors, foundations, ground beams, ramps); (ii) Superstructures (walling, beams, columns, floors, doors, windows); (iii) roofing (Roof Cladding, ceilings, roof members, lightning conductors, rainwater goods); (iv) Mechanical and Electrical works (water and drainage system, lights, fire systems)* • *Water systems (Water source; Water Storage; Water Quality (colorless, taste, odorless)* • *Components (Pumps, Power source, Pipes and Fittings, Taps, Sprays)* • *District & Urban Roads (Culverts, drainage, bridges*	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: Sample at least six (6) project (1 per sub-program/ nature of project) from the previous FY and check for existence of visible defects. Take pictorial evidence and describe the nature and extent of defects. If no visible defects in any of the sampled projects score 15 If minor defects in any of the sampled projects – score 5 If moderate or significant defect in any of the sampled projects- score 0	The field visits of the 6 sampled Implemented Infrastructure project sites Presented below, revealed that there were no defects observed on; • Routine Mechanised maintenance of Kisiabi-Kijangi-Uribo Road(10.9km) • Mechanised Maintenance of Kisomere-Ngwedo Road(1.8km) • Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001 • Lumpsum contract for Renovation of a 2-classroom Block with an Office and a store at Kisansya primary School FY2024/2025 Kigwera Subcounty undr SFMG Ref: BULI/821/WRKS/2024-2025/00007 • Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005 • Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004	**15**

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	The field visits of the 6 sampled Implemented Infrastructure project sites presented below, revealed that the basic amenities provided on all of these facilities were functional and usable. Routine Mechanised maintenance of Kisiabi-Kijangi-Uribo Road(10.9km) Mechanised Maintenance of Kisomere-Ngwedo Road(1.8km) • The Kisomere-Ngwedo Road was gravelled with 1st class murrum and in a very good state. • The Installed culverts were encased and Drainage managed storm water and preventing erosion and road damage. • Being in the oil region where safety is key, all warning signs were installed on the road • All roads were constructed with enough Camber to drain off water from the centreline, eliminating chances of early pothole development.	**10**

Lumpsum contract for Renovation of a 2-classroom Block with an Office and a store at Kisansya primary School FY2024/2025 Kigwera Subcounty undr SFMG Ref: BULI/821/WRKS/2024-2025/00007

• 3 Ramps was provided with appropriate slope of 1:12 and with a rough cement sand screed finish. This enabled easy movement.

• Many openings in form of windows and doors had been provided to allow in natural light into the classrooms and to provide proper ventilation.

• The black boards were installed and functional

• Lightening Conductor was installed on the block.

• The staff room is functional with functional cupboard

• Fully functional hand wash facility on site.

• There was an engravement on finishe block Displaying Information of the funding agency, beneficiary , project and financial year.

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001.

• 1 ramp was provided with appropriate slope of 1:12 and with a rough cement sand screed finish. This enabled easy movement.

• Many openings in form of windows and a door had been provided to allow in natural light into the classrooms and to provide proper ventilation.

• Lightinging arresters were Installed on both sides of the building.

• Permanent Engravement was Put on the building showing the Project funder, beneficiary, Period of the project and contractor.

• The black board was installed and functional.

• The block is easily accessible by all the pupils.

• All window cills are well constructed to drain off water to the verandah.

• All splash aprons were well constructed to protect the building foundation.

Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005.

Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

• 2Ramps for each was Constructed to Ease access to the Facility.

• An Emptying chamber for Each was Installed and Locked to Avoid Unnecessary access by the Public.

• Hand Washing Facilities for each with Water Connected and fully functional.

• VIP Vent Pipes Installed with screens for easy Aeration.

• Soakpit for the Urinal was constructed and functional.

• Accessibility was catered for at the PWDs.

Human Resource Management

4	Evidence that the LG has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll. Districts i. Chief Finance Officer ii. District Planner iii. District Engineer iv. District Natural Resources Officer v. District Production Officer vi. District Commercial Officer vii. District Community Development Officer viii. District Health Officer ix. District Education Officer	From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of: Appointment letters for all HoDs Review the payroll to establish that the recruited staff accessed the most recent payroll. If 100% of the above positions are filled score 6 If 80 – 99% of the above positions are filled score 4 If below 80% of the above positions are filled score 0	The Heads of Department positions are substantively filled at 44.4% (4 out of 9), below 80%. These were recruited, deployed and accessed the payroll for the month of October 2025 The positions for Chief Finance Officer, District Engineer, District Natural Resources Officer, District Commercial Officer and District Health Officer were still vacant. The customised staff structure was available and was approved by the PS Ministry of Public Service in the letter Ref: ARC 135/306/01 dated 06/02/2017 Staff lists and personnel files were reviewed Details of Heads of Department • Tumusiime Tadeo-IPPS 952321-District Planner was appointed on 01 October 2024 under DSC Minute No. 9/2024/16 (xiv) • Katulinde Wycliffe-IPPS 973604-District Production Officer was appointed on 16 June 2024 under DSC Minute No. 5/2024/14(1) • Katusabe Stella-IPPS 832667-District Community Development Officer was appointed on 16 May 2025 under DSC Minute No. 5/2025/22(xxxviii) • Kiiza Kasangaki Tyson-IPPS 832662-District Education Officer was appointed on 12 October 2020 under DSC Minute No. Min Number 20/2020	**0**

4	Evidence that the City has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll i. City Chief Finance Officer ii. City Planner iii. City Engineer iv. City Natural Resources Officer v. City Production Officer vi. City Commercial Officer vii. City Community Development Officer viii. City Physical Planner ix. City Health Officer x. City Education Officer	From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of: Appointment letters for all HoDs Review the payroll to establish that the recruited staff accessed the most recent payroll. If 100% of the above positions are filled score 6 If 80 – 99% of the above positions are filled score 4 If below 80% of the above positions are filled score 0		
4	Evidence that the LG has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll i. Principal Treasurer ii. Senior Planner iii. Municipal Engineer (Principal Executive Engineer) iv. Senior Environment Officer v. Senior Veterinary Officer/Senior Agricultural Officer vi. Principal Commercial Officer vii. Principal Community Development Officer viii. Medical Officer of Health Services ix. Principal Education Officer	From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of: Appointment letters for all HoDs Review the payroll to establish that the recruited staff accessed the most recent payroll. If 100% of the above positions are filled score 6 If 80 – 99% of the above positions are filled score 4 If below 80% of the above positions are filled score 0		
5	Evidence that the LG has substantively filled, deployed and ensured that the staff in all critical staff positions access the payroll. i. Senior Procurement Officer	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	The staff structure, staff lists and personnel files were reviewed and not all other critical staff positions were substantively filled. Buliisa District has 6 Sub Counties, 4 Town Councils, 22 Parishes and 17	**0**

ii. Principal Human Resource Officer

iii. Principal Human Resource Officer (Secretary DSC)

iv. Senior Environment Officer

v. Senior Land Management Officer/Physical Planner

vi. Principal Internal Auditor

vii. Senior Agriculture Engineer

viii. Water Officer

ix. Senior Inspector of Schools

x. Labour Officer

xi. Senior Assistant Secretaries (SAS)

xii. Senior Assistant Town Clerks

xiii. Parish chiefs

establish existence of:

Appointment letters for all critical staff

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

If 100% of the above positions are filled score 2 or else score 0

Wards

The customized structure was approved by the PS Ministry of Public Service in the letter Ref: ARC 135/306/01 dated 06/02/2017

The positions of the Principal Human Resource Officer, Senior Environment Officer, Senior Agriculture Engineer, Senior Inspector Of Schools, Labour Officer, 2 Senior Assistant Town Clerks and 2 Town Agents were still vacant

All other critical staff accessed the payroll for the month of October 2025

Details of other Critical Staff

• Kasaija Wilfred Ronald-IPPS 832607-Senior Procurement Officer was appointed on 02 July 2018 under DSC Minute No. 41/2018

• Mulinzi Joseline-IPPS 996480-Principal Human Resource Officer (Sec DSC) was appointed on 01st October 2024 under DSC Minute No. 9/2024/16(xiii)

• Tugume Bernald-IPPS 832608-Senior Land Management Officer/Physical Planner was appointed on 01 December 2016 under DSC Minute No. 32/2016

• Wandera Moses-800774-Principal Internal Auditor was appointed on 09 December 2024 under DSC Minute No. DSC 12/2024/18(xlv)

• Wakame Maurice-IPPS 1008363-Water Officer was appointed on 18 April 2017 under DSC Minute No. 39/2017

Senior Assistant Secretaries

• Kusiima Lilian-IPPS 1176720-Senior Assistant Secretary was appointed on 13 March 2023 under DSC Minute No. DSC 5/2023/4(ii)

• Katusabe Rawlings-IPPS 859324-Senior Assistant Secretary was appointed on 09 May 2023 under DSC Minute No. DSC 7/2023/2 (liii)

• Nyandera Esther-IPPS 1176859-Senior Assistant Secretary was appointed on 13 March 2023 under DSC MINUTE NO. DSC 5/2023/4(i)

• Kabagambe Edward-IPPS 822554-Senior Assistant Secretary was appointed on 17 April 2009 under DSC Minute No. CR/D/10494

• Ndozereho Robert-IPPS 981416-

Senior Assistant Secretary was appointed on 17 February 2016 under DSC Minute No. 04/2016

• Mugume SN Moses-IPPS 981423-Senior Assistant Secretary was appointed on 01 July 2025 under DSC Minute No. CR/D/11069

Senior Assistant Town Clerks

• Businge Godfrey-IPPS 832637-Senior Assistant Town Clerk was appointed on 06 July 2015 under DSC Minute No. 27S/2015

• Mwikirize Hannington-IPPS 854881-Senior Assistant Town Clerk was appointed on 13 March 2023 under DSC Minute No. 5/2023/11(i)

Parish Chiefs

• Bright Birahwa-IPPS 1176865-Parish Chief was appointed on 13 March 2023 under DSC Minute No. DSC 5/2023/4(vi)

• Rogers Asiimwe-IPPS 1179910-Parish Chief was appointed on 28 April 2023 under DSC Minute No. DSC 6/2023/1 (xxxvii)

• Bob Tumusiime-IPPS 1179918-Parish Chief was appointed on 28 April 2023 under DSC Minute No. DSC 6/2023/1 (xxxvi)

• Julius Mpikireho-IPPS 1158496-Parish Chief was appointed on 17 February 2022 under DSC Minute No. BDSC /03/2022 (1.1)

• Nebert Baliganyira-IPPS 774159-Parish Chief was appointed on 17 February 2022 under DSC Minute No. BDSC /03/2022 (1.3)

• Ronald Akugizibwe-IPPS 822582-Parish Chief was appointed on 20 July 2015 under DSC Minute No. 25/2015 (i)

• Gerald Bamuturaki-IPPS 832597-Parish Chief was appointed on 20 July 2015 under DSC Minute No. 25/2015 (ii)

• Godfrey Agaba-IPPS 832598-Parish Chief was appointed on 20 March 2020 under DSC Minute No. 08/2020 (iii)

• Moses Byarufu-IPPS 832642-Parish Chief was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (3/2/3009)

• Moreen Karungi-IPPS 981404-Parish Chief was appointed on 17 February 2016 under DSC Minute No. 01/2016

(1)

• Vicent Muhumuza-IPPS 1005540-Parish Chief was appointed on 20 March 2020 under DSC Minute No. 08/2020 (ii)

• Andrew Tumusiime-IPPS 1008361-Parish Chief was appointed on 20 March 2020 under DSC Minute No. 08/2020 (i)

• Lois Musinguzi-IPPS 1008391-Parish Chief was appointed on 23 May 2017 under DSC Minute No. 67/2017

• Ritah Ayesiga-IPPS 1158354-Parish Chief was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (1.9)

• Acellam Abalo-IPPS 1158419-Parish Chief was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (1.11)

• Michael Sabiiti-IPPS 1158442-Parish Chief was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (1.7)

• Owen Bisoborwa-IPPS 1158464-Parish Chief was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (1.5)

• Fassy Ayesiga-IPPS 1158486-Parish Chief was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (1.4)

• Ivan Muhumuza-IPPS 1158602-Parish Chief was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (1.2)

• Julius Manyireki-IPPS 1158606-Parish Chief was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (1.8)

• Evaline Atugonza-IPPS 1161758-Parish Chief was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (1.13)

• Samuel Thopaco-IPPS 1161763-Parish Chief was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (1.10)

• Davis Cliff Kusiima-IPPS 1158554-Parish Chief was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (1.12)

Town Agents

• Goefrey Kisembo-IPPS 1177179-Town Agent was appointed on 13 March 2023 under DSC Minute No.

DSC 5/2023/11(iv)

• Sulait Busobozi-IPPS 800772-Town Agent was appointed on 30 January 2018 under DSC Minute No. 01/2018

• Jacob Kato-IPPS 800773-Town Agent was appointed on 17 March 2022 under DSC Minute No. BDSC/03/2022 (4.1)

• Muhamud Akugizibwe-IPPS 1158400-Town Agent was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (3.7)

• Edison Tumusiime-IPPS 1158454-Town Agent was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (3.2)

• Hannington Businge-IPPS 1158504-Town Agent was appointed on 17 January 2022 under DSC Minute No. BDSC/03/2022 (3.1)

• Jovlars Abigaba-IPPS 1158524-Town Agent was appointed on 17 January 2022under DSC Minute No. BDSC/03/2022 (3.6)

• Joselyne Kugonza-IPPS 1158536-Town Agent was appointed on 17 January 2022under DSC Minute No. BDSC/03/2022 (3.9)

• Kenneth Kyomugisa-IPPS 1158546-Town Agent was appointed on 17 January 2022under DSC Minute No. BDSC/03/2022 (3.6)

• Mugisa Karungi-IPPS 1158559-Town Agent was appointed on 17 January 2022under DSC Minute No. BDSC/03/2022 (3.5)

• Ronny Businge-IPPS 1158575-Town Agent was appointed on 17 January 2022under DSC Minute No. BDSC/03/2022 (3.8)

• Oscar Kugonza-IPPS 1158598-Town Agent was appointed on 17 January 2022under DSC Minute No. BDSC/03/2022 (3.4)

• Ireen Atugonza-IPPS 1161761-Town Agent was appointed on 06 March 2022 under DSC Minute No. BDSC/03/2022 (3.3)

• Triffin Kabayaga-IPPS 1161769-Town Agent was appointed on 06 January 2022 under DSC Minute No. BDSC/03/2022 (3.10)

5	Evidence that the LG has substantively filled, deployed and ensured that the staff in all critical staff positions access the payroll i. Principal Procurement Officer ii. Principal Human Resource Officer iii. Principal Human Resource Officer (Secretary DSC) iv. Principal Environment Officer v. Principal Internal Auditor vi. Principal Inspector of School vii. Senior Labour Officer viii. Division Town Clerk ix. Principal Town Agents	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: Appointment letters for all critical staff Review the payroll to establish that the recruited staff accessed the most recent payroll. If 100% of the above positions are filled score 2 or else score 0		
5	Evidence that the LG has substantively filled, deployed and ensured that the staff in all critical staff positions access the payroll. i. Senior Procurement Officer ii. Principal Human Resource Officer iii. Senior Physical Planner iv. Senior Internal Auditor v. Senior Inspector of Schools vi. Labour Officer vii. Principal Assistant Town Clerks viii. Town Agents	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: Appointment letters for all critical staff Review the payroll to establish that the recruited staff accessed the most recent payroll. If 100% of the above positions are filled score 2 or else score 0		
Planning and budgeting				
6	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	From the LG Engineer obtain and review: • Standard technical designs. • Site reconnaissance reports. • Technical investigation reports (e.g. geo-technical investigations if	I) Review of the project files for All Infrastructure projects, revealed that there were Reports on Site Reconnaissance and Technical investigations to confirm the responsiveness of the tender documents with the site conditions as well as environmental, social, health, and safety requirements as detailed below for a few sampled projects; Routine Mechanised maintenance of	**6**

derived from standard or customized drawings, and maintain cost estimates consistent with customized designs.

required)

Obtain and check for:

• Existence of customized designs

• Existence of customized BoQs based on the designs.

• Incorporation of Cost Estimates.

• Incorporation of costed ESMPs

From the LG Community Development Officer /DNRO/SEO obtain and check for:

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

• ESMPs for projects (At least 3 projects)

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

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

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

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

Kisiabi-Kijangi-Uribo Road(10.9km)

Mechanised Maintenance of Kisomere-Ngwedo Road(1.8km)

There was evidence of the road Inventory report dated (NOV-DEC FY 2024-2025). Details: Potholes available on the road surface

- Overgrown bush in the Shoulders
- Non functional Drainage
- Broken headwalls and needed replaced
- Poor driving quality
- Silted culverts

Lumpsum contract for Renovation of a 2-classroom Block with an Office and a store at Kisansya primary School FY2024/2025 Kigwera Subcounty undr SFMG Ref: BULI/821/WRKS/2024-2025/00007

There was Evidence of the reconnaisance report dated 21st/01/2025,

Details: Access to site available

- Water not available thereby contractor to buy water
- Site gentle sloping therefore some levelling will be required.
- Storage Facilitites available on site.

Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

There was evidence of a Site Reconnaissance report dated 17/12/2025 signed by the district engineer. Details:

- Access to siet is available
- Presence of storage facilities on site
- Site is fairly flat
- Presence of tree trunks that will need extraction.

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

There was Site Reconnaissance report dated11/02/2025.

Details:

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

v. Ensure that the cost estimates are consistent with the customized designs.

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

- Access to siet is available
- Presence of storage facilities on site
- Site is fairly flat
- Presence of overgrown vegetation that need clearance.

Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005.

There was is evidence of a Site Reconnaissance report dated 20th/11/2024

Details:

- There is Access to site
- The ground is fairly flat and stable
- Overgrown grass that need Clearance
- The market used the site as a dumping site.

II. From the Budget Performance Report (BPR) for FY 2024/2025, a list of 20 Infrastructure projects constructed by BULIISA DLG was obtained for the different sub programs of Roads and Bridges (16), Buildings including schools and health centres (2), Water (1) and Production (1). ESMPs were incorporated in the BOQs as highlighted hereunder:

a). Renovation of Two-Classroom Block at Kisansya Primary School

There was evidence of standard design with costed ESMPs dated 21st/01/2025.

b). Schools - Construction of Classroom block at Wanseko Primary School.

Evidence of standard design with costed ESMPs dated 21st/01/2025

c). Construction of 3 Stance VIP Latrines at Puthiboli Primary School.

There was evidence of a costed ESMPs in the BOQs, dated: 06/02/2025.

Assessment reports:

a). Renovation of Two-Classroom Block at Kisansya Primary School

The screening report was availed dated; 26/02/2025, signed by Environmental officer.

Quarterly monitoring report on the construction of 1 classroom block sent on 24/02/2025.

Screening report prepared and signed by the Environmental Officer on 26/02/2025.

b) Construction of Classroom block at Wanseko Primary School.

Evidence of Screening Report signed on 26/02/2025 by the environmental officer was available.

Monthly or Quarterly ESMPs:

a). Construction of 3 Stance VIP Latrines at Puthiboli Primary School.

There is evidence of ESMPs, dated 16/02/2025. Prepared and signed by the environmental officer.

There was no evidence of ESMPs inspection projects for all the sampled projects.

b). Schools - Construction of Classroom block at Wanseko Primary School.

There was evidence of ESMPs inspection projects for all the sampled projects.

c) Renovation of Two-Classroom Block at Kisansya Primary School

There was evidence of ESMPs inspection projects for all the sampled projects.

There was evidence the ESHs were adequately incorporated in the schedule of requirements and specifications of the bidding documents dated 26/02/2025.

d) Construction of Classroom block at Wanseko Primary School.

There was evidence of the ESHSs incorporated in the schedule of requirements and specifications of the bidding documents.

IV. There was evidence that the quantities of work items and specifications included in the BoQs of all assessed projects were derived from the customized drawings. Each project BoQ was found to be linked to its respective customized drawings.

V. From review of the Engineer’s cost estimates of the implemented projects, it was noted that these cost estimates were consistent with the approved customized drawings and designs.

From the Budget Performance Report (BPR) for FY 2024/2025, a list of 20 Infrastructure projects constructed by BULIISA DLG was obtained for the different sub programs of Roads and Bridges (16), Buildings including schools and health centres (2), Water (1) and Production (1). ESMPs were incorporated in the BOQs as highlighted hereunder:

a) Renovation of Two-Classroom Block at Kisansya Primary School

There was evidence of standard design but without costed ESMPs.

b) Schools - Construction of Classroom block at Wanseko Primary School.

Evidence of standard design but without costed ESMPs.

c) Construction of 3 Stance VIP Latrines at Puthiboli Primary School.

There was evidence of a costed ESMPs in the BOQs, dated: 06/02/2025.

Assessment reports:

a) Renovation of Two-Classroom Block at Kisansya Primary School

The screening report was availed dated; 26/02/2025, signed by Environmental officer.

Quarterly monitoring report on the construction of 1 classroom block sent on 24/02/2025.

Screening report prepared and signed by the Environmental Officer on 26/02/2025.

b) Construction of Classroom block at Wanseko Primary School.

Evidence of Screening Report signed on 26/02/2025 by the environmental officer was available.

Monthly or Quarterly ESMPs:

a) Construction of 3 Stance VIP Latrines at Puthiboli Primary School.

There is evidence of ESMPs, dated 16/02/2025. Prepared and signed by the environmental officer.

b) Schools - Construction of Classroom block at Wanseko Primary School.

There was evidence of ESMPs inspection projects for all the sampled projects.

			c) Renovation of Two-Classroom Block at Kisansya Primary School There was evidence of ESMPs inspection projects for all the sampled projects.	
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 ix. Record of opening of bids x. Copies of bids received xi. Evaluation meetings and evaluation report xii. Notice of best evaluated bidder xiii. Submission of contract to the Solicitor General for clearance where applicable	There was evidence that Bulisa DLG maintained complete project procurement files for all infrastructure projects implemented in FY 2024/2025. Therefore, The DLG didnot adhered to all the standards as amended to the PPDA guidelines on procurement records 2024. There was evidence from the Contracts Committee file that the contracts committee for FY 2024/2025 for Buliisa DLG LG was fully composed. The findings from verification of the contracts committee file for FY 2024/2025 are presented here below: A letter addressed from CAO dated 17/06/2024 appointed the following 5 District Staff as members of the Contracts Committee for 3 years signed by Mwikirize Hannington CAO ▲ Okot Denish Chairperson ▲ Namirimu Sarah Samalie Fisheries Office ▲ Kabonesa Sophia Inspector of schools ▲ Apunyo Emmanuel ii. Approved Procurement Plan There was evidence that an Approved amended Procurement Plan for FY 2024/2025 was received on 30/06/2024 by PPDA iii Initiation of procurement There was evidence from the BPR and the Contract Register for FY 2024/2025 that all infrastructure projects were implemented during FY 2024/2025 Review of the project procurement files for all infrastructure projects confirmed that their procurements were duly initiated and requisitioned for, by the user departments, on LGPP FORM 1, in compliance to the	**0**

xiv. Approval by Solicitor General where applicable	PPDA guidelines on procurement records.
xv. Contract and amendments thereto as per format/requirement including Contractor's ESMP	The findings are as presented here below:
xvi. Contract Committee minutes relating to the procurement	Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003
xvii. Correspondences between the procuring and disposing entity and the bidder(s)	LGPP Form 5 signed on 9/9/24 approved by Levi Musinguzi Bahemuka
xviii. Evidence of resolution of grievance or complaints (if any)	Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005
Score 2 if all documents are available otherwise score 0 if incomplete.	LGPP Form 5 signed on 23/12/24 approved by Levi Musinguzi Bahemuka
	Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001
	LGPP Form 5 signed on 9/9/24 approved by Levi Musinguzi Bahemuka
	Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004
	LGPP Form 5 signed on 19/07/24 approved by Levi Musinguzi Bahemuka
	iv Contracts Committee approval of procurement method, bidding document, evaluation committee and shortlist of providers where applicable;
	Review of the procurement files for all procurements revealed that the contracts committee sitting on different dates approved procurement methods, bidding documents, evaluation committees and shortlist of providers, where applicable, as presented here below:
	On 28/02/2024, a new PPDA Regulation raised the threshold for contracts requiring clearing by the Solicitor General, from 200,000,000= to 800,000,000= and that Open Bidding for projects with estimated costs not exceeding 800,000,000= be procured under the Request for Quotation Method (RFQ)
	Under Min:06/10/DCC/2024.
	the Contracts Committee approved:

Procurement Method of Request for Quotation. FY 2024/2025 for:

Subject of procurement:

Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003

Under Min: 05/10/DCC/2024

the Contracts Committee approved:

Procurement Method of Request for Quotation. FY 2024/2025 for:

Subject of procurement:

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

Under Min: 09/10/DCC/2024

Procurement Method of Request for Quotation. FY 2024/2025 for:

Subject of procurement:

Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

Under Min: 07/01/DCC/2024

Procurement Method of Request for Quotation. FY 2024/2025

Subject of procurement:

Construction of a 2-stance Lined Pit VIP latrine at Avogera HCII in Ngwedo Subcounty & Butiaba HCII in Butiaba town

v. Bidding document and any amendments or clarifications.

There were no amendments or clarifications for the all infrastructure projects.

vi. Copy of the published advertisement of shortlist.

A copy of the Bid Notice Under Request for Quotation were in the file as evidence for short list for FY 2024/2025 inviting prequalified bidders through request

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

Evidence of Request for Quotation were in the file as evidence for short list for FY 2024/2025 inviting

prequalified bidders through request dated on 04/11/2024

Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

Evidence of Request for Quotation were in the file as evidence for short list for FY 2024/2025 inviting prequalified bidders through request dated on 04/11/2024

Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003

Evidence of Request for Quotation were in the file as evidence for short list for FY 2024/2025 inviting prequalified bidders dated 04/11/2024

Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

There was Evidence of Request for Quotation were in the file as evidence for short list for FY 2024/2025 inviting prequalified bidders on 4/11/24

Note: Force on account projects are not advertised.

vii. Record of issuance of bidding document.

There was evidence that all procurements had a record of issuance of the bidding document except the force on account projects as detailed here below:

1. Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

▲ Form 8: Bidding Documents were issued to 3 Bidders:

👎 1 on 5/11/2024

👎 1 on 6/11/2024

👎 1 on 7/11/2024

2. Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

▲ Form 8: Bidding Documents were issued to 3 Bidders:

👎 1 on 10/11/2024

👎 1 on 11/11/2024

👎 1 on 12/11/2024

3. Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003

▲ Form 8: Bidding Documents were issued to 3 Bidders:

👎 2 on 5/11/2024

👎 1 on 6/11/2024

4. Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

▲ Form 8: Bidding Documents were issued to 3 Bidders:

👎 1 on 7/11/2024

👎 1 on 8/11/2024

👎 1 on 9/11/2024

Viii. Record of receipt of bids

There was evidence that each of the all procurements had a record of receipt of bidding documents, as presented here below:

1. Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

▲ Form 12: Bidding Documents were received from 3 Bidders:

👎 3 on 15/11/2024

2. Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

▲ Form 12: Bidding Documents were received from 4 Bidders:

👎 4 on 15/11/2024

3. Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003

▲ Form 12: Bidding Documents were received from 4 Bidders:

👎 4 on 15/11/2024

4. Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

▲ Form 12: Bidding Documents were received from 1Bidder:

👎 1 on 15/11/2024

For projects under force on account there is no bidding process.

ix. Record of opening of bids

There was evidence that all procurements had a record of opening of bids as presented here below:

1. Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

▲ Form 12: Bidding Documents were opened for 3 Bidders on 15/11/2024

2. Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

▲ Form 12: Bidding Documents were opened for 3 Bidders on 15/11/2024

3. Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003

▲ Form 12: Bidding Documents were opened for 3 Bidders on 15/11/2024

4. Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

▲ Form 12: Bidding Documents were opened for 1 Bidder on 18/12/2024.

For projects under force on account there is no bidding process

x. Copies of bids received

A Record of copies of bids received was availed and was included on the record of Bids opened for all project procurements as a few presented below:

1 Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

▲ Number of Copies received: 3 for each of the 3 bids opened on 15/11/2024.

2. Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

Number of Copies received: 3 for each of the 3 bids opened on 15/11/2024

3. Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003

▲ Number of Copies received: 3 for each of the 3 bids opened on 15/11/2024

4. Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004.

▲ Number of Copies received:3 for each of the 1 bid opened on 15/11/2024

For projects under force on account there is no bidding process

xi. Evaluation meetings and evaluation report.

There was evidence that Evaluation meetings were held and evaluation reports recorded on LGPP Form 12 that specified resolutions for all project procurements assessed as follows:

Date of Evaluation Meeting and Report: 19/11/2024

Subject of procurement:

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

Date of Evaluation Meeting and Report: 04/12/2024

Subject of procurement:

Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

Date of Evaluation Meeting and Report: 19/11/2024

Subject of procurement:

Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003

Date of Evaluation Meeting and Report: 20/11/2024

Subject of procurement:

Construction of a 2-stance Lined Pit

VIP latrine at Avogera HCII in Ngwedo Subcounty & Butiaba HCII in Butiaba town.

xii. Notice of best evaluated bidder

There was evidence that the Best Evaluated Bidders for all project procurements under the respective Procurement Method was displayed on the PDU Notice Board as detailed below for a few projects:

1) On file, there was evidence that a BEB NOTICE was displayed on 08/01/2025 and removed on 20/01/2024 for Works under Request for Quotation Method for FY 2024/2025 for the following constructions:

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

- Contract Sum: Ugx: 130,687,301/=
- M/S Bakajjo Enterprise limited
- 2 unsuccessful bidders.

2) On file, there was evidence that a BEB NOTICE was displayed on 08/01/2025 and removed on 20/01/2024 for Works under Request for Quotation Method for FY 2024/2025 for the following constructions:

Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

- Contract Sum: 34,999,790/=
- M/S Kadikus investment limited
- 2 unsuccessful bidders

3) On file, there was evidence that a BEB NOTICE was displayed on 05/12/2024 and removed on 12/11/2024 for Works for Works under Request for Quotation Method for FY 2024/2025 for the following constructions

Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003

- Contract Sum: 130,687,301/=
- M/S Bakajjo Enterprise Limited
- 2 unsuccessful bidders

4) On file, there was evidence that a

BEB NOTICE was displayed on 08/01/2025 and removed on 20/01/2024 for Works and Supplies under Request for Quotation Procurement Method for FY 2024/2025 for:

Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

- Contract Sum: 40,031,264/=
- M/S Sydney Concepts Ltd
- 1 unsuccessful bidder

xiii. Submission of contract to the Solicitor General for clearance where applicable

All the Projects were low procurements and therefore didn’t require Solicitor General’s clearance.

xiv. Approval by Solicitor General applicable.

All the Projects were low procurements and therefore didn’t require Solicitor General’s clearance

xv. Contract and amendments thereto as per format/requirement including Contractor’s ESMP

For all lump sum contracts and admeasurement no amendments on file in the conditions and terms of the contracts and for those of admeasurement contracts there was no evidence of contracts amended for the project procurements implemented in FY 2024/2025

xvi. Contract Committee minutes relating to the procurement

There was evidence from the contracts committee file for FY 2024/2025 that the 6 procurements were discussed as presented here below:

1)The Contracts Committee sat on Under Min CC: 06/08/DCC/2024

Awarded contracts for works under Request for quotation 2024/2025 FY for the procurement of.

Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

2)The Contracts Committee sat on Under Min CC: 04/01/DCC/2024

Awarded contracts for works under

Request for quotation 2024/2025 FY for the procurement of.

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

3)The Contracts Committee sat on Under Min CC: 07/01/DCC/2025

Awarded contracts for works under Request for quotation 2024/2025 FY for the procurement of.

Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003

4) The Contracts Committee sat on Under Min CC: 09/01/DCC/2024

Awarded contracts for works under Request for quotation 2024/2025 FY for the procurement of.

Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

xvii. Correspondences between the procuring and disposing entity and the bidder(s)

Review of the project management files for the all procurements confirmed that there were correspondences related to the respective procurement between Buliisa DLG LG and the bidders:

Bid Acceptance Letters, Bid award Letters, Extension of Time, Payment Invoices, Memorandum of Association

1. Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

▲ Letter of Bid award 2024/2025 addressed to M/S Kadikus Investment Limited dated 21/01/2025 signed by CAO DLG

▲ Claim for payment amounting to 34,999,790 dated on 10/06/25 signed by Kiiza Wilson MD.

2. Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003

▲ Letter of Bid award addressed to Ms Bakajjo Enterprise Ltd 2024/2025 dated 21/01/2025 signed by CAO DLG

			▲ Letter of Bid acceptance addressed to CAO dated 23/01/2025 signed by Mujuni Nelbert. 3. Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004 ▲ Letter of Bid award to Ms Sydney Concepts Ltd 2024/2025 dated 21/01/2025 signed by CAODLG xviii. Evidence of resolution of grievance or complaints (if any) There were no grievances in procurement of the infrastructure projects implemented in FY 2024/2025.	
8	Evidence that the previous FY Procurement Plan included specific timelines for completing the outlined activities, and that the LG adhered to these established timelines.	From the PDU obtain the procurement plan and procurement files. • Review the timelines outlined in the Procurement Plan. • Review the procurement files to confirm the dates on which the specified activities were carried out and completed. Score 4 if the timelines were specified in the procurement plan and the LG adhered to these guideline otherwise score 0	According to the revised procurement plan, Buliisa DLG did not adhered to the timelines in the procurement plan, The verification for timeliness in implementation of all infrastructure project, presented as examples here below, were done by comparing the planned with the actual dates of the following contractual bench marks; • Bid invitation • Bid closing/opening • Approval of evaluation reports • Award Notification • Contract signing date • Completion date 1. Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001 Procurement plan: Planned:26/07/2024. Actual:30/06/2025. Bid invitation: planned date: 26/07/2024 Actual date: 09/09/2024 Bid closing/Opening: planned date: 20/08/2024 Actual date: 04/11/2024 Approval of evaluation Report: planned date:26/08/2024 Actual date: 19/11/2024 Award notification :	**0**

planned date: 20/09/2024

Actual date: 21/10/2024

Contract Signing:

planned date:23/09/2024

Actual date: 21/01/2025

Completion date

planned date: 30/06/2025

Actual date:21/01/2025

Procurement was completed within the planned schedule.

2. Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

Procurement plan:
Planned:26/07/2024.
Actual:30/06/2025.

Bid invitation:

planned date: 26/07/2024

Actual date: 04/11/2024

Bid closing/Opening:

planned date: 20/08/2024

Actual date: 15/11/2024

Approval of evaluation Report:

planned date:26/08/2024

Actual date: 4/12/2024

Award notification:

planned date: 20/09/2024

Actual date: 21/01/2024

Contract Signing:

planned date:23/09/2024

Actual date: 21/01/2025

Completion date:

planned date: 30/06/2025

Actual date:2/06/2025

Procurement was completed within the planned schedule.

3. Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003.

Procurement plan:

Planned:26/07/2024.
Actual:30/06/2025.

Bid invitation:

planned date: 26/07/2024

Actual date: 04/11/2024

Bid closing/Opening:

planned date: 20/08/2024

Actual date: 15/11/2024

Approval of evaluation Report:

planned date:26/08/2024

Actual date: 19/11/2024

Award notification:

planned date: 20/09/2024

Actual date: 21/01/2024

Contract Signing:

planned date:23/09/2024

Actual date: 21/01/2025

Completion date

planned date: 30/06/2025

Actual date:13/06/2025

Procurement was completed within the planned schedule.

4). Construction of a 2-stance Lined Pit VIP latrine at Avogera HCII in Ngwedo Subcounty.

Procurement plan:
Planned:26/07/2024.
Actual:30/06/2025.

Bid invitation:

planned date: 26/07/2024

Actual date: 04/11/2024

Bid closing/Opening:

planned date: 20/08/2024

Actual date: 15/11/2024

Approval of evaluation Report:

planned date:26/08/2024

Actual date: 20/11/2024

Award notification:

planned date: 20/09/2024

Actual date: 21/01/2024

			Contract Signing: planned date:23/09/2024 Actual date: 21/01/2025 Completion date planned date: 30/06/2025 Actual date: 21/06/2025. Procurement was completed within the planned schedule. For most of the infrastructure projects except the force on account projects were completed within the schedule.	
Contract management				
9	a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures) b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to 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	a) Issuance of Compulsory approvals There were no compulsory Approvals Issued for all the 41 Projects Assessed in Buliisa DLG.	**0**

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

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

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

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

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

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

From LG Engineer obtain project management files.

Check for

• Written Site instructions

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

a) Issuance of site instructions.

Site instructions were issued to the contractors of the following infrastructure projects during execution in the FY2024/2025;

Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005.

• As indicated in the supervision report dated 13/01/2025 there were no instructions issued as work was done as per specifications.

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

• Site Instructions Issued on 20th/02/2025 to rectify the defects on the Urinal soakpit. Urine was spilling on the surface.

Construction of a 2-stance line VIP latrine at Avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

• There was an Instruction dated 17th may to clean off paint droppings on the Steel door.

Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003

• Site Instructions Issued on 11th/04/2025 Commencement Order.

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

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

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

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

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

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

From LG Engineer obtain project management files.

Check for

• Snag list

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

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

a) Compiled Snag Lists.

Snaglists were compiled for only 04 Projects out of 41 as detailed below in the FY2024/2025.

Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005

• No snag list was issued, the projects had no defect as indicated in the supervision report dated 13th /02/2025.

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

Snag list was issued on 25/11/2025 as detailed below.

• Removal of unused material on site.

• The Cleanoff all the paint droppings on the floor of the Pitlatrine

Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003.

Snag list was issued on 11th/04/2025 Improve chalkboard Surfaces,Concrete15/20 thickness in additional rooms under Slab work.

Construction of a 2-stance line VIP latrine at Avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004.

Snag list was issued on 08/05/2025 for Painting the Fascia boards and Provide and Engravement for additional 2 stance Pit latrine.

9	a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures) b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project management files. Check for • Final Completion Certificate including approvals from Environment Officer and DCDO. • Payment vouchers Verify if the project manager paid the contractor the retention fund after the defects liability period. Score 2 if the requirements was met; otherwise, score 0	Retention fund to contractors for FY2023/2024 were paid for all projects as detailed below: Construction a 5 Stance VIP Latrine for Girls at Ngwedo Seed School. Request for payment by the contractor was made on the 10th May, 2025 totaling to UGX 1,977,974. Final Payment certificates were made on 11th June, 2025 but payment was effected on 7th August, 2025 vide voucher number 20052268. Construction a 2 Stance VIP Latrine with shelter at Kitahua. Request for payment by the contractor was made on 14th April, 2025 totaling UGX 963,401. Final Payment certificate was effected on 15th April, /2025, per voucher number 20054526 dated 12th August, 2025. Construction a 5 Stance VIP Latrine at Para Primary School. Request for payment by the contractor was made on the 10th May, 2025 amounting to UGX 1,605,347. Final Payment certificate was made on 10th June, 2025 and payment was effected on 19th September, 2025 as per voucher number 20054526. Construction a 5 Stance VIP Latrine at Kibambura Primary School. Request for payment by the contractor was made on the 15th April, 2025 amounting to UGX 1,640,000. Final Payment certificate was made on 23rd April, 2025, payment was effected on 23rd September, 2025 as detailed on voucher number.20054526.	**2**
9	a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures) b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project management files. • Meeting Schedules • Minutes of site meeting	Site progress meetings/Schedules. Review of the project management files revealed that 06 out of 41 projects had site meeting schedules, held site meetings confirmed with their corresponding minutes as detailed in a sample below; Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003 There was evidence of Meeting	**0**

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

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

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

• Minutes of project handover to the client

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

Verify if:

• The site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract

• There was a Project hand-over to the client

• Completion certificates were issued to the contractor

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

Schedules. Meetings held on 21st/01/2025, 11th/02/2025, 11th/05/2025, 13th/06/ 2025 with attached attendance list and progress reports.

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

There was evidence of Meeting Schedules. Meetings held on 12th/01/2025 and 16th/05/2025 with attached attendance list and progress reports.

Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005.

There was evidence of Meeting Schedules. Meetings held on 13th/01/2025 and 18th/05/2025 with attached attendance list and progress reports.

Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004

There was evidence of Meeting Schedules. Meetings held on 20th/06/2025,13th/01/2025, 18th/01/2025 with attached attendance list and progress reports.

Periodic Maintenance of Kisiabi-kijangi-Uribo road(10.9km)

There was evidence of Meeting Schedules. Meetings held on 19th/03/2025 with attached attendance list and progress reports.

Periodic Maintenance of Kisomere-Ngwedo (1.8km)

There was evidence of Meeting Schedules. Meetings held on 19th/03/2025 with attached attendance list and progress reports.

Final Completion Certificates and Project hand over.

From the review of the project management files for all the assessed projects only 06 out of 41 revealed that projects had been finally completed since their DLP of 6 months each had expired as indicated in a sample below below;

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

			Final completion Certificate was Issued on 121st/01/2025 and No Completion Report since he is suposed to Finish on 12th/12/2025 Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo sub county BULI821/WRKS/2024-2025/00004 Final completion Certificate was Issued on 21st/06/2025 and handover report will be issued on 21st/ 12/2025. Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003 Final completion Certificate was Issued on 13th/06/2025 and handover report duefor 13th/12/2025. Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005 Final completion Certificate was Issued on 02nd/06/2025 and handover Report will be issued on 02nd/12/2025. Periodic Maintenance of Kisiabi-kijangi-Uribo road(10.9km) Periodic Maintenance of Kisomere-Ngwedo (1.8km) Final completion Certificate was Issued on 19th/03/2025 for both force account roads.	
10	a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified. b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment c) Evidence that the project was implemented as per work schedule and completed within original completion date d) Evidence that the LG	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project files Check for • Evidence of joint measurement sheet/work verification Verify that joint measurements were effectively conducted for admeasurement contracts or that works were verified for lump sum contracts in terms	Joint measurements. Measurement sheets for Admeasured contracts implimented in the FY2024/2025 were conducted for 04 projects as detailed in assessed projects below and the rest were Lumpsum contracts executed and verified in terms of both quality and quantity. Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005. • From the Project Management files, this was a lumpsum contract and works were verified in terms of quality and quantity Construction of a 2-stance line VIP latrine at avogera HCIII IN Ngwedo	**2**

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).	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.	sub county BULI821/WRKS/2024-2025/00004 • There was Evidence of Measurement sheets from the Project Management files dated 17th/06/2025 signed by both the DE Mr siraje and the Contractor Miss Monica. Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003 • From the Project Management files, there was Evidence of Measurement sheets dated 08th/05/2025 signed by both the DE and the Contractor. Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001 • From the Project Management files, there was Evidence of Measurement sheets dated 08th/05/2025 signed by both the DE and the contractor. Periodic Maintenance of Kisiabi-kijangi-Uribo road(10.9km) Periodic Maintenance of Kisomere-Ngwedo (1.8km) • From the Project Management files, the works were Executed following force account Rules and Regulations by PPDA and works were verified and signed by the Engineer as satisfactory in the report dated 0th/11/2025.

10	a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified. b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment c) Evidence that the project was implemented as per work schedule and completed within original completion date d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project files Check for • Evidence of Performance Guarantee Verify that either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment. Ensure that the advance payment guarantee was verified by the bank. Score 2 if the requirements were met; otherwise, score 0.	No advance payment was done during FY2024/2025. (i) Construction a 5 Stance VIP Latrine at Kibambura Primary School. (ii) Construction a 5 Stance VIP Latrine at Para Primary School. (iii) Construction a 2 Stance VIP Latrine with shelter at Kitahua. (iv) Construction a 2 Stance VIP Latrine with shelter at Kitahua. (v) Construction a 5 Stance VIP Latrine for Girls at Ngwedo Seed School.	**2**
10	a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified. b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment c) Evidence that the project was implemented as per work schedule and completed within original completion date d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project files Check for • Start and completion date in the contract compared to actual completion date. Verify if the project was implemented as per work schedule and completed within the original completion date. Score 2 if the requirements were met; otherwise, score 0.	Work Schedule From review of the project management files for all Infrastructure projects implemented in FY 2024/2025, Comparison of the planned, start and completion dates with the actual, start and actual completion dates for these projects, revealed that 05 out of 41 projects completed on time as shown below. Maintenance of a 2-classroom Block at Kisanya Primary school Kigwera sub county BULI821/wrks/2024-2025/00003 • Start Date: 11/02/2024. • Intended Completion Date: 13/06/2025 • Actual Completion: 13/06/2025 Project completed on time. Construction of a 5-stance VIP latrine at URIBO daily market Nyamiteta Parish sub county BULI821/wrks/2024-2025/00005. • Start Date: 16/12/2024	**0**

within the threshold).

• Intended Completion Date: 16/03/2025

• Actual Completion: 14/03/2025

Project completed on time.

Construction of a 2-classroom Block at Wanseko P/S, Wanseko Town council Education Department. BULI821/WRKS/2024-2025/00001

• Start Date: 16/12/2024.

• Intended Completion Date: 16/03/2025

• Actual Completion: 14/03/2025

Project completed on time.

Periodic Maintenance of Kisomere-Ngwedo (1.8km)

• Start Date: 25/11/2024.

• Intended Completion Date: 25/01/2025

• Actual Completion: 24/01/2025

Project completed on time.

Periodic Maintenance of Kisiabi-kijangi-Uribo road(10.9km)

• Start Date: 19/05/2025.

• Intended Completion Date: 25/07/2025

• Actual Completion: 25/07/2025

Project completed on time.

10	a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified. b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment c) Evidence that the project was implemented as per work schedule and completed within original completion date d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project files Check for • Work Schedule • When payment was made as compared to invoice date • Original and amended contract where there is a variation. 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) Score 2 if the requirements (i) and (ii) were met; otherwise, score 0.	Display of Buliisa infrastructural project Schedule. There was no evidence that the LG developed an integrated work schedule for all assessed infrastructure projects implemented in FY2024/2025. Contract price variation. From review of the project management files for the all infrastructural projects implemented in FY 2024/2025, no contracts had variations of prices.	**0**

Effective mobilisation and management of financial resources

11	Evidence that the LG realised an increase in OSR (excluding one/off, e.g., sale of assets, but including arrears collected in the year) from the previous FY but one to the previous FY, and evidence that the LG remitted the mandatory LLG share of local revenues during the previous FY not more than 10 days after cash limit release.	From the Chief Finance Officer, obtain a copy of the final accounts for the previous two years, • Calculate the percentage increase in OSR, • Ascertain the percentage of the mandatory LLG share of local revenues during the previous financial year, • Calculate the percentage of the LLG remitted From CFO obtain invoices and vouchers to	(i) Buliisa DLG realized UGX 544,837,346 in FY 2023/2024 as local revenue per page 37 of the audited accounts by OAG. In FY 2024/2025, the district realized UGX 777,956,298 as local revenue, as per page 37 of the draft final accounts. There was an increase of UGX 233,118,952 in revenue collection during FY 2024/2025 as reflected on page 37 of the draft final accounts for FY 2024/2025 which was equivalent to 42.7%% increment and therefore above 5% Computation: 233,118,952 x 100 = 42.7% 544,837,346	**2**

		ascertain when LG revenue was received and remitted. Verify if: i. If the increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from the previous FY but one to the previous FY was more than 5% ii. If the LG remitted the mandatory LLG share of local revenues during the previous financial year not more than 10 days after the cash limit release If the LG complies to (a) and (b) score 2 or else 0.	Total sharable local revenue with LLGs that was realized by the district during FY 2024/2025 amounted to UGX 347,088,961 as per page 37 of the draft final accounts for FY 2024/2025. Local revenue was accordingly transferred to appropriate LLGs (65% for Sub counties) and (100% Town Councils). Examples of the transferred sharable local revenue to LLGs including town councils are provided below: (i) UGX 3,989,570 was remitted to Ngwedo sub county vide payment voucher number 14374045 dated 6th September, 2024 as its 65% share in quarter one. Cash Limit was dated 31st August, 2024. (ii) UGX 5,570,000 was remitted to Biiso sub county vide payment voucher number 16859654 dated 23rd January, 2025 as 65% share in quarter three. Cash Limit was dated 14th January, 2025. (iii) UGX 4,738,000 was remitted to Butiaba Town Council as its share of 100% vide payment voucher number 16761922 dated 10th January, 2025 in quarter three. Cash Limit was dated 5th January, 2025. (iv) UGX 305,630 was remitted to Kigwera sub county as its 65% share of local revenue vide payment voucher number 18645919 dated 23rd April, 2025 in quarter four. Cash Limit 17th April, 2025. The transfer of local revenue to LLGs was done within the prescribed 10 days after receiving the cash limit.	
12	Evidence that the LG used all the development grants as per the grant guidelines and the eligible items in the respective investment menu score 2	Obtain Budget performance reports from the Chief Finance Officer to ascertain the Development grants transferred to LGs during the previous FY From the budget website and/or MDAs obtain and review the respective grant guidelines focusing on the Investment Menu Determine whether all development grants in the previous FY were	Development grants were transferred to Buliisa DLG during FY 2024/2025 namely under DDEG, UgiFT, SFG and Sector Maintenance Grant. 1. Development grants transferred to Buliisa DLG under SFG during FY 2024/2025 were utilized for the following project. Construction of a 2 classroom block at Wanseko Primary School under the Education Department which was budgeted for UGX 130,853,000 of the approved Buliisa DLG budget for FY 2024/25 on page 43. The Total expenditure during the FY 2024/2025	**2**

spent on the eligible items in the respective investment menu. If the LG used all of the development grants per the grant requirements and the eligible items in the respective investment menu, score 2 or else 0.	amounted to UGX 130,853,000 as per draft financial accounts for FY 2024/2025 page 34. All funds were released and spent in adherence with the Planning Budgeting and Implementation Guidelines for District and Urban Councils, May 2007, on pages 7and 8 of Chapter 3.5 eligible activities funded by SFG. 2. Development grants transferred to Buliisa DLG under the Sector Maintenance Grant during FY 2024/2025 were utilized by the following projects: (a) Rehabilitation of a 2 Classroom Block at Kisansya Primary School in Kigwera sub county which was budgeted for UGX. 68,392,000 in the approved Budget for FY 2024/2025. The total expenditure during FY 2024/2025 amounted to UGX 68,392,000 as per draft financial accounts page 34. (b) Rehabilitation of a 7 Classroom Block at Kisiabi Primary School with an office in Buliisa Town Council which was budgeted for UGX 200,000,000 in the approved Budget FY 2024/2025 page 48. The total expenditure during FY 2024/2025 amounted to UGX 200,000,000 as per draft final accounts page 34. All funds were released and spent in adherence with the guidelines. The Budgeting and Implementation Guidelines for Primary and Secondary Schools of July, 2024; page 7 table 1: Indicative Eligible and Ineligible Expenditure/Item for Primary and Secondary Education. 3. Development grants transferred to Buliisa DLG under the UgiFT during FY 2024/2025 were utilized for the following projects: (a) Supply of ICT equipment, reagents and science kits to Kihungya Seed Secondary School in Kihungya sub county budgeted for UGX. 165,000,000 in FY 2024/2025 page 46 of the approved district Budget. The total expenditure during the FY 2024/2025 amounted to UGX 165,000,000 as per the draft financial accounts page 34. (b) Completion of Kihungya Seed Secondary School in Kihungya Sub County for UGX. 1,003,150,111 budgeted for FY 2024/2025 page 46 of the approved Budget. The total expenditure during the FY 2024/25 amounted to UGX 1,003,150,111 as

per the draft final accounts page 34.

All funds were released and spent in accordance with UgiFT Operation Manual, Volume 1 page 30, Table 26: MTP Allocations for the Education Development grant

4. Development grants transferred to Buliisa DLG under DDEG during FY 2024/2025 were utilized for the following projects:

(a) Supply of 172 three seater desks to Kakoora and Waiga Primary Schools in Buliisa sub county which was budgeted for UGX 60,000,000 for FY 2024/25 as reflected on page 62 of the approved district Budget. The total expenditure during FY 2024/2025 amounted to UGX 60,000,000 as indicated on page 34 of the district draft final accounts for FY 2024/2025.

(b) Rehabilitation/renovation of the District Resource Centre Hall at the District Headquarters which was budgeted for UGX 48,889,000 for FY 2024/25 on page 62 of the approved district budget. The total expenditure during the FY 2024/2025 amounted to UGX. 47,227,000 as per draft final accounts page 34.

All funds were released and spent in accordance with the DDEG Grant Budget and Implementation Guidelines for Financial Year 2024/2025 page 7: Positive List/Investment Menu.

5. Development grants transferred to Buliisa DLG under DISTRICT WATER AND SANITATION CONDITIONAL GRANT during FY 2024/2025 were utilized for the following projects:

Drilling, Casting and Installation with hand pump of 4 deep boreholes in Biiso sub county, Kihungya sub county, Buliisa sub county, Kigwera Town Council and Buliisa Town Council which was budgeted for UGX 144,647,000 for FY 2024/2025 on page 55 of the approved district budget. The total expenditure during FY 2024/2025 amounted to UGX 144, 530,000 as per draft final accounts page 34.

All funds were released and spent in accordance with the District Rural Water Supply and Sanitation Conditional Grants Budget and Implementation Guidelines; page 9 Table 7; Indicative List of Allowable Eligible and Ineligible Activities/Items.

13	Evidence that the LG produced an annual audit plan and quarterly internal audit reports, the LG PAC discussed internal and external audit issues and reported to the district chairperson or Mayor, and the LG resolved audit issues identified by internal and external audits.	From the Internal Auditor, obtain an audit plan and audit reports to verify the timely production of internal audit reports. Obtain minutes of LG PAC to establish whether they have discussed both internal and external issues and made recommendations to the Accounting officer. From CFO, Obtain reports on the implementation of audit recommendations. Verify If the LG: i. Produced an annual audit plan and quarterly internal audit reports within two months of the end of the quarter, ii. The LG PAC discussed internal and external audit issues and reported to the district chairperson or Mayor , and iii. The LG resolved at least 80% of audit issues identified by internal and external audits (due audit recommendations are implemented) If the requirements (i) to (iii) are met score 2 or else 0.	(i) Buliisa DLG had in place an approved Internal Audit Plan for FY 2024/2025 dully approved by the Audit Committee, Western Region on 29th April, 2024. (ii) The Internal Auditor produced the four quarterly internal audit reports for FY 2024/2025 but the internal audit reports for quarter three and quarter four were produced outside the mandatory one month prescribed period. Quarter One report was produced on 24th October, 2024 under reference BDLG/100/101. There were 06 queries raised by the Internal Auditor. Quarter Two report was produced on 21st January, 2025 under reference BDLG/100/101. There were 05 queries raised by the Internal Auditor. Quarter Three report was produced on 19th May, 2025 under reference CR/BUL/AUDIT/2025/Q3/1. There were 09 queries raised by the Internal Auditor. Quarter Four report was produced on 20th August, 2025 under reference CR/BUL/AUDIT/2025/Q3/1. There were 08 queries raised by the Internal Auditor. P/S MoLG, Internal Auditor General, OAG, RDC, CAO, Chair Person LGPAC, and Chair Person Buliisa District received copies of the Internal Auditor’s quarterly reports. Internal audit reports were discussed by the LGPAC as follows: Quarter one and quarter two reports were discussed by the LGPAC on 18th February, 2025 under minute reference Min. 07/FEB/2025. Quarter three and quarter four reports had not been discussed by the LGPAC at the time of the assessment. The Chairperson DPAC communicated to the Chief Administrative Officer in respect of the status on implementation of the internal audit recommendations vide unreferenced letter dated 20th May, 2025. (iii) In total, 28 queries were raised by the Internal Auditor in FY	**0**

			2024/2025 out of which 26 queries were resolved. Computation: 26 x 100 = 93% 28 Although the performance was 93% hence above the prescribed 80%, internal audit reports for quarter three and quarter four were produced outside the mandatory one month.	
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	Buliisa DLG got Unqualified Audit Opinion from the OAG in respect of the audited accounts of the district for FY 2024/2025.	**2**
Environment, Social, Health and Safety				
15	Evidence that the LG implemented all mitigation measures in the Environmental & Social Management Plans (ESMPs) for all Projects in the previous year as provided for in the Guidelines.	From DNRO/Environment Officer • Obtain and review the Environmental & Social Management Plans (ESMPs) for all projects • Sample projects (at least 3) to verify that the mitigation measures in the project ESMPs were implemented as reported. If ALL the mitigation measures were implemented in 100% of the projects sampled score 2 or else 0.	All sampled projects: had ESMP Implementation Reports. a). Renovation of Two-Classroom Block at Kisansya Primary School There was no evidence that ESMPs for these projects in the previous year were fully implemented. There was no evidence of ESMPs implementation report. Project Safeguards Clearance Reports: There was no evidence provided of Project safeguards clearance report. b). Schools - Construction of Classroom block at Wanseko Primary School The ESMPs implementation report for the construction was not provided. Renovation of Two-Classroom Block at Kisansya Primary School. There was no evidence of ESMPs implementation report. c). Renovation of Two-Classroom Block at Kisansya Primary School There was no evidence of ESMP implementation report.	**0**
16				**0**

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	The following projects were verified for proof of land ownership ownership/ right of way as detailed below: 1.Construction of one 2 Classroom Block and 2 units of 2 stance VIP Latrine at Wanseko Primary School budgeted for UGX130,853,000. Negotiations were on going to have MoU in place with Buliisa Catholic Diocese, LC system and Buliisa District Local Government. 2. Supply of ICT equipment, reagents and science kits to Kihungya Seed Secondary School in Kihungya sub county budgeted for UGX. 165,000,000. Land Title/Agreement was not applicable 3. Completion of Kihungya Seed Secondary School in Kihungya sub county for UGX. 1,003,150,111. The land title was in place as detailed below: Plot 34, Block 5 at Garasoya covering 2.0770 hectares. 4. Rehabilitation/renovation of the District Resource Centre Hall at the District Headquarters which was budgeted for UGX 48,889,000. This is community land whose titling was in progress at the time of the assessment. 5. Drilling, Casting and Installation with hand pump of 4 deep boreholes in Biiso Sub county, Kihungya Sub county, Buliisa Sub county, Kigwera Town Council and Buliisa Town Council which was budgeted for UGX 144,647,000. This was community land and MOUs were in place that involved community stake holders, LC system and the district officials. 6. Supply of 172 three seater desks to Kakoora and Waiga Primary Schools in Buliisa sub county which was budgeted for UGX 60,000,000. Land Title and Agreement not applicable. 7. Rehabilitation of a 2 Classroom Block at Kisansya Primary School in Kigwera Sub county which was budgeted for UGX. 68,392,000. Negotiations were on going to have MoU in place with Buliisa Catholic

			Diocese, LC system and Buliisa District Local Government 8. Rehabilitation of a 7 Classroom Block at Kisiabi Primary School with an office in Buliisa Town Council which was budgeted for UGX 200,000,000. Negotiations were on going to have MoU in place with the Anglican Church through Masindi Kitara Diocese and Buliisa District Local Government.	
17	Evidence of implementation of the Stakeholder Engagement Plan implemented in the previous FY	From the DCDO obtain and review; • The approved Stakeholder Engagement Plans for the previous FY. • Reports of implementation of the stakeholder Engagement Plan for the previous FY. To determine o The engagements held with stakeholder o Resolutions made o Actions taken o Outcomes of the actions Note that reports should be in tandem with the SEP If the above requirements are complied with score 2 or else 0.	There was no evidence of an approved stakeholder engagement plan for FY 2024/25.There was no minute extract for the approval of stakeholder engagement plan by council. Reports for implementation of the Stakeholder Engagement plan for 2024/25 were not provided.	**2**

18	Evidence that GRCs at project level are existent, functional and that the communities/workers have been sensitized about their existence and are using them	Review the GRCs at various projects to establish i. They are as constituted as per the circular issued by MoGLSD in July 2023 ii. Evidence that grievances are recorded iii. Evidence that the grievances that were received were acted upon iv. Evidence that the GRC activities are funded v. Evidence that the community/workers have been sensitized about the existence of the GRC vi. Evidence that the GRCs have been trained on their roles and responsibilities If the requirement (i) to (vi) above are complied with score 2 or else 0.	There was existence and functionality of the GRCs at project level and as constituted per the circular issued by MoGLSD in July 2023. There was no evidence of schedule of GRC meetings for all sampled projects. There were no grievances that were recorded for all the projects. There was no evidence for funding GRC activities. The DLG had no grievance book where grievances were recorded.	**0**
Transparency, oversight, reporting and accountability				
19	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. Sample 5 sites to establish display of relevant information From the LG Planner, obtain minutes of Baraza and attendance lists to establish issues discussed Radio Program Recordings Obtain from the CFO the charge policy. Check display of tax information on public notice boards Verify that: 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	(i) LG shared LGMSD PA results of the previous financial year in respect of how much was gained or lost regarding the size of the development grants allocated to each LG through DTPC meeting held on 25th August, 2025 through minute reference MIN.05/08/DTPC 2025/26. Summary of the assessment results indicated the rank of the district as 130 out of 176 which was an improvement compared to FY 2023/2024. The allocation attracted an increase of 3% of the development grants for FY 2025/2026. As for grant allocation, Water sector which performed poorly was mostly affected equivalent to UGX (155, 616,876), the highest incentive was under Education which had 63% increment equivalent to UGX 12,774,719. Under DDEG the incentive was 3% equivalent to UGX 7,530,895. (ii) Buliisa DLG shared LGMSD PA results of the previous financial year in respect of how much was gained or lost regarding the size of the	**2**

results with the citizens through at least one of the following forms: barazas; radio; circulars and workshops

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

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

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

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

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

development grants allocated to each LG through DTPC meeting held on 25th August, 2025 through minute reference MIN.05/08/DTPC 2025/26.

Summary of the assessment results indicated the rank of the district as 130 out of 176 which was an improvement compared to FY 2023/2024.

The allocation attracted an increase of 3% of the development grants for FY 2025/2026.

As for grant allocation, Water sector which performed poorly was mostly affected UGX (155, 616,876), the highest incentive was under Education which had 63% increment equivalent to UGX 12,774,719. Under DDEG the incentive was 3% equivalent to UGX 7,530,895.

(iii)Site boards

From the site visits to the 6 sampled project sites, it was observed that Buliisa DLG LG had placed site boards on all the sampled projects

(iv) The district held Barazas, compiled Baraza reports as well as attendance lists which were in place in order to provide feedback on status of activity implementation in the district. Discussions were held with the public as required.

Baraza meeting was held on 1st August, 2024 at Biiso Community Hall located in Biiso sub county.

The Baraza was attended by the CAO, DPC, RDC and deputy RDC, chair persons of LC II, LC III, LCI, OPM representative, the general public and other stakeholders.

Issues discussed in the barazas covered inadequate funds for construction of water facilities in the district, early marriages and pregnancies leading to increased number of school drop outs and young mothers. Child labour that resulted into young generations not to go to attend schools.

Baraza meeting was held on 5th March, 2025 at Ngwedo Seed Secondary School in Ngwedo sub county.

The Baraza was attended by CAO, DPC, RDC and deputy RDC, chair persons of LC II, LC III, LCI, and representatives from Office of the Prime Minister, the general public and other stakeholders.

			Issues discussed in the barazas covered denial of access of district stakeholders to the Central Processing Facility area for oil; lobbying for funds to construct Ngwedo sub county Headquarters. The district held various radio talk shows during FY 2024/2025 with Biiso FM radio. Radio talk shows covered among others nutrition issues in the district, PDM, UWEP and YLP programmes. The radio talk shows were moderated by among others the Chairperson of the Nutrition Committee, PDM Focal Person and UWEP/YLP focal person. (v) The district made publicly available information on (i) tax rates, ii) collection procedures, iii) procedures for appeal; (iv) amounts collected during FY2024/2025 and how it was used as detailed below: (a) Circular on Chargeable Rates for commodities and services in Buliisa District for FY 2023/2024 and FY 2024/2025 which was issued by the CAO on 11th June, 2024 and copied to CFO, all sub counties, Internal Auditor and District Chairperson. The circular was distributed and pinned on notice boards to all the 6 sub counties and 4 town councils that make up the district as LLGs as evidenced at Biiso TC, Wanseko TC, Butiaba TC, Biiso sub county which were visited by selected members of the Assessment Team. (b) Tendered Revenue Sources (Markets) for FY 2024/2025 that was equally circulated to all LLGs and Town Councils. The circular was issued by CFO dated 28th August, 2024 under reference PDU/212/2024. The circular was pinned on notice boards at Kigwera sub county, Kihungiya sub county and Buliisa Town Council which were visited by selected members of the Assessment Team.	
20	Evidence that the LG supervised or mentored all LLGs; ensured that the results/reports of support supervision visits were discussed by the TPC and used by the District/Municipality to make recommendations for corrective actions and followed up; the LG conducted credible assessments of LLGs as verified during the National LGPA	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	(i) Buliisa DLG supervised or mentored all LLGs during FY 2024/2025 on quarterly basis as required and reports were accordingly produced for action. In quarter one, the mentoring and supervision report was produced on 24th September, 2024. In quarter two, the supervision or mentoring report was produced on 29th October, 2024. The third quarter	**0**

exercise; and the LG conducted mock assessments, discussed the results, and took corrective action in preparation	mock assessments were conducted, results discussed and corrective action taken From the OPAMS, obtain the internal assessment reports of LLGs and compare with the results of the verification team to establish whether the results are within +/- 10% Check and verify that: i. The LG has supervised or mentored all LLGs; ii. Results/reports of support supervision visits were discussed by the TPC, used by the LG to make recommendations for corrective actions and followed up iii. The LG conducted credible assessment of LLGs as verified during the National LGPA exercise iv. The LG conducted mock assessment, discussed the results and took corrective action in preparation/readiness for the national performance assessment exercise If (i) to (iv) above requirements are complied with score 2 or else 0	supervision or mentoring report was produced on 28th February, 2025. As for the fourth quarter supervision or mentoring report, it was produced on 8th May, 2025. (ii) The TDPC meeting was held on 30th September, 2024 discussed quarter one supervision and mentoring report vide minute reference MIN.08/09/DTPC/2024/2025. The DTPC meeting held on 1st November, 2024 discussed quarter two report under minute reference MIN.07/11/DTPC/2024/2025. The TDPC meeting held on 7th April, 2025 discussed quarter three supervision and mentoring report vide minute reference MIN. 07/04/DTPC/2024/2025. The DTPC meeting held on 28th May, 2025 discussed quarter four supervision and mentoring report under minute reference MIN. 09/05/DTPC/2024/2025. The main issues that were discussed on supervision and mentoring report covered among others: Extension workers were asked to routinely visit and professionally advise farmers on appropriate farming methods, the Community Department was asked to continue sensitizing the public on Mind Set Change for the PDM programme. Vigorous follow up of staff attendance to duty especially at LLG levels. Encouraged team work of all district staff for effective service delivery. (iii) On the credibility of the assessments of LLGs as verified during the National LGPA exercise in respect of FY 2024/2025, the overall rating of the assessment of the DLG was not credible based on the following results of the sampled LLGs as provided below: (a) Butiaba sub county, LG IAT 84%; LL IVA 87% Variance -3 credible; (b) Buliisa TC, LG IAT 84%; LLG IVA 79% Variance 5 credible; (c) Buliisa sub county LG IAT 81%; LLG IVA 90% Variance -9 credible (d) Kihungye sub county,

			LG IAT 81%; LLGIVA 96% Variance - 15 not credible. (iv) The LG conducted mock assessment for five days specifically from 14th to 18th, August, 2025. The District Planner was in charge and coordinator of the mock assessment and a report was accordingly produced dated 20th August, 2025. The report by the Planner was subsequently discussed by the DTPC on 25th August, 2025 under minute reference MIN. 05/08/DTPC/2025/26. Issues discussed covered among others lack of a Senior Agricultural Engineer to cater for the micro scale irrigation projects, follow up of gaps identified during the mock assessment for example missing reports for mobilization of communities on management of water resources. Absence of the District Water Officer during the conduct of the mock assessment exercise. The Environment Officer was tasked to coordinate with project user departments and ensure incorporation of ESMPs in the project bidding documents.	
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	Buliisa District LG prepared both quarterly financial and quarterly physical progress reports covering all development projects for FY 2024/2025 and the reports were discussed by the relevant organs. The financial and physical progress reports for FY 2024/2025 were produced at different dates as detailed below: As for quarter one, the financial and physical progress reports were produced on 28th August, 2024; quarter two reports were produced on 22nd October, 2024; quarter three reports were produced on 14th February, 2025 and quarter four reports were produced on 15th April, 2025. The physical and financial progress reports were discussed by DTPC, DEC and Council as detailed below: (i) The DTPC meeting held on 30th September, 2024 discussed the quarter one reports under minute reference: MIN.05/09/DTPC/2024/2025 The DTPC meeting held on 1st November 2024, discussed the	**2**

quarter two reports under minute reference: MIN.07/11/DTPC/2024/2025.

The DTPC meeting held on 7th March, 2025 discussed the quarter three reports under minute reference: MIN.05/03/DTPC/2024/2025.

The DTPC meeting held on 28th May, 2025 discussed the quarter four reports under minute reference: MIN.08/05/DTPC/2024/2025

(ii) The DEC meeting held on 30th October, 2024 discussed the quarter one and quarter two financial and physical progress reports under minute reference: Min.46/11/24.

The DEC meeting held on 28th May, 2025 discussed the quarter three and quarter four financial and physical progress reports under minute reference: BLSA/DEC 20/6/2025.

(iii) In a Council meeting held on 26th September, 2024, the financial and physical progress reports for quarter one were discussed under minute reference MIN.136/BULIISA COU/2024/2025.

Council meeting held on 28th November, 2024, discussed quarter two financial and physical progress reports under minute reference MIN.148/BULIISA COU/2024/2025.

Council meeting held on 6th March, 2025 discussed quarter three financial and physical progress reports under minute reference MIN.167/BULIISA COU/2024/2025.

Council meeting held on 29th May, 2025 discussed quarter four financial and physical progress reports under minute reference MIN.189/BULIISA COU/2024/2025.

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

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

1	Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year	From the LG obtain UNEB results disaggregated between Government aided and private schools and review: • The LG PLE results for the previous school year but one and the previous year • Calculate the pass rate or percentage increase between the previous school year but one and the previous year • Calculate the percentage of pupils that passed between grades 1 and 4 for both years • For districts with municipalities, disaggregate results between the districts and the MC. If the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year, Score 3 or else score 0	There was evidence provided by the District Education department that average PLE pass rates improved between 2023 and 2024. A circular none referenced signed by DIS Mugisa James to CAO through DEO, dated 24/02/2025 releasing PLE results indicated the following information: PLE 2023 DIVISION TOTAL DIV 1 15 DIV 2 307 DIV 3 310 DIV 4 150 DIV U 197 TOTAL 979 ABSENTEES 14 Div 1-4 was 15+307+310+150=782 Therefore, the pass rate was 782/979 * 100 = 79.9%. PLE 2024 DIVISION DIV 1 13 DIV 2 414 DIV 3 322 DIV 4 166 DIV U 210 TOTAL 1,125 ABSENTEES 06 DIV 1-4 was 13+414+322+166=915 Therefore, the pass rate was 915/1,125 * 100 = 81.3%. The pass rate improved from 79.9% in 2023 to 81.3% in 2024, indicating an improvement in performance. Basing on the above evidence and computations, Buliisa DLG got a score of 3.	**3**

1	Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year	From the LG obtain UNEB results disaggregated between Government aided and private schools and review: • The LG PLE results for the previous school year but one and the previous year • Calculate the pass rate or percentage increase between the previous school year but one and the previous year • Calculate the percentage of pupils that passed between grades 1 and 4 for both years • For districts with municipalities, disaggregate results between the districts and the MC. If 20% of the learners in the LG government aided schools scored PLE pass grades between 1 and 2, in the previous year Score 3 (max) or else score : 0	There was evidence that more than 20% of learners in the LG government aided schools passed PLE in grades 1 and 2 in the LG government aided primary schools in the year 2024. A circular none referenced signed by DIS Mugisa James to CAO through DEO, dated 24/02/2025 releasing PLE results indicated the following information: 2024, PLE Division I 13 + Division II 414 = 427 427/1,125* 100 = 37.9%. Therefore, the learners who passed in grades 1 and 2 were at 37.9% which was above the 20% threshold. Basing on the above computations, Buliisa DLG got a score of 03	**3**

1	Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year	From the LG obtain UNEB results disaggregated between Government aided and private schools and review: • The LG PLE results for the previous school year but one and the previous year • Calculate the pass rate or percentage increase between the previous school year but one and the previous year • Calculate the percentage of pupils that passed between grades 1 and 4 for both years • For districts with municipalities, disaggregate results between the districts and the MC. If 20% of the learners in the LG government aided schools scored PLE pass grades between 1 and 2, in the previous year Score 3 (max) or else score : 0	There was evidence provided by the District Education department that average PLE pass rates improved between 2023 and 2024. A circular none referenced signed by DIS Mugisa James to CAO through DEO, dated 24/02/2025 releasing PLE results indicated the following information: PLE 2023 DIVISION TOTAL DIV 1 15 DIV 2 307 DIV 3 310 DIV 4 150 DIV U 197 TOTAL 979 ABSENTEES 14 Div 1-4 was 15+307+310+150=782 Therefore, the pass rate was 782/979 * 100 = 79.9%. PLE 2024 DIVISION DIV 1 13 DIV 2 414 DIV 3 322 DIV 4 166 DIV U 210 TOTAL 1,125 ABSENTEES 06 DIV 1-4 was 13+414+322+166=915 Therefore, the pass rate was 915/1,125 * 100 = 81.3%. The pass rate improved from 79.9% in 2023 to 81.3% in 2024, indicating an improvement in performance. Basing on the above evidence and computations, Buliisa DLG got a score of 3.	**3**

1	Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year	From the LG obtain UNEB results disaggregated between Government aided and private schools and review: • The LG PLE results for the previous school year but one and the previous year • Calculate the pass rate or percentage increase between the previous school year but one and the previous year • Calculate the percentage of pupils that passed between grades 1 and 4 for both years • For districts with municipalities, disaggregate results between the districts and the MC. If 70% of the learners in the LG government-aided schools scored PLE pass grade rates 4 (cumulative), Score 2 or else score : 0	There was evidence that 70% of the learners in Government aided primary schools scored pass grades 1-4 (cumulative). A circular none referenced signed by DIS Mugisa James to CAO through DEO, dated 24/02/2025 releasing PLE results indicated the following information: Division I 13 + Division II 414 + Division III 322 + Division IV 166 = 915. Therefore 915/1,125*100=81.3% of the learners in government aided schools passed in grades 1-4 that is above the 70% required threshold. Therefore, Buliisa DLG got a score of 2	**2**

1	Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year	From the LG obtain UNEB results disaggregated between Government aided and private schools and review: • The LG PLE results for the previous school year but one and the previous year • Calculate the pass rate or percentage increase between the previous school year but one and the previous year • Calculate the percentage of pupils that passed between grades 1 and 4 for both years • For districts with municipalities, disaggregate results between the districts and the MC. If 70% of the learners in the LG government-aided schools scored PLE pass grade rates 4 (cumulative), Score 2 or else score : 0	There was evidence provided by the District Education department that average PLE pass rates improved between 2023 and 2024. A circular none referenced signed by DIS Mugisa James to CAO through DEO, dated 24/02/2025 releasing PLE results indicated the following information: PLE 2023 DIVISION TOTAL DIV 1 15 DIV 2 307 DIV 3 310 DIV 4 150 DIV U 197 TOTAL 979 ABSENTEES 14 Div 1-4 was 15+307+310+150=782 Therefore, the pass rate was 782/979 * 100 = 79.9%. PLE 2024 DIVISION DIV 1 13 DIV 2 414 DIV 3 322 DIV 4 166 DIV U 210 TOTAL 1,125 ABSENTEES 06 DIV 1-4 was 13+414+322+166=915 Therefore, the pass rate was 915/1,125 * 100 = 81.3%. The pass rate improved from 79.9% in 2023 to 81.3% in 2024, indicating an improvement in performance. Basing on the above evidence and computations, Buliisa DLG got a score of 3.	**3**

Access

3	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	There was no evidence that the total primary enrolment increased in 2025 compared to 2024. A submission by the CAO to the Permanent Secretary, Ministry of Education and Sports (CR/BUL/156/1) dated 30/09/2025 submitting UPE/USE enrolment indicated the following information: In the academic year 2024, the Boys enrolment was 13,503 while that of 2025 was 13,194. The difference in enrollment was 13,194-13,503 = -309 which indicated a decline. Hence there was no increase in the boys' enrollment. Therefore, Buliisa DLG score was 0.	**0**
3	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 no evidence of an increase in enrolment in line with the 5% increase as per the requirements of the indicator. A submission by the CAO to the Permanent Secretary, Ministry of Education and Sports (CR/BUL/156/1) dated 30/09/2025 submitting UPE/USE enrolment indicated the following information: In the academic year 2024, the Girls enrolment was 12,252 while that of 2025 was 12,107. Therefore, the difference in enrolment was 12,107-12,252 = -145 which indicated a decline. Therefore, there was no increase in girls' enrolment between previous academic year and the current academic year above the threshold of 5%. Therefore, Buliisa DLG score was 0	**0**

3	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	There was no evidence that SNE enrolment increased by 5% in the current year (2025) as compared to the previous year 2024. A submission by the CAO to the Permanent Secretary, Ministry of Education and Sports (CR/BUL/156/1) dated 30/09/2025 submitting UPE/USE enrolment indicated the following information: In the academic year 2024 SNE enrolment was 1,460 while that of 2025 was 1,471 The difference in enrollment was 1,471-1,460= 11. So 11/1,460*100= 0.7% increase in SNE enrolment which is below the required 5% threshold. Therefore, Buliisa DLG score was 0.	**0**
4	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	There was evidence that the boys' enrolment increased above 70% or by 5%. A submission by the Inspector of Schools Ms.Kabonesa Sophia to District Education Officer dated 10/04/2024 and that signed by DEO addressed to CAO dated 10/04/2025 submitting UPE/USE enrolment indicated the following information: The 2024 enrollment for boys was 2,678 and 2025 boys' enrollment was 3,847. Therefore, the difference in enrollment was 3,847-2,678=1,169. Hence 1,169/2,678* 100 = 43.7% increase, which is above the required threshold of 5% increase. Basing on the above calculations Boys enrolment increased by more than 5%. Therefore, Buliisa DLG got a score of 2	**2**

4	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	There was evidence that the enrolment of girls increased by 5%. A submission by the Inspector of Schools Ms.Kabonesa Sophia to District Education Officer dated 10/04/2024 and that signed by DEO addressed to CAO dated 10/04/2025 submitting UPE/USE enrolment indicated the following information: In the academic year 2024, the girl's enrollment was 2,558 and 2025 was 3,608 Therefore, the difference in enrollment was 3,608-2,558=1,050. Hence 1,050/2,558*100 = 41.0% increase, which is above the required threshold of 5 % . Basing on the above calculations Girls enrolment increased by more than 5%. Therefore, Buliisa DLG got a score of 2.	**2**
4	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	There was evidence that SNE enrolment increased by 5% from the previous school year. A submission by the Inspector of Schools Ms.Kabonesa Sophia to District Education Officer dated 10/04/2024 and that signed by DEO addressed to CAO dated 10/04/2025 submitting UPE/USE enrolment indicated the following information: In the academic year 2024 the SNE enrollment was 124 and 2025 was 186. Therefore, the difference in enrolment of SNE was 186-124= 62 Hence 62/124*100= 50% increase which is above the 5% increase threshold. Basing on the above calculations SNE enrolment increased above the 5%. Therefore, Buliisa DLG got a score of 2.	**2**

5	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	There were no monthly learner attendance records in the DEO's office at the LG in respect to the monthly attendance data for all government aided primary schools for the current year 2025.The TELA print outs did not give monthly summaries of learner attendance. A sample of two primary schools, one Kirama and Kisansya Primary Schools, learner attendance registers were checked and confirmed that learners were regular in attendance. The average attendance for 9 months at Kirama Primary school was 92.6% while that at Kisansya primary school was 90.0%. Whereas the sampled schools had average attendance above 90% from the attendance registers this could not confirm accuracy of the data from the LG education department since the summaries for all schools were not in place. Basing on the above findings Buliisa DLG got a score of 0.	**0**
6	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	There were no monthly learner attendance records in the DEO's office at the LG in respect to the monthly attendance data for all government aided primary schools for the current year 2025. At Butiaba Seed Secondary School there were no summaries of learner attendance in place. The average learner attendance for the school could not be computed. Basing on the above findings the LG did not meet the indicator that required average learner attendance of 90%. Therefore, Buliisa DLG got a score of 0.	**0**

Efficiency

7	Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year	• From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change • Sample at least two (2) primary schools to verify. If 90% - 100% of the learners in P1 progressed to P3 Score 2 or else score: 0	There was no evidence that the progression rate across government aided primary school grades increased between the previous year and current year. There was no evidence that 90%-100% of the learners in P1 progressed to P3. Submissions by the Inspector of schools Ms. Kabonesa Sophia to DEO submitting enrolment details dated 10/04/2025, 10/04/2024 and 09/04/2023 indicated the following information: P1 learners in 2023 were 5,684 and P3 learners in 2025 were 4,106. Therefore, the progression rate from P1 to P3 was 4,106/5,684*100= 72.2%. Basing on the above evidence and the computations, 72.2% of the learners progressed to P3 in the current year, below the required progression threshold of 90% Therefore, Buliisa DLG score was 0.	**0**
7	Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year	• From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change • Sample at least two (2) primary schools to verify. If 90% - 100% of the learners in P4 progressed to P5 Score 2 or else score: 0	There was no evidence that 90%-100% of the learners in P4 progressed to P5. Submissions by the Inspector of Schools Ms. Kabonesa Sophia to DEO submitting enrolment details dated 10/04/2025, 10/04/2024 and 09/04/2023 indicated the following information: indicated the following information: P4 2024 Learners were 3,978 and P5 2025 learners were 3,256. Therefore, the progression rate from P4 to P5 was 3,256/3,978*100= 81.9%. Basing on the above evidence less than 90% progressed to P5 in the current year, below the required progression threshold of 90%. Therefore, Buliisa DLG score was 0.	**0**
7	Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year	• From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change • Sample at least two (2) primary schools to verify. If 90% - 100% of learners in P6 progressed to P7 Score 2 or else score: 0	There was no evidence that 90%-100% of the learners in P6 progressed to P7 between the previous year and current year. Submissions by the Inspector of Schools Ms. Kabonesa Sophia to DEO submitting enrolment details dated 10/04/2025, 10/04/2024 and 09/04/2023 indicated the following information: P6 2024 Learners were 2,447 and P7 2025 learners were 1,243. Therefore, the progression rate from P6 to P7 was 1,243/2,447*100= 50.8%. Basing on the above evidence less than 90% progressed to P7 in the current year, below the required progression threshold of 90%. Therefore, Buliisa DLG score was 0.	**0**

8	Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	From the EMIS/ LG Education Office, obtain and review data on the primary school completion rates. If the total primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80% Score 2 or else score : 0.	There was no evidence that the completion rates for all government aided primary schools was above 80%. A submission by the Inspector of Schools to DEO submitting enrolment details dated 10/04/2025 and 18/04/2019 indicated the following information: The 2019 P1 enrollment for boys was 2,445; and the 2019 P1 enrollment for girls was 2,293. Thus, the Total was 2,445 +2,293 =4,738 The 2025 P7 enrollment for boys was 710; and 2025 P7 enrollment for girls was 533. Thus, the Total was 710 +533 =1,243 Therefore, the completion rate was 1,243/4,738*100 = 26.2% which is below the 80% threshold, therefore, Buliisa DLG score was 0.	**0**
8	Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	From the EMIS/ LG Education Office, obtain and review total enrolment in P1 seven years ago and compare with current P.7 enrolment If the total primary school completion rate boys in the LG for the previous school year is above 80% Score 2 or else score 0.	A letter by the Inspector of Schools to DEO submitting enrolment details dated 10/04/2025 and 18/04/2019 indicated the following information: The 2019 P1 enrollment for boys was 2,445 and the 2025 P7 enrollment for boys was 710. The completion rate for boys was 710/2,445 * 100 = 29.0%, below the 80% threshold, therefore, Buliisa DLG score was 0.	**0**
8	Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	From the EMIS/ LG Education Office, obtain and review then calculate percentage of completion If the total primary school completion rate for girls in the LG for the previous school year is above 80% Score 2 or else score 0.	A submission by the Inspector of Schools to DEO submitting enrolment details dated 10/04/2025 and 18/04/2019 indicated the following information: The 2019 P1 enrollment for girls was 2,293 and the 2025 P7 enrollment for girls was 533. The completion rate for girls was 533/2,293 * 100 = 23.2%, below the 80% threshold, therefore, Buliisa DLG score was 0.	**0**

Human Resource Management

9	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.	There was evidence that the LG maintained accurate deployment of teachers for government aided primary schools and that the information was displayed at the LG and school noticeboards, and the education department equitably deployed qualified teachers across government aided primary schools as per MoES staffing standards. A list of teachers and their schools dated 07/07/2025 signed by DEO Kiiza Tyson Kasangaki addressed to CAO indicated a total of 374 teachers distributed in the 31government aided primary schools across the District. Each school had a minimum number of 07 teachers and 01 Head teacher as per Teacher Deployment policy of 2016. The LG therefore equitably deployed qualified teachers across the district. The staff list of primary schools was also displayed on the DLG noticeboard. At Kirama Primary School (P7) with an enrollment of 619 pupils there were 08 teachers. At Kisansya Primary school with an enrollment of 1,184 pupils, there were 18 teachers. The findings reveal that Buliisa DLG was in conformity with the teacher deployment policy of 2016. Therefore, Buliisa DLG score was 3	**3**

10	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	There was evidence that the LG maintained an accurate secondary school staff list and payroll data and the information was displayed at the LG and school notice boards. A list of teachers and their schools dated 07/07/2025, signed by DEO Kiiza Tyson Kasangaki addressed to CAO, indicated a total of 67 teachers distributed in the 05government aided secondary schools across the District. The same secondary school staff list was displayed on the LG notice board. At Butiaba Seed Secondary School there were 12 teachers on payroll in conformity with the records at DEO's office. Therefore, Buliisa DLG score was 2.	**2**
11	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	There was no evidence of monthly average primary school teachers' attendance for all schools in the LG for the current academic year. At Kirama and Kisansya Primary schools, the teacher's arrival books and summaries indicated that teachers were regular with a calculated average attendance at 81.3% for Kirama and 80.9% for Kisansya primary schools. However, Buliisa DLG never availed the average monthly attendance for all the government aided primary schools therefore was awarded a score of 0.	**0**

12	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.	There was evidence that more than 50% of the primary schools were using TELA and that the LG education department used teacher time on task information from the TELA system to monitor attendance of teachers' time on task and took corrective action. The TELA print outs at LG Education data generated on 09/07/2025 and signed by the DEO Mr. Kiiza Tyson Kasangaki revealed that 74.2% of the government aided primary schools were using the TELA system. This was above the 50% threshold. At Kirama primary school the TELA phone was functional and on 24/11/2025, 07/08 teachers had clocked in. Similarly, at Kisansya Primary school the TELA phone was in use and on 24/11/2025 17/18 teachers had clocked in. There was evidence of corrective action at the LG. A report of schools that were performing poorly was prepared by Mr. Muhumuza Godfrey on 21/8/2025 addressed to CAO through DEO and all the affected schools were given warning letters. Copies of warning letters were on discipline file in DEO's office. Basing on the findings above, Buliisa DLG was given a score of 3.	**3**

13	Evidence that the secondary school teacher attendance rate for the current academic year is above 90%	• From the LG Education department/MoES obtain data on secondary teacher attendance • From the sampled schools, obtain and review the attendance registers to determine the teacher attendance If the secondary school teacher attendance rate for the current academic year is above 90% Score 4 If the secondary school teacher attendance rate for the current year is between 75-90% Score 2	Data on secondary teacher attendance for all secondary schools from the LG Education department was not availed. At Butiaba Seed Secondary School, a summary attendance for staff was not availed though they had a daily attendance book for staff. Basing on the above findings, the score awarded to Buliisa DLG was 0.	**0**
14	Evidence that the schools with more than one teacher per class, additional teachers are deployed to the lower foundation grades which have the largest enrolments	• From the sampled school review the staff list and timetable to establish whether additional teachers are deployed to the lower foundation grades If the schools with more than one teacher per class, additional teachers are deployed to the lower foundation grades which have the largest enrolments score 2 or else 0	• From the Staff lists and timetables which were reviewed at Kirama Primary school there were 08 teachers who were deployed as follows: • P.1. 115 01 • P.2. 135 02 • P.3. 117 01 • P.4. 98 01 • P.5. 73 01 • P.6. 39 01 • P.7 42 01 • TOT 619 08 • At Kisansya Primary School which had 18 teachers, the deployment was as follows: • P.1. 138 02 • P.2. 187 03 • P.3. 154 02 • P.4. 245 04 • P.5. 163 03 • P.6. 132 02 • P.7. 70 02 • TOT 1,089 18 • The findings above indicate more teacher deployment in classes with largest enrolments. Basing on the above findings the score awarded to Buliisa DLG was 2.	**2**

15	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	The LG Education department provided continuous professional development training to Head teachers and School Management Committee members to improve their governance skills. There is an activity report dated 19/08/2024, signed by DEO Mr. Kiiza Tyson Kasangaki where Head teachers, Deputies and School Management Committee members were oriented on Disaster Risk Reduction in schools. Another CPDC conducted aimed at building capacity of Head teachers and teachers on early warning systems in school. The training had an activity report prepared and signed by DEO on 14/6/2025. There was also CPDC for P1-P3 teachers on Early Grade Reading methodology as evidenced by an activity report signed by DEO on 07/05/2025. These trainings addressed some gaps flagged in the School Performance Report of 2024 and inspection findings for 2025. Basing on the above findings, the score awarded to Buliisa DLG was 2.	**2**

Management and functionality of amenities

16	a) Evidence that the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards. b) Evidence that the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule.	• From the LG Education department obtain and review records and reports of school condition assessments. Verify the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards. Score 3 or else score: 0	The LG assessed the condition of school facilities in the previous financial year (2024/2025) to ensure they met the minimum quality standards. There was a school condition assessment report dated 19/08/2024, that was conducted by the Assistant Engineering Officer, DEO and District Engineer. Another condition assessment was conducted on 11/11/2024 jointly with the District and NGO (TotalEnergies EP Uganda) where a total of 13 schools were assessed to ascertain the condition of school facilities. A school maintenance schedule was also availed duly signed by the District Education Officer Mr. Kiiza Tyson Kasangaki. Out of the schools assessed the beneficiary schools included Kisansya and Kisiabi primary schools. Based on the evidence and findings presented above, the LG department of education conducted school condition assessments during the previous financial year. The score awarded to Buliisa DLG was 3.	**3**

16	a) Evidence that the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards. b) Evidence that the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule.	• From the planner obtain and review the sub-programme AWP and performance reports to check whether resources and expenditures for school O&M activities were allocated towards school maintenance in line with the school condition assessment. If the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule. Score 7 or else score: 0	The LG Education Department utilized the allocated resources in the previous financial year towards school maintenance in line with the school condition assessment and the school-level maintenance schedule. A maintenance schedule dated 28/08/2024, signed by the DEO, District Planner, District Engineer and CAO was in place. The Education Annual budget and work plan for FY 2024/2025 indicated that under item 228001-maintenance of buildings and structures, a budget line worth UGX. 309,254,390 was provided for maintenance of structures based on the condition assessment. The beneficiary schools included Kisansya and Kisiabi primary schools. Based on the findings and evidence above, and the fact that the allocation was based on the condition assessment report and maintenance schedule, Buliisa DLG complied with the indicator. The score awarded to Buliisa DLG was 7.	**7**

Monitoring and Inspection

17	Evidence that all schools have submitted a report to the LG which describes the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes.	From the LG Education department obtain the list of all schools that received capitation; Review records of school accountabilities to establish whether all schools submitted reports sample reports to check the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes Verify that all schools have submitted a report to the LG which describes the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes. Score 3 or else score: 0	There was evidence that all Government aided primary schools submitted a report on the use of capitation grant showing how the grant was spent and its impact on learning outcomes. A total of 31 Annual school reports from schools to the DEO were on file in DEO's office. The termly financial reports and accountabilities were in place and indicated that capitation grant was used to buy scholastic materials, give support to curricular activities and conducting of stakeholder meetings all geared to improving learning outcomes. Accountabilities at the DEO's office also indicated that schools were accounting for the funds on termly basis and that Audit department was verifying the expenditures. For example, Kirama primary school in Quarter four FY 2024/2025 received UGX 3,443,350 and put 35% to purchase of scholastic materials including textbooks, preparation books, buying readers for lower primary;20% on co-curricular activities; 15% on management; 10% administration and 20% contingency. These readers and other books helped improve literacy and numeracy and thus improved learning outcomes. Basing on these findings and evidence availed, Buliisa DLG complied with the use of capitation grants as per guidelines to improve learning outcomes. Therefore the score awarded to Buliisa DLG was 3 .	**3**

Management of Financial Resources

18	a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines b) Evidence that the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes.	From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division From the LG Education department, obtain and review: Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes If the LG used 100% of inspection funds to conduct inspection as per guidelines score 3 or else score: 0	There was evidence that Buliisa DLG used 100% of inspection grant on eligible inspection activities to improve learning outcomes. The annual and termly inspection plans signed by DIS, DEO, CFO and CAO and the annual performance reports reviewed revealed eligible activities planned for e.g. monitoring learner/teacher attendance, inspecting teacher preparation, school inspection and support supervision, conducting E-Inspection in schools, monitoring BRMS, conducting CPDCs, conducting school performance assessment in schools, monitoring co-curricular activities and inspecting the use of school resources etc. Basing on the above findings and the evidence availed, the Local Government spent 100% inspection grant on eligible activities and all funds were warranted. Quarter one funds were warranted on 22/07/2024; Quarter three on 21/01/2025; and Quarter four on 23/04/2025. From the findings above, the score awarded to Buliisa DLG was 3.	**3**
18	a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines b) Evidence that the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes.	From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division From the LG Education department, obtain and review: Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes If the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes score 2 or else score 0.	There was evidence that the LG prepared a report to ascertain that the inspection grant was used to improve learning outcomes. Financial records from Finance department indicated that funds were disbursed to inspectorate as follows: Quarter one funds were warranted on 22/07/2024; Quarter three on 21/01/2025; and Quarter four on 23/04/2025. For each of the quarter, UGX 5,253,333 was transferred to Inspectorate section. The reports included E-Inspection reports for term one 2025 generated on 30/05/2025; Term two dated 01/10/2025 and the School Performance assessment report for academic year 2024(Term Three 2024) prepared on 22/01/2025 and received by Directorate of Education Standards on 22/01/2025. The quarterly(termly) reports indicated that the grant was used for inspection on the following 4 pillars; effectiveness of teaching and learning, learning environment, school management and head teacher performance and involvement of parents and community. Basing on the above findings and evidence availed, the LG produced the required reports describing how well the grants were used and what had been achieved in relation to improving learning outcomes in the LG. Therefore the score awarded Buliisa DLG 2.	**2**

Environment, Social, Health and Safety

19	Evidence that the LG Education department has conducted programs to create a safe learning environment in all government aided schools	From the sampled schools, check for existence and functionality of the safe learning environment facilities including: i. Use of energy efficiency measures e.g. use of solar, biogas and energy saving cooking stoves ii. Proper waste management iii. Tree planting and green spaces within the school iv. Provision of clean water sources and sanitation facilities v. Establishment and functionality of environmental clubs vi. Provision of facilities for disposal and changing of sanitary pads If 4 of the above measures complied with score 4 or else score 0	There is evidence for the existence and functionality of safe learning environments in the sampled schools. At Kisansya primary school, there was a solar kit used for lighting; had a variety of trees planted in the compound with green spaces; there was proper waste disposal in form of rubbish pits (02 in number); There were separate latrines for girls (10) and boys (9) with a provision of changing rooms for girls; and an Environmental club headed by Mr. Assimwe Robert. The club had a work plan There was also an incinerator that was being used for disposal of sanitary pads. At Kirama Primary School there was evidence of green spaces and trees planted around the compound; they had separate latrine for girls (10) and for boys (10) and one changing room for girls; they had a solar panel which was used for lighting; there was an environmental and health club; the school had 04 water tanks and handwashing facilities for learners and staff. At Butiaba Seed Secondary School; There was evidence of tree planting at the school with green spaces in the compound. There were separate latrines for girls (05) and for boys (05) with a hand washing facility. There were 6 panels of solar for lighting and used in the computer room. There was one environmental club where students were involved in maintaining the green spaces and educating the rest of the students on environmental protection.	**4**
20	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	There was evidence that the LG took protection measures against violence, abuse, discrimination against children, workers and teachers and elimination of corporal punishments in schools this was exemplified by installation of information pannels in the school compound. The District Community Development Officer, Ms. Katusabe Stella, provided a training activity report addressed to CAO, dated 20/05/2025 where training on violence against children and workers and issues of grievance management were handled but did not show who the participants were. From the sampled school, Kirama primary School there was no evidence that teachers, Senior Woman and Senior Man, PTA and School Management Committee were trained, in term two 2025, courtesy of World Vision.	**0**

	engagement. Sample 3 schools to ascertain that LG conducted VAC training activities Check and verify if: i. The LG has put in place protection measures against any form of violence/abuse discrimination for children, workers and teachers in schools ii. The LG has trained, sensitized teachers, workers, children, SMC, BoG and communities on measures to eliminate any form of violence/abuse and discrimination against Children, workers and teachers and taken actions to stamp out corporal punishments in all schools. iii. The School Management Committees (SMC) /Board of Governors (BoG) have been trained on stakeholder engagement and grievance management as per the circular on grievance management by MoGLSD Score 4 or else score: 0	The Senior Woman Teacher had an improvised grievance log where cases were being recorded. At Kisansya primary, the Senior Woman and Senior Man teacher had been trained on VAC, who in turn inducted the other teachers, PTA and SMC members. Cases were being recorded in the case book and the school was familiar with issues of Reporting, Tracking, Referral and Response (RTRR). Similarly, at Butiaba Seed Secondary School, the Senior Woman and Senior Man Teacher had been trained on VAC and had in turn inducted other staff members and the BOG members. There was no evidence that the SMC had trained on stakeholder management.	
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	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	From the LG E-inspection reports not all schools were inspected; In term one 2024,16/31 schools were inspected; in term two 2024 26/31 were inspected; while in term three 2024 21/31 were inspected. The identified weaknesses were followed up. The following monitoring reports provide the evidence of follow up and implementation of recommendations: monitoring report for Q1 (24/25) dated 28/07/2024; Monitoring report for Q2 (24/25) dated 10/01/2025; and Monitoring report for Q4 (24/25) dated 02/06/2025. There was however evidence that the LG Education department identified and documented areas that	**0**

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	followed-up and implemented. • Obtain copies of inspection plans and inspection reports to: ascertain that all schools were inspected • The inspection encompassed among others the following; proper preparation of schemes of work, lesson plans, lesson observation, time-table implementation, pupil and staff attendance, deployment of teachers across grades; continuous assessment of learners, learning environment) Letters from DES acknowledging receipt of inspection reports. Obtain and review the school inspection and training reports to determine • Whether the schools were supported to develop the SIP • Whether the SIPs address the gaps identified in the School Performance Assessment Whether the schools were supported to implement the SIPs Check and verify if the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG score 2 or else score 0.	hamper improvement of learning outcomes at school level within the LG. The LG E-inspection reports and the School Performance Report 2024 signed by the District Inspector of Schools Mr. Mugisa James identified areas that hamper improvement of learning outcomes. Examples of such areas included failure to follow the timetable, lack of schemes of work and lesson plans, lack of record of continuous assessment, lack of learning aids in class, dilapidated staff houses, lack of record of work, lack of midday meals, failure to cover all timetabled lessons, lack of remedial work by teachers etc. There was evidence that these areas identified were followed up by the monitoring activities of the DEO. Basing on the findings and evidence availed, the entity identified and documented areas hindering learning outcome improvement. However, not all schools were inspected as required. Therefore, the score awarded to Buliisa DLG was 0.

21	a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan	Check and verify if the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs score 2 or else score 0.	There was evidence that the Local Government school inspection plan for the current year dated 05/01/2025, prepared by Mugisa James(DIS) and signed by DEO,CFO and CAO, highlighted specific activities, indicators and outputs. The Inspectorate Annual Inspection plan for the current year dated 05/01/2025 prepared by Mugisa James(DIS) and signed by DEO,CFO and CAO, contained activities like inspecting the teaching/learning process, monitoring school governance, conducting E-inspection, conducting school inspection and support supervision, monitoring BRMS, conducting CPDCs, preparation of reports and accountabilities etc. For example, under the activity of inspection of the teaching and learning process, there were activities like pre-teaching conferencing, peer teaching, lesson delivery supervision; indicators like lesson plans, duly filled feedback reports, learners' work, inspection reports etc. One of the outputs indicated is schools inspected at least once a term Basing on the above findings, the score awarded to Buliisa DLG was 2.	**2**

21	a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan	Check and verify if all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection score 2 or else score 0.	There was no evidence that all schools were inspected at least once per term. In Term three 2024 dated 10/12/2024) a total of 21/31 schools were inspected. In Term one 2025(generated on 30/05/2025) a total of 16/31 schools were inspected; and in Term two 2025(generated 06/10/2025) a total of 12/31 schools were inspected. There was however evidence that the inspection reports were shared at the LG level as evidenced by minutes of the departmental meeting held on 18/03/2025 under Min. IX/03/2025. At national level sharing was evidenced by acknowledgment letters by DES dated 10/12/2024; 30/05/2025; and 14/10/2025. Basing on the above findings, the LG never complied with the guidelines that spell out inspection of all primary schools at least once in a term. Basing of the above findings, the score awarded to Buliisa DLG was 0.	**0**

21	a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan	Check and verify if the LG supported schools to develop SIPs to address areas of weakness observed during inspection score 2 or else score 0.	There was evidence that schools were supported in developing SIPs to address weaknesses observed during inspection. An activity report prepared and signed by Mr. Muhumuza Godfrey addressed to CAO through DEO dated 21/11/2024, effort was made to build the capacity of head teachers in preparing school improvement plans. Some of the topics covered included identification of major strength and weaknesses of a school, setting priorities and drafting a school improvement plan. Buliisa DLG made effort to support schools in developing School Improvement Plans to address weaknesses identified during school inspection. Copies of school improvement plans were on file in DEO’s office. Therefore, the score awarded to Buliisa DLG was 2.	**2**

21	a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan	Check and verify if the LG Inspector of Schools conducted School Performance Assessments in all Government aided primary schools score 2 or else score 0	The School Performance Assessment report for Buliisa DLG for academic year 2024 that was generated on 22/01/2024, indicated that 21 schools out of 31 government aided primary schools were assessed in 2024. Basing on the evidence and the findings above, the LG never assessed all the 31 government aided primary schools hence not complying to the indicator. The score therefore awarded to Buliisa DLG was 0.	**0**

21	a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan	Check and verify if the LG Education Officer has monitored inspection activities and implemented the inspection recommendations score 2 or else score 0.	The LG Education officer monitored inspection activities and implemented inspection recommendations. This was evidenced by the following monitoring reports: monitoring report for Q1 (24/25) dated 28/07/2024; Monitoring report for Q2 (24/25) dated 10/01/2025; and Monitoring report for Q4 (24/25) dated 02/06/2025. The reports indicated follow up of issues of attendance to duty, needs of boys and girls, facilities for children with SNE, TELA functionality, utilization of EMIS in data capture, lesson planning, and evidence whether inspection recommendations were being implemented by Head teachers. Therefore, Buliisa DLG score was 2.	**2**

21	a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan	Check and verify if the LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan score 2 or else score 0.	There was no evidence that the LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan for the previous school year. The departmental minutes of 18/03/2025 reviewed did not show any evidence of re-planning. There the score awarded to Buliisa DLG was 0.	**0**

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

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	• Obtain and review DHIS2 to establish whether any of the health facilities experienced Perinatal Death. • Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs. • Obtain and review Audit Reports and the MPDSR report to establish whether the sampled health facilities experienced Perinatal Death, conducted audits in the previous FY. Check and verify if the DHO and ADHO MCH have supervised and supported all health facilities to ensure the LG either has no death or has audited all perinatal deaths that happened in all the facilities score 6 or else score 0.	From the DHIS2 Buliisa DLG audited 65 out of 75 perinatal deaths as follows: 1. Avogera HC III 4 out of 4 2. Biiso HC IV 7 out of 12 3. Bugoigo HC II 2 out of 2 4. Buliisa Hospital 48 out of 52 5. Butiaba HC III 2 out of 2 6. Kagwera HC III 2 out of 3. The following facilities were sampled: 1. Buliisa General Hospital 2. Avogera HC III 3. Butiaba HC III Avogera HC III had 4 perinatal deaths in the maternity register all audited. They were audited on 13/01/2025 cause of death was prematurity, 6/12/2024 was a Macerated still birth (MSB) the third was an MSB audited on 18/03/2025 and the last one was on 24/01/2025. Butiaba HC III had 2 perinatal deaths audited on 14/09/2024. all the perinatal deaths that occurred in their facilities, Buliisa General Hospital audited 48 out of the 52 perinatal deaths that occurred in the facility.. The DHO supervised all the facilities (Buliisa General Hospital, Butiaba HC III and Avogera HC III on 16-26/08/2024 and 25-27/06/2025.	**0**
2	Evidence that the LG has ensured that all malaria cases treated were tested	• Obtain and review DHIS2 to establish that all treated malaria cases were tested. Verify if the LG has ensured that all malaria cases treated were tested score 6 or else score 0	The sampled health facilities performed as follows: Avogera HC III 2nd Quarter 2024/2025 From OPD register malaria diagnoses = 2619 From IPD register malaria admissions = 128 Subtotal OPD + IPD = (2619 + 128) = 2747 From Lab. register malaria positives = 2552	**0**

4th Quarter 2024/2025

From OPD register malaria diagnoses = 3816

From IPD malaria admissions = 102

subtotat OPD + IPD= (3816 + 102) = 3918

From Lab. malaria positives = 1872

Total Q2 and Q4 = OPD + IPD = (2747 + 3918) = 5665

Total Q2 and Q4 Lab.= (2552 + 1872) = 4424

The malaria cases (5665) were more than Lab. positives (4424)

That mean that some malaria cases treated were not tested.

DHIS2 showed that 6161 malaria cases were treated out of 6181 tested.

Butiaba HC III

Quarter 2

From OPD malaria diagnoses = 1292

From IPD malaria admissions = 53

Subtotal (OPD + IPD) = (1292 + 53) = 1345

From Lab. malaria positives 1348

Quarter 4

From OPD register malaria diagnoses = 1896

From IPD register malaria admisisions = 51

Subtotal (OPD + IPD) = 1896 + 51) = 1774

From Lab. malaria positives = 866

Total Q2 and Q4 (OPD and IPD) = (1345 + 1774) = 3119

Total Q2 and Q4 (Lab. positives) = (1348 + 866) = 2214

The malaria diagnoses (3119) were more than the Lab positives (2214)

That means that some malaria cases were treated without being tested.

DHIS2 showed that 2224 malaria cases were treated out of 2224 that tested positive.

Buliisa General Hospital

2nd Quarter 2024/2025

From OPD register malaria diagnoses = 706

From IPD register malaria admissions = 721

			Total OPD + IPD = 927 From Lab.malaria positives = 706 4th Quarter 2024/2025 From OPD malaria diagnoses = 1414 From IPD malaria admissions = 1987 Subtotal OPD + IPD = (927 + 1987) = 2914 From Lab. register malaria positives = 1872 Total Q2 and Q4 = OPD+IPD = (2914 + 927) = 3741 Total Q2 and Q4 Lab. positives = (706 + 1872) = 2578 Malaria diagnoses (3741) were more than the Lab. positives (2578) That means that some malaria cases were treated witout being tested. DHIS2 showed that 1872 malaria cases were treated out of 1872 that tested positive	
Access				
3	Evidence that LG facilities increased Out-patient (OPD) attendance by at least 5% between the previous FY but one and the previous FY	• Review DHIS2 for the previous two FYs and calculate the percentage increase in OPD attendance Verify if the LG facilities increased Out-patient (OPD) attendance by at least 5% between the previous FY but one and the previous FY Score 4 or else 0	From DHIS2 the LG facilities had their OPD attendance as follows: FY 2023/2024 = 131,968 FY 2024/2025 = 175,023 Percentage change (175,023-131,968)/131,968*100 = 32.6%. Therefore, the LG facilities increased OPD attendance by 33% which is above 5%.	**4**

4	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	The LG had 9 Public facilities and 26 VHT reports were submitted. Buliisa VHT reports Facility Quarter 1 Quarter 2 Quarter 3 Quarter 4 Biiso HC IV 4/10/2024 7/01/2025 6/04/2025 4/07/2025 Buliisa General Hospital 5/10/2024 7/01/2025 0 0 Buliisa HC IV 6/10/2024 0 0 0 Butiaba HC III 7/10/2024 4/01/2025 6/04/2025 5/07/2025 Bugoigo HC II 5/10/2024 0 0 0 Kihungya HC II 5/10/2024 7/01/2025 7/04/2025 5/07/2025 Avogera HC III 6/10/2024 7/01/2025 5/04/2025 4/07/2025 Kigwera HC III 7/10/2024 6/01/2025 0 0 Bugana HC III 6/10/2024 5/01/2025 5/04/2025 5/07/2025 Buliisa General Hospital submitted only 2 reports instead of the 4 required. Buliisa HC IV submitted only 1 report. instead of the 4 required. Bugoigo HC II submitted only 1 report instead of the 4 required Kigwera HC III submitted only 2 reports instead of the 4 required.	**0**

a) Evidence that the LG has ensured that all public health facilities submitted quarterly VHT reports in the previous FY b) Evidence that the LG has ensured that each public health facilities conducted at least 48 community outreaches in the previous FY score 4 or else 0	Review community outreach reports to establish whether all health facilities: • 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 ensured all public health facilities conducted at least 48 outreaches in the previous FY. The sampled health facilities conducted their outreaches as follows: Avogera HC III Conducted 120 outreaches to among others Ngwedo Town Council, Kisomere village, Muvule Nunde village, Kalwango lower village, Kalyango upper village. The schools included Avogera Primary School, Kisomere Primary School, Ngwedo Farm Primary School and Ngwedo Seed Secondary School. The services rendered in the community outreaches were Health promotion, Integrated Child Days, Vitamin A supplementation, Family planning and Immunization. Buliisa General Hospital Conducted 120 outreaches to among others Songalenndu village, Kakoora village, Pundiga village, Kigoya village and Abujja village. The schools included Kijangi Primary School, Kabulwa Primary School, Kugoya Blessed Kid Nursery and Primary School, Kijangi Primary School and Kakoora Primary School. The services rendered in the community outreaches were Health promotion, Integrated Child Days, Vitamin A supplementation, Family planning and Immunization. Butiaba HC III Conducted 84 outreaches to Magali village, Kigangaizi Trading centre, Kisinja Trading centre and Wantembo Trading centre. The schools included Butiaba Primary School, Butiaba Else, Butiaba Infant, Walukuba Primary School and King Primary School. The services rendered in the community outreaches were Health promotion, Integrated Child Days, Vitamin A supplementation, Family planning and Immunization.	**4**

5	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	From DHIS2, the LG facilities had their Antenatal Care services in the 1st Trimester as follows: FY 2023/2024 were 1,872 FY 2024/2025 were 2402 Percentage change (2402-1872)/1872*100 = 28.3%. The facilities increased the attendance by 28%, From DHIS2 the immunization services for Measles, Rubella were as follows: FY 2023/2024 = 2,834 FY 2024/2025= 5,715 The percentage change (5,175-2,834)/2,834X100 = 101% The facilities increased the immunization services for measles, rubella by 101%. From DHIS2 the deliveries at health facilities were as follows: FY 2023/2024 = 4,002 FY 2024/2025 = 4,209 Percentage change (4,209-4,002)/4,002*100=5.1% The facilities increased the deliveries by 5%,	**6**
6	Evidence that the LG increased the number of women of reproductive age receiving Family Planning (FP) services between the previous FY and previous FY but one	Review DHIS2 for the previous two FYs and establish the increase in uptake of Family Planning (FP) Verify if the LG increased the number of women of reproductive age receiving Family Planning (FP) services between the previous FY and previous FY but one by 5% score 3 or else 0	From DHIS2, the number of women of Reproductive age receiving Family Planning services were as follows: FY 2023/2024 = 14,493 FY 2024/2025 = 12,286 Percentage change (12,286-14,493)/14,493X100= (18%). The facilities decreased the FP services by 18%	**0**

7	Evidence that the LG enrolled at least 95% newly tested HIV positives into HIV chronic care in the previous FY	Review DHIS2 data to establish the percentage of newly tested HIV positives enrolled into HIV chronic care in the previous FY. If the LG enrolled at least 95% newly tested HIV positives into HIV chronic care in the previous FY score 3 or else 0	From DHIS2 the LG had 579 newly tested HIV positives and 414 were linked to HIV chronic care. 414/579X100=71.5% 72% of the HIV positive clients were linked into chronic care which was less than the required 95%	**0**

Efficiency

8	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	From the LG Health Workers payroll there were 33 midwives in Public Health Care facilities in the LG who attended to 23,001 ANC clients as per DHIS2. Each midwife attended to 23,001/33=697 clients which was below 800.	**0**
9	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.	From the IPD register the LG ensured that patients admitted with Malaria averagely spent no more than 3 days. Buliisa General Hospital 2nd Quarter 2024 Admission Date and Discharge Case 1 20/10/2024 21/10/2024 Length of stay 1 day Case 2 20/10/2024 21/10/2024 Length of stay 1 day Case 3 21/10/2024 22/10/2024 Length 1 day Case 4 25/11/2024 26/11/2024 Length of stay 1	**3**

Verify if the LG ensured that patients admitted with Malaria averagely spend not more than 3 days on admission score 3 or else 0	day Case 5 26/11/2024 28/11/2024 Length of stay 2 days Length of stay 6 days 4th Quarter 2024 Case 1 2/05/2025 3/05/2025 Length of stay 1 day Case 2 3/05/2025 4/05/2025 Length of stay 1 day Case 3 4/05/2025 5/05/2025 Length of stay 1 day Case 4 4/05/2025 5/05/2025 Length of stay 1 day Case 5 8/05/2025 10/05/2025 Length of stay 2 days Length of stay 6 days Avogera HC III 2nd Quarter 2024/2025 Case 1 2/12/2024 4/12/2024 Length of stay 2 days Case 2 3/12/2024 4/12/2024 Length of stay 1 day Case 3 4/12/2024 7/12/2024 Length of stay 3 days Case 4 5/12/2024 6/12/2024 Length of stay 1 day Case 5 6/12/2024 7/12/2024 Length of stay 1 day Length of stay 8 days 4th Quarter 2024/2025 Case 1 2/05/2025 3/05/2025 1 day Case 2 3/05/2025 4/05/2025 1 day Case 3 5/05/2025 6/05/2025 1 day Case 4 5/05/2025 6/05/2025 1 day Case 5 5/05/2025 7/05/2025 2 days Length of stay 6 days Butiaba HC III 2nd Quarter 2024/2025 Case 1 1/10/2024 3/10/2024 Length of stay 2 days Case 2 6/10/2024 8/10/2024 Length of stay 2

days

Case 3 9/10/2024 11/10/2024 Length of stay 2 days

Case 4 16/10/2024 18/10/2024 Length of stay 2 days

Case 5 16/10/2024 17/10/2024 Length of stay 1 day

Length of stay 9 days

4th Quarter 2024/2025

Case 1 9/04/2025 11/04/2025 Length of stay 2 days

Case 2 10/04/2025 11/04/2025 Length of stay 1 day

Case 3 11/04/2025 12/04/2025 Length of stay 1 day

Case 4 11/04/2025 12/04/2025 Length of stay 1 day

Case 5 24/05/2025 25/04/2025 Length of stay 1 day

Length of stay 6 days

Overal Length of stay = 6+6+8+6+9+6=31

Average length of stay = 31/30 =1.03

Patients with Malaria averagely spent 1 day on admission

Human Resource Management

10	Evidence that the LG has recruited the critical staff in Health Centre IVs	• From the HRM Unit obtain and review staff lists for all facilities. • Verify the staff number and their respective job positions deployed at each of the health facility. • Sample one (1) Health Centre IV/District Hospital to verify deployment of the following critical staff: o At least 3 Medical Officers, o At least 5 theatre staff, o At least 5 clinical Officers o At least 20 Nurses, o At least 6 Lab personnel, o At least 12 midwives, o Health assistant Score 5 or else 0	Buliisa District has 1 Hospital (Buliisa General Hospital), 2 HCIVs(Buliisa HCIV & Biiso HCIV) and 5 HCIIIs(Avogera, Bugana, Butiaba, Kigwera and Kihungya) The staff lists for all Government Supported Health Facilities were reviewed to determine the staff numbers per position deployed at each of the Health Facility in the District as per the OLD staff structure. Buliisa HCIV was visited and below were the Critical Staff details: The HCIV lacked 4 Theatre staff and 1 Clinical Officer of the most critical staff positions as shown below; Medical Officers 2 out of 2, had all the Medical Officers Theatre Staff 1 out of 5, lacked 4 theatre staff Clinical Officers 2 out of 3, lacked 1 Clinical Officer Nurses 12 out of 8, had 4 in excess of 8 Laboratory Staff 2 out of 2, fully filled Midwives 5 out of 4, had 1 in excess of 4 Health Assistant 1 out of 1, fully filled The daily attendance to duty registers were available and staff had signed on them	**0**

10	Evidence that the LG has recruited the critical staff in Health Centre IVs	• From the HRM Unit obtain and review staff lists for all facilities. • Verify the staff number and their respective job positions deployed at each of the health facility. • Sample two (2) Health Centre IIIs to verify deployment of the following 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	Buliisa District has Five (5) HCIIIs namely Avogera, Bugana, Butiaba, Kigwera and Kihungya Bugana HCIII and Avogera HCIII were sampled and staff deployment was verified as per the OLD staff structure. A review of staff files of Bugana HCIII showed that they lacked 2 Clinical Officers, 1 Laboratory staff and 1 Health Assistant Clinical Officers 0 out of 2, lack 2 Clinical Officers Nurses 4 out of 4, fully filled Laboratory Staff 1 out of 2, lacked 1 Laboratory Staff Midwives 3 out of 2, had 1 in excess of 2 Health Assistant 0 out of 1, lacked 1 Health Assistant A review of staff files of Avogera HCIII showed that they lacked 1 Laboratory staff. Clinical Officers 2 out of 2, fully filled Nurses 4 out of 4, fully filled Laboratory Staffs 1 out of 2, lacked 1 Laboratory Staff Midwives 4 out of 2, had 2 in excess of 2 Health Assistant 1 out of 1, fully filled The staff list were available and displayed on the respective Health Facilities Notice Boards and the Health workers had signed on the attendance to duty registers for both Bugana and Avogera HCIIIs.	**0**
11	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	All the staff files for the Medical Personnel in Buliisa District Health Services Department were reviewed. There was no evidence from the sampled Health Facilities staff files at Buliisa HCIV, Bugana and Avogera HCIII that the DHO and HR ensured that all Medical Staff had Valid Practicing Licenses. Buliisa HCIV Fourteen (14) files of Medical Staff did not have and Seventeen (17) had Valid Practicing Licenses as shown below Medical Staff without Valid Practicing Licenses • Bingi Jim-Psychiatric Nurse • Birigonda Amos-Enrolled Nurse • Ilang Ambrose Mugume-Dental Officer • Nante Racheal Wange-Clinical Officer	**0**

• Okumu Maria-Vector Contro officer

• Mulwana Patrick-Laboratory Assistant

• Masereka Rabson-Enrolled Nurse

• Asiimwe Rosemary-Assistant Nursing Officer (Psychiatic)

• Aduba Ronald-Dental Officer

• Mbabazi Fredric-Health Assistant

• Kule Simon-Clinical Officer

• Katusaba Goret-Enrolled Midwife

• Asiimwe Harriet-Enrolled Nurse

• Thungu Clarette Mary-Enrolled Nurse

Medical Staff with Valid Practicing Licenses

• Ayebale Maureen-Enrolled Midwife-License No.27451- data of issue 09/03/2023- date of expire 31/12/2026

• Mundua Lawrence-Medical Officer-License No.K-7994- data of issue 19/12/2024- date of expire 31/12/2025

• Businge Moses-Laboratory Technician-License No.15671- data of issue 08/05/2025- date of expire 31/12/2025

• Ayesiga Judith-Laboratory Assistant-License No.37245- data of issue 25/11/2025- date of expire 31/12/2025

• Ntegeka Simiya-Enrolled Nurse-License No.146640- data of issue 13/12/2022- date of expire 31/12/2025

• Nyandira Flavia-Enrolled Nurse-License No.14538- data of issue 24/11/2022- date of expire 31/12/2025

• Muinguzi Molly-Enrolled Nurse-License No.44138- data of issue 29/12/2023- date of expire 29/12/2026

• Muhangi Godfrey-Enrolled Nurse-License No.42707- data of issue 03/03/2022- date of expire 31/12/2025

• Akuguzibwe Justine-Enrolled Nurse-License No.49860- data of issue 19/02/2024- date of expire 19/02/2027

• Komugisa Shallon-Enrolled Midwife-License No.10115- data of issue 29/05/2025- date of expire 29/05/2028

• Ayesiga Anah-Enrolled Nurse-License No.57866- data of issue 17/04/2024- date of expire 17/04/2027

• Kyalisiima Immaculate-Enrolled Midwife-License No.9272- data of issue 26/05/2025- date of expire 26/05/2028

• Wobusobori Evace-Enrolled Nurse-License

No.6537- data of issue 17/03/2022- date of expire 31/12/2025

• Muhangi Godfrey-Enrolled Nurse-License No.15457- data of issue 03/03/2025- date of expire 31/12/2025

• Otim Peter-Medical Officer-License No.K6758- data of issue 29/01/2024- date of expire 31/12/2025

• Nyangoma Jackline-Enrolled Nurse-License No.13462- data of issue 30/01/2025- date of expire 31/12/2028

• Kobusinge Zulif-Enrolled Midwife-License No.13870- data of issue 29/05/2025- date of expire 29/05/2028

A review of Twenty-Five (25) files revealed that Seven (7) Medical staff did not have Valid Practicing Licenses as shown below;

• Nazziwa Lilian Assistant Health Educator

Avogera HCIII

Two (02) files of Medical Staff did not have and Nine (9) had Valid Practicing Licenses as shown below;

Medical Staff without Valid Practicing Licenses

• Kirabo Laurean-Clinical Officer

• Muhangi Oscar-Enrolled Nurse

Medical Staff with Valid Practicing Licenses

• Lukumu David-Clinical Officer-License No.25624- data of issue 12/09/2025- date of expire 31/12/2025

• Munguromo Gilbert-Clinical Officer-License No.35109- data of issue 31/03/2025- date of expire 31/12/2025

• Karungi Harriet-Enrolled Midwife-License No.13503- data of issue 25/09/2025- date of expire 25/09/2028

• Mugisa Kyomugisa-Laboratory Assistant-License No.54697- data of issue 03/02/2025- date of expire 31/12/2025

• Namutebi Phiona-Enrolled Midwife-License No.10526- data of issue 08/05/2024- date of expire 08/05/2027

• Bonabana Molly-Enrolled Midwife-License No.17436- data of issue 26/06/2025- date of expire 26/06/2028

• Barongo Bob-Enrolled Nurse-License No.RN 20381/EN 17459- data of issue 26/03/2024- date of expire 26/03/2027

• Kerunga Gerald-Health Inspector-License No.18409- data of issue 27/05/2025- date of expire 31/12/2025

			• Abigaba Lidia-Enrolled Midwife-License No.RM 10612/EM 13064- data of issue 23/11/2022- date of expire 31/12/2025 Bugana HCIII Eight (8) files were reviewed. It was found that the Practicing License of Isingoma Nelson an Enrolled Nurse got expired on 13/12/2024. The rest of the Medical Staff had their Valid Practicing Licenses as detailed below; • Muhangi Denes-Assistant Nursing Officer-License No.10526- data of issue 28/03/2025- date of expire 31/12/2025 • Nabaasa Emma-Enrolled Nurse-License No.11047- data of issue 13/03/2024- date of expire 13/03/2027 • Akuhizibwe Scovia-Enrolled Midwife-License No.76344- data of issue 20/09/2024- date of expire 20/09/2027 • Nakagimu Lucy-Enrolled Midwife-License No.47211- data of issue 19/12/2024- date of expire 19/12/2027 • Tibiita Lilian-Health Assistant-License No.10526- data of issue 18/01/2022- date of expire 31/12/2025 • Tindyebwa-Laboratory Assistant-License No.23305- data of issue 18/09/2025- date of expire 08/09/2026 • Abiteniza Midius-Enrolled Nursing -License No.53426- data of issue 21/02/2022- date of expire 31/12/2025	
12	Evidence that the LG ensures that all HCs conduct at least 7 CMEs in the previous FY, HC IVs are certified as CPD centers, and provide at least 4 CPDs to HC IIIs in the previous FY.	From the sampled facilities obtain the CME schedule Obtain and review the CME reports to establish topics discussed and attendance by critical staff. Obtain and review the CME/CPD reports to establish whether 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	From review of the CME reports, all the sampled health facilities (Avogera HC III, Butiaba HC III and Buliisa General Hospital) conducted at least 7 CMEs attended by critical staff in the FY 2024/2025 according to the dates and topics presented. Buliisa General Hospital 1. 5/07/2024 How to use EMR by Enrolled Nurse attended by 3 Enrolled Nurse, Enrolled Midwife and Medical Clinical Officer. 2. 18/09/2024 Emergency care of Patients by Medical Officer attended by Senior Health Educator, Medical Officer,6 Enrooled Nurses. 3. 17/09/2024 Post-partum Care by Medical Officer attended by 3 Enrolled Nurses, Senior Health Educator. 4. 28/08/2024 Post-operative Care by Medical Officer attended by Medical Clinical Officer, Senior Health Educator and Assistant Nursing Officer. 5. 26/09/2024 M-Pox Disease by Medical	**2**

the previous FY iii. HC IVs and District Hospitals provided at least 7 CME/CPDs to each of the HC IIIs under their jurisdiction Verify if All HCs conduct at least 7 CMEs in the previous FY score 2 or else 0	Laboratory Technician attended by Assistant Nursing Officer, Senior Health Educator, Enrolled Nurse. 6. 31/10/2024 Disease Surveillance by Medical Laboratory Technician attended by Medical Clinical Officer, Assistant Nursing Officer, Senior Health Educator. 7. 01/11/2024 Malaria by Senior Nursing Officer attended by Medical Officer, Senior Health Educator, Assitant Nursing Officer. Butiaba HC III 1. 5/07/2024 Management of Campaigns by Assistant Nursing Officer/Nursing attended by Enrolled Midwife, 2 Enrolled Nurses, Health Information Assistant. 2. 17/07/2024 Non-Communicable Diseases by Medical Clinical Officer attended by Enrolled Midwife, Enrolled Nurse, Health Information Assistant. 3. 17/07/2024 BMI by Medical Clinical Officer attended by Enrolled Midwife, 2 Enrolled Nurse and Health Information Assistant. 4. 18/07/2024 Case Management Module by Medical Clinical Officer attended by Enrolled Midwife, Enrolled Nurse and Health Information Assistant. 5. 23/09/2024 Cast TB plus by Assistant Nursing Officer attended by Enrolled Midwife, Erolled Nurse and Medical Clinical Officer. 6. 26/09/2024 M-pox and IPC by Assistant Nursing Officer attended by Enrolled Midwife, Enrolled Nurse and Health Information Assistant. 7. Child Days Plus by Assistant Nursing Officer/Midwifery attended by Medical Clinical Officer, Enrolled Nurse, Laboratory Technician. Avogera HC III 1, 3/07/2024 TB preventive Therapy by Enrolled Nurse attended by Enrolled Midwife, Senior Clinical Officer, Enrolled Nurse, Enrolled Midwife 2. Care of the New-Born by Enrolled Midwife attended by Enrolled Nurse, Enrolled Midwife, Senior Clinical Officer. 3. 17/07/2024 APGAR scores by Enrolled Midwife attended Enrolled Nurse, Laboratory Assistant, Senior Clinical Officer. 4. 5 S and IPC by Clinical Officer attended by Enrolled Nurse, Enrolled Midwife, Health Information Assistant 5. 31/07/2024 Clinical History Taking by Senior Clinical Officer attended by Enrolled Nurse, Clinical Officer and Enrolled Midwife. 6.28/08/2024 Quality Improvement by Clinical Officer attended by Enrolled Nurse, Enrolled Midwife, Health Information Assistant,

			7.4/09/2024 Quality Improvement Tools by Clinical Officer attended by Enrolled Nurse, Enrolled Midwife, Laboratory Assistant.	
12	Evidence that the LG ensures that all HCs conduct at least 7 CMEs in the previous FY, HC IVs are certified as CPD centers, and provide at least 4 CPDs to HC IIIs in the previous FY.	Obtain and review the CME reports to establish topics discussed and attendance by critical staff. Obtain and review the CME/CPD reports to establish whether i. All HC IVs and District Hospitals were certified as CME/CPD centers in the previous FY ii. All HC IVs and District Hospitals submitted the report to the Medical Council in the previous FY iii. HC IVs and District Hospitals provided at least 7 CME/CPDs to each of the HC IIIs under their jurisdiction Verify if all HC IVs and District Hospitals were certified as CPD centers in the previous FY score 2 or else 0	Buliisa General Hospital was not certified as a CPD Centre.	**0**

12	Evidence that the LG ensures that all HCs conduct at least 7 CMEs in the previous FY, HC IVs are certified as CPD centers, and provide at least 4 CPDs to HC IIIs in the previous FY.	Obtain and review the CME reports to establish topics discussed and attendance by critical staff. Obtain and review the CME/CPD reports to establish whether i. All HC IVs and District Hospitals were certified as CME/CPD centers in the previous FY ii. All HC IVs and District Hospitals submitted the report to the Medical Council in the previous FY iii. HC IVs and District Hospitals provided at least 7 CME/CPDs to each of the HC IIIs under their jurisdiction Verify if all HC IVs and District Hospitals 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 Buliisa General Hospital provided 4 CPDs to each of the HC IIIs.	**0**

Management and functionality of amenities

13	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	1. Buliisa General Hospital had hand washing facilities with soap at all working stations like OPD, Laboratory, Maternity, Consultation room. 2. Butiaba HC III had hand washing facilities with soap at all working stations like OPD, Laboratory, Maternity, Consultation room. 3. Avogera HC III had hand washing facilities with soap at all working stations like OPD, Laboratory, Maternity, Consultation room.	**2**
13	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	1. Buliisa General Hodpital had a sterilizer. 2. Butiaba HC III had a sterilizer. 3. Avogera HC III had a sterilizer.	**2**

13	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	1. Buliisa General Hospital had waste management and disposal facilities like bin liners at all working stations like OPD, Laboratory, Maternity Consultation room. 2. Butiaba HC III had waste management and disposal facilities like bin liners at all working stations like OPD, Laboratory, Maternity Consultation room. 3. Avogera HC III had waste management and disposal facilities like bin liners at all working stations like OPD, Laboratory, Maternity Consultation room.	**2**

13	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	1. Buliisa General Hospital had clean human waste disposal facilities for patients and staff segregated between male and female with hand washing facility with water and soap. 2. Butiaba HC III had clean human waste disposal facilities for patients and staff segregated between male and female with hand washing facility with water and soap. 3. Avogera HC III had clean human waste disposal facilities for patients and staff segregated between male and female with hand washing facility with water and soap.	**2**

13	Evidence that health facilities in the LG have functional infection prevention and control amenities.	• Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs • Observe existence of the listed necessary infection prevention and control facilities and supplies • In case the LG has no health facilities award score. Verify if the health facilities in the LG have the following functional infection prevention and control amenities Safe water source score 2 or else 0	The sampled health facilities had safe water sources. 1. Buliisa General Hospital had Borehole and Rain water harvest. 2. Avogera HC III had Borehole and Rain water harvest. 3. Butiaba HC III had NWSC and Rain water harvest.	**2**
14	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 have visible sign posts listing all available services in local language offered free of charge score 2 or else 0	1. There was no visible sign post listing all available services in local language at Buliisa General Hospital 2. There was visible sign post listing available services in local language offered free of charge at Butiaba HC III. 3. There was sign post listing available services in local language offered free of charge at Avogera HC III.	**0**

14	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	Buliisa General Hospital did not have clear signs for directions in local language.	**0**

Management of Financial Resources

15	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 supported all health facilities to analyze bottle necks, design workplans to address the bottlenecks, allocated funds, and produced reports to improve health outcomes and mitigate identified issues. The sampled health facilities (Buliisa General Hospital, Butiaba HC III and Avogera HC III) presented their Annual Comprehensive Work plans HMIS 001 2025/2026 to the DHO. Buliisa General Hospital workplan 2025/2026 was endorsed by the In-charge on 26/03/2025, Board Chairperson on 23/06/.2025. Butiaba HC IIII work-plan 2025/2026 was endorsed by the Chairperson HUMC on 2/05/2025. Avogera HC III work plan 2025/2026 was endorsed by the Chairperson HUMC on 9/04/2025 and In-charge 9/04/2025. Buliisa General Hospital made bottle neck analysis. The bottle necks identified were low deliveries, low BCG, Low ANC & low OPD utilisation.. Designed work-plans to address bottle necks. The activities to mitigate the bottle necks were to conduct integrated outreaches. The hospital allocated UGX 20,000,000 to integrated out reaches the achievements mentioned were: repair of generator, equipment repair and maintainence and purchase of a water pump were indirectly related to the bottle necks mitigation. Avogera HC III mention low measles immunisation coverage as a major bottle neck page 23. The activities were: To conduct outreaches, conduct defauter tracing. UGX 6,720,000 was allocated to integrated outreaches. Avogera HC III did not present any report related towards mitigation of bottle necks. Butiaba HC III designed a bottle neck analysis and identified low measles immunisation coverage as a bottle neck. In the work plan the main activities formitigation of bottle necks were to conduct intergrated outreaches and Health Promotion. The facility allocated UGX 3,120,000 for outreaches and UGX.2,000,000 to Health Promotion. The health facility did not produce any report towards any outcome in trying to mitigate the bottle neck. Produced reports on the achievements for instance all carried out outreaches to their respective communities and held quarterly HUMC and Board meetings. Buliisa Hospital procured a water pump, repaired a Generator and Maintained equipment.	**0**

16	Evidence that the DHO makes a bottleneck analysis, design work plans to address bottleck, 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	The review of the annual work plan HMIS 001 2025/2026 showed that the DHO I. made a bottle neck analysis page 49-51. The main issues presented were low ANC 1, Low DPT 3 coverage and Low institutional deliveries. Ii. Designed work plan to address bottle necks. The activities were; 1. To conduct support supervision and mentorship to health workers in the lower level health facilities. 2. Hold Childays plus campaigns. 3. Hold DHT meetings 4. Hold performance review meetings. 5. Hold EPI review meetings. Iii. Allocated funds to address bottle necks like UGX 5,219,344,055 to Salaries of Health Workers UGX 919,345,055 to PHCNWR for lower health facilities to perform their duties and UGX 15,000,000 to Immunization. UGX. 2,000,000 to DHT meetings, UGX 31,620,000 t0 EPI review meetings. Iv. Produced reports during the performance review meetings held on (20/08/2024, 22/02/2025, 25/04/2025 and11/09/2025). The reports were not mentioned in the workplan.	**0**

Environment, Social, Health and Safety

17	a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement	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	The District Local Government has the following Sexual harassment policies and code of conduct: 1-Health Service Commission Code of conduct and Ethics and key terms and conditions of service for health workers 2013 edition. 2-Ministry of Health Client Charter 2012/13 to 2014/15. 3-The local government has put in place posters in both English and local language regarding the patients' rights. 4- Guidelines on the patients' rights and protection measures against violence, abuse, and discrimination for patients, workers, and medical staff in Health facilities, whose guiding principles are: zero tolerance to violence, abuse, and discrimination were captured. The LG District Health Office and DCDO	**2**

grievance management as per the circular on grievance management by MoGLSD	conducted CME on prevention, dated; 10/09/2024. Health Facilities Visited: 1- Bugana HC III The LG Health Office and CDO conducted CMEs with the Ministry of Health Clients' Charters. Guidelines on patients' rights and responsibilities' charter were captured. DLG designed a client's charter which was sighted on the notice board of the Health Centre. There was also a GBV pathway on the notice board to guide the clients on the paths they are supposed to take in case they faced any form of violence. 2-Avogera HC III The LG designed client's charts, and conducted sensitization. The DLG has put in place posters in both English and local language regarding the patients' rights. The DLG conducts health education and immunization outreaches. The APL, code of conduct was captured. The LG designed a client's charter which was sighted on the notice board of the Health Center. 3-Buliisa HC IV CME on prevention was conducted, dated; 10/09/2024. DLG designed a client's charter. The DLG has put in place information about patient's rights, drafted in both English and local language. The DLG has put special designs on the toiletries to support people with disabilities. The DLG has put measures to provide privacy and confidentiality to clients in art clinic. The DLG designed a client's charter which was sighted on the notice board of the HC. Working with partners like police, army, the district, gave psychosocial support to the clients.

17	a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD	Sample 3 health facilities to ascertain that protection measures are in place LG conducted training and sensitization on the protection measures Verify that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities score 2 or else 0	Evidence Report on GBV training of service providers, police, workers, medical partners, dated 16th/March/2025. The District LG Health Office and DCDO have trained all the HUMC on grievance management and code of conduct on 28th March 2025. Health Facilities Visited: 1- Bugana HC III Evidence of community medical education activities on elimination of discrimination in the healthcare was conducted on 23/10/2024 and 21/6/2025 respectively. Availability of “code of conduct” (Green books). 2- Avogera HC III Evidence of CME about rights and discrimination, conducted on 8/5/2025. However, the training was related to the categories of violence mentioned above 3- Buliisa HC IV Evidence of CME on prevention conducted on 10/9/2025. The DLG carried out sensitization through community dialogues, with relevant stakeholders ranging from DHO, RDC, and Health Inspector. However, the training was related to the categories of violence mentioned above. Score: 0	**0**

17	a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD	Sample 3 health facilities to ascertain that protection measures are in place LG Health Office and Community Development Office have trained the HUMC on stakeholder engagement and grievance management If the Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD score 2 or else 0	The DLG District Health Office and DCDO have trained all the HUMC on grievance management and code of conduct on 28th/March/2025. Health Facilities Visited: 1- Bugana HC III Evidence of the grievance committee which is comprised of a staff representative, the In-charge, female representative, chairperson of the HUMC, The HUMC members were trained from 26/03/2025-27/03/2025. There was evidence of the grievous log. Report on the training of HUMC on grievance management and handling dated 15th/Nov/2024 at the health facility. Minutes of the HUMC meetings held on 3rd/Sept/2024, 11th/Dec/2024, 5th/Feb/2025, 28th/Feb/2025, and 3rd/June/2025. 2- Avogera HC III HUMC did not receive any form of training in the FY 2024/2025 on stakeholder engagement and grievance management as per the circular on grievance management by MoGLSD. HUMC meetings were held on 24th/Sept/2024, 20th/Dec/2024, and 13th/March/2025, signed by HUMC chairperson and in-charge. HUMC training held on 4/04/2025, trained by ADHO MCH, Health educators, and facilitators from Baylor. Baylor funded this training. 3- Buliisa HC IV HUMC meetings were held on 30th/Sept/2024, 16th/Dec/2024, 13th/March/2025, and 30th/June/2025, Minutes were signed HUMC chair and in-charge. There was DHT training for HUMC held on 4/4/2025. HUMC did not receive any form of training in the FY 2024/2025 on stakeholder engagement and grievance management as per the circular on grievance management by MoGLSD.	**0**

Oversight and support supervision

18	Evidence that HUMCs approved work plans and budgets in all facilities, the LGHT supervised and mentored all facilities for Data Quality Assurance (DQA), the LGHT supervised and mentored all facilities for the Expanded Program of Immunisation (EPI), and the LGHT discussed supervision findings and followed up on recommendations.	From the LG Health Officer, obtain and • Obtain and review HUMC minutes to establish that they approved work plans and budgets • Obtain and review LGHT supervision and mentorship reports • Obtain and review LGHT Minutes Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs Verify if there is evidence that: i. That HUMCs approved work plans and budgets in all facilities ii. That LGHT supervised and mentored all facilities in relation to Data Quality Assurance (DQA) iii. That LGHT supervised and mentored all facilities in relation to Expanded Program of Immunization (EPI) iv. That the LGHT discussed supervision findings and followed-up on the recommendations made. If (i) to (iv) complied with score 6 or else 0	i. The HUMCs approved the workplans and budgets 2025/2026 as follows: Buliisa General Hospital 23/06/2025 Min. 6/2025, Butiaba HC III 2/05/2025 Min. 5/2025 and Avogera HC III 9/04/2025 Min. 6/2025. ii. The LGHT Supervised and mentored facilities in relation to DQA on 12-18/12/2024, 2-9/04/2025 to Avogera HC III, Buliisa HC IV, Kigera HC III, Bugana HC III, Buliisa General Hospital and Biiso HC IV. The emphasis was on timeliness of reports, data analysis and data completeness. iii. The LGHT supervised and mentored all facilities in relation to Expanded Program of Immunization on 16-26/08/2024 and 25-27/06/2025 to Avogera HC III, Biiso HC IV, Kigwera HC III, Buliisa General Hospital. iv. The LGHT followed up on recommendations the example was in the 1st Quarter 2024/2025 supervision revealed lack of Gas cylinders at Kigwera HC III and Butiaba HC III and these were procured on 27/02/2025.	**6**
20	Evidence that the LG has submitted timely and	• Review HMIS monthly	The LG did not submit timely and complete HMIS 108 and 105 monthly summary data by the 14th	**0**

complete HMIS 108 and 105 monthly summary data by the 14th day of the preceding months.	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.	day of the preceding months as shown below. Butiaba HC III July 2024 6/08/2024 August 2024 4/09/2024 Sept. 2024 4/10/2024 October 2024 3/11/2024 Nov. 2024 5/12/2024 Jan. 2025 7/02/2025 Feb. 2025 6/03/2025 March 2025 7/04/2025 April 2025 7/05/2025 May 2025 3/06/2025 June 2025 3/07/2025 Avogera HC III July 2024 5/08/2024 August 2024 9/09/2024 Sept. 2024 8/10/2024 Oct. 2024 10/11/2024 Nov. 2024 4/12/2024 Dec. 2024 11/01/2024 Jan. 2025 4/02/2024 Feb. 2025 4/03/2025 March 2025 9/04/2025 April 2025 9/05/2025 May 2025 12/06/2025 June 2025 8/07/2025 Buliisa Gen. Hospital July 2024 5/08/2024 August 2024 9/09/2024 Sept. 2024 7/10/2024 Oct. 2024 6/11/2024 Nov. 2024 6/12/2024 Dec. 2024 5/01/2024 3rd Quarter 2024/2025 missing April 2025 5/05/2025 May 2025 6/06/2025 June 2025 4/07/2025

PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Water and Sanitation Services

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually. b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities e) Evidence that the water office followed up implementation of recommended remedial actions	From the DWO: • 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 carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually score 2 or else 0	👇 There was evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually. 👇 Water quality analysis was done during the FY 2024/2025 as follows: 👇 In Q1 35 water facilities as per the report from the DWO to CAO dated 2nd /10/2024; 32 water facilities in Q2 as per report dated 8th/01/2025; 34 water facilities in Q3 as per report dated 3rd/04/2025; and 34 water facilities in Q4 as per report dated 7th/07/2025 👇 As per the MWE-MIS for the FY 2024/2025, the total number of functional water facilities for BULIISA DLG was 454. 👇 Therefore, BULIISA district water officer carried out routine water quality analysis (bacteriological and physical) for (35+32+34+34=135) water facilities and thus 135/454*100=29.7% greater than 20% of existing water facilities.	**2**
1	a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually. b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY c) Evidence that the LG conducted household	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	According to 4th Quarter Report for FY 2024/2025 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 11th/07/2025 to MWE Permanent Secretary (PS), received by the MWE Central Registry and MWE Rural Water Supply & Sanitation Department (RWSSD) on 12th/09/2025; the following projects were constructed i. Construction of one -5 stance lined VIP latrine in RGC in Buliisa S/C. ii. Drilling of 4 deep boreholes: Kitahura, Western Ward, Buliisa T/C (01); Bikongoro, Kisansya Parish, Kigwera S/C (01); Angolyero, Kagera Parish, Kihungya	**2**

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	score 2 or else 0	S/C and Itutwe A, Biiso Parish, Biiso S/C (01). iii. Rehabilitation of 09 boreholes in Buliisa S/C (03), Kihungya S/C (02), Biiso S/C (02) and Ngwedo S/C. iv. Small Spring Protection in Sitini B, Busingiro Parish, Biiso S/C. v. Construction of Kigoya Piped Water Supply System in Kigoya parish, Buliisa S/C. 👍 There were the following certificates of analysis for the water sources constructed in FY 2024/2025: i. Icon projects Limited water sample at Itutwe A, Biiso S/C, DWD No. 101668, (REF No: 25/392/2025/C), received by National Water and Sewerage Corporation Central laboratory, Bugolobi on 4th/6/2025, authorised by manager central Laboratory services and approved by Senior Water Quality Management on 10th/06/2025. ii. Icon projects Limited water sample at Angolyero, Kihungya S/C, DWD No. 101669, (REF No: 25/388/2025/C), received by National Water and Sewerage Corporation Central laboratory, Bugolobi on 4th/6/2025, authorised by manager central Laboratory services and approved by Senior Water Quality Management on 10th/06/2025. iii. Icon projects Limited water sample at Kitahura, Buliisa S/C, DWD No. 101670, (REF No: 25/391/2025/C), received by National Water and Sewerage Corporation Central laboratory, Bugolobi on 4th/6/2025, authorised by manager central Laboratory services and approved by Senior Water Quality Management on 10th/06/2025. iv. Icon projects Limited water sample at Bikongoro, Kisensye S/C, DWD No. 101671, (REF No: 25/389/2025/C), received by National Water and Sewerage Corporation Central laboratory, Bugolobi on 4th/6/2025, authorised by manager central Laboratory services and approved by Senior Water Quality Management on 10th/06/2025 • Therefore, the DWO conducted (4 out of 4) 100% quality analysis for new water sources in FY 2024/2025

1			**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	• There was evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in FY 2024/2025. • There was a ‘Report on Sanitation Survey’ in Angolyero, Itutwe A, Kitahura and Bikongoro villages written by ADWO-Sanitation (Senior Environmental Health Officer) to DWO Buliisa DLG on 15th/07/2024 and stamped on 19th/07/2024. There was a table summarising sanitation data listed by: Village; S/County, Total Households, Latrines present, Kitchen, HWFs, B/Shelters; Drying racks; Rubbish pits; Boiled drinking water; clean storage; and drying lines. 752 households were surveyed.	

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.

The Buliisa DWO conducted routine water quality analyses (bacteriological and physical) for 29.7% of existing Water Supply Systems (WSS) and household sanitation surveys before the new piped water facilities were connected in FY 2024/2025. Based on these assessments, the following documents and action points were outlined:

I. Report on Supervision of WUC of borehole rehabilitated for Q3 for FY 2024/2025 Written by Senior Environmental Health Assistant to CAO Buliisa DLG on 11th July 2025.

U Action Points for Improvement included:

👇 Continuous spot checks at water points should be conducted by health Assistants, CDOs and WUCs

👇 Ensure drinking water is boiled to reduce on water borne diseases and reduce on iron levels

👇 Women should be advocated for to be dominant in the water user committees

👇 All boreholes having GI pipes should have them changed to stainless steel

👇 Use stainless containers to avoid iron corrosion

👇 Fences around the well sites need to be erected or made better before the community members are allowed to use the water.

1			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: 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 of follow up reports provided by the DWO of BULIISA DLG. i. 1st Quarter Follow-Up Report on Water Quality Testing written by DWO to CAO Buliisa DLG on 4th/11/2024. ii. 2nd Quarter Follow-Up Report on Water Quality Testing written by DWO to CAO Buliisa DLG on 12th/02/2025. iii. 3rd Quarter Follow-Up Report on Water Quality Testing written by DWO to CAO Buliisa DLG on 6th/05/2025. iv. 4th Quarter Follow-Up Report on Water Quality Testing written by DWO to CAO Buliisa DLG on 6th/08/2025. 👍 Among the implemented remedial actions were: i. Check if shared corrective actions were implemented to completion ii. Establish that drainage channels are opened up/ cleaned to promote water flow and avoid ponding iii. Ensure blocked soak pits are unblocked to serve the purpose iv. Re-test bacteriological and physical water indicators if funds allowed v. Access overall compliance with national and WHO standards vi. Provide recommendations for improvement. 🧲 There were attached feedback meeting photos.	

Access

2	Evidence that the population with access to safe water service is either above 70% or has increased between the previous FY one and the previous FY	From the Ministry MIS for the previous FY and previous FY but one: • Obtain and check data access to safe water in the previous FY but one and compare with safe water access in the previous FY Verify if the population with access to safe water service is either above 70% or has increased between the previous FY one and the previous FY but one score 5 or 0	• As per the MWE-MIS for the FY 2023/2024, the population with access to safe water service for BULIISA DLG was 63% • According to the 4th Quarter Report for FY 2024/2025 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 11th/07/2025 to MWE Permanent Secretary (PS), received by the MWE Central Registry and MWE Rural Water Supply & Sanitation Department (RWSSD) on 12th/09/2025; safe water access for BULIISA DLG was 70.93% • According to the 4th Quarter Report for FY 2023/2024 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 29th/07/2024 to MWE Permanent Secretary (PS), received by the MWE Central Registry and MWE Rural Water Supply & Sanitation Department (RWSSD) on 23rd/10/2024; safe water access for BULIISA DLG was 69.96% • This was an increase of, 70.93-69.96= 0.97% • Though, safe water for BULIISA DLG was below 70% it increased hence score 5.	**5**

3	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.	• According to the 4th Quarter Report for FY 2024/2025 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 11th/07/2025 to MWE Permanent Secretary (PS), received by the MWE Central Registry and MWE Rural Water Supply & Sanitation Department (RWSSD) on 12th/09/2025; safe water access for BULIISA DLG was 70.93% • The Sub-Counties with SWC below the district average were: Buliisa S/C with SWC of 67.9%; Biiso S/C with SWC of 68.9%; and Kihungya S/C with SWC of 70.7%; • All were targeted S/Cs for budget allocations in the FY 2025/26. • According to the Annual Work plan for FY 2025/2026 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 24th/07/2025 to MWE Permanent Secretary (PS), received by the MWE Central Registry and MWE Rural Water Supply & Sanitation Department (RWSSD) on 16th/10/2025, the following were the budget allocations: i. 3 Nos deep borehole drilling: Kibambura, Ngwedo Parish, Ngwedo S/C (1); Udukuru B, Busingiro Parish, Biiso S/C (01); and Kabolwa, Kigoya Parish, Buliisa S/C (01) at a cost of UGX. 111,482,145, which is a target of 2 out of 3, equivalent to 66.7%; ii. Rehabilitation of 07 boreholes in Buliisa S/C (03), Kihungya S/C (01), Biiso S/C (02) and Butiaba S/C (01) at a cost of UGX. 41,884,500, which is a target of 6 out of 7, equivalent to 85.7%; • The Budget for FY 2025/2026, therefore reflects a total of UGX 153,366,645 (A) allocated to WSS developmental projects out of which UGX 110,222,430 (B) is allocated to target S/Cs. • Therefore % of the budget allocation for FY 2025/2026 that was allocated to S/Cs below the district average coverage was (B/A) *100 = (110,222,430/153,366,645) *100 = 71.9%. This was above 70%	**2**
3	a) Evidence that the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0.	From MoWE MIS and the DWO obtain and review the district safe water coverage data, (disaggregated by LLG) From the BPR of the previous FY ascertain whether the budgeted	• There was evidence that 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average. • According to the Annual Workplan for FY 2024/2025 (CR/244/1) submitted by BULIISA DLG CAO on 23rd/09/2024 to	**3**

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	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.	MWE PS, received by MWE Central Registry and approved by MWE RWSSD on 3rd/03/2025; safe water access for BULIISA DLG was 69.96%. • The Sub-Counties with SWC below the district average were: The Sub-Counties with SWC below the district average were: Buliisa S/C with SWC of 67.9%; Kigwera S/C with SWC of 68.6%; Biiso S/C with SWC of 67.5%; and Kihungya S/C with SWC of 68.1%; • These were all to be the target S/Cs for budget allocations in the FY 2024/2025. According to 4th Quarter Report for FY 2024/2025 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 11th/07/2025 to MWE Permanent Secretary (PS), received by the MWE Central Registry and MWE Rural Water Supply & Sanitation Department (RWSSD) on 12th/09/2025; the following projects were constructed: i. 1 No. Construction of 5 stance lined VIP latrine in RGC in Buliisa S/C at a cost UGX 36,064,805; which is a target of 1 out of 1, equivalent to 100%; ii. 4 Nos deep borehole drilling: Kitahura, Western Ward, Buliisa T/C (1); Bikongoro, Kisansya Parish, Kigwera S/C (01); Angolyero, Kagera Parish, Kihungya S/C and Itutwe A, Biiso Parish, Biiso S/C (01) at a cost of UGX. 144,646,668, which is a target of 3 out of 4, equivalent to 75%; iii. Rehabilitation of 09 boreholes in Buliisa S/C (03), Kihungya S/C (02), Biiso S/C (02) and Ngwedo S/C (02) at a cost of UGX. 58,500,000 which is a target of 7 out of 9, equivalent to 77.8%; iv. Small Spring Protection in Sitini B, Businginro Parish, Biiso S/C at a cost of UGX. 13,000,000, which is a target of 1 out of 1 equivalent to 100%; v. Construction of Kigoya Piped Water Supply System in Kigoya parish, Buliisa S/C at a cost of UGX. 187,252,100, which is a target of 1 out of 1 equivalent to 100%; • The Budget for FY 2024/2025, therefore reflects a total of UGX 439,463,573 (A) allocated to WSS developmental projects out of which UGX 390,302,036 (B) is allocated to target S/Cs. • Therefore % of the budget allocation for FY 2024/2025 that was allocated to S/Cs below the district average coverage was (B/A) *100 = UGX (390,302,036/439,463,573) *100 = 88.8%. • This was above 70%

4	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	• As per the MWE-MIS for the FY 2024/2025, the rural water functionality for BULIISA DLG was 72% which falls between 70% and 89% • For the five (5) water facilities, sampled and visited in three (3) S/Counties: i. Kitahura deep borehole (DWD 101670) completed on 29th/05/2025 in Kitahura village, Western Ward in Buliisa T/C; • Overall, the deep borehole was functioning well as reported by BULIISA DWO ii. Itutwe A deep borehole (DWD 101668) completed on 27th/05/2025 in Itutwe A village, Nyamasoga Parish in Biiso S/C; • Overall, the deep borehole was functioning well as reported by BULIISA DWO iii. Rehabilitation of Nyeramya P/S borehole in Nyeramya village, Nyeramya Parish in Kihungya S/County; • Overall, the rehabilitated borehole was functioning well as reported by BULIISA DWO iv. Angoleryo deep borehole (DWD 101669) in Angoleryo village, Kagera Parish in Kihungya S/C; • Overall, the deep borehole was functioning well as reported by BULIISA DWO v. Rehabilitation of Tangala (DWD 39432) borehole in Tangala village, Nyamasoga Parish in Biiso S/County; • Overall, the rehabilitated borehole was functioning well as reported by BULIISA DWO • Therefore, on average all the five (5) WSS facilities visited/ observed in three (3) S/Counties were constructed/ rehabilitated and were generally functioning well, and the DWO fairly reported on them in the Annual Performance and Progress Reports of 4th Quarter in the FY 2024/2025	**2**
5	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	There was evidence that the LG had ensured that 80% water facilities have functional water & sanitation oversight committees. From the MWE-MIS for the FY 2024/2025,	**5**

• 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	• BULIISA DLG had 184 functional WSCs out of the 204 established WSCs equivalent to Management of [184/204] *100 = approximated to 90.2%. • For the five (5) WSS facilities, sampled and visited in three (3) S/Counties: i. Kitahura deep borehole (DWD 101670) completed on 29th/05/2025 in Kitahura village, Western Ward in Buliisa T/C; • The drilled borehole was well managed and functional. • During the field visit, I found caretaker (Bikara Teopista-0763224577) • According to WSC Caretaker, the functional WSC comprises seven (7) members including three (3) women. • The committee was established in June 2025 and trained in August 2025 on implementation of water source protection plans; general sanitation and cleanliness, safeguarding borehole and collection of water user fees. • Community was paying UGX 1,000/ household/ month for water and balance was UGX 80,000. • The borehole served about 30 households • According to the caretaker, water is always on. • Overall, the drilled borehole had a functional water & sanitation oversight committee ii. Itutwe A deep borehole (DWD 101668) completed on 27th/05/2025 in Itutwe A village, Nyamasoga Parish in Biiso S/C; • The drilled borehole was well managed and functional. • During the field visit, I found C/Person WUC (Odaga Africana-0780109160) • According to WSC Caretaker, the functional WSC comprises eleven (11) members including three (3) women. • The committee was established on 28th/9/2025 and trained in September 2025 on: minor repairs, implementation of water source protection plans; general sanitation and cleanliness, safeguarding borehole and collection of water user fees. • Community was paying UGX 1,000/ household/ month for water and balance was not declared. • The borehole served about 60 households

• According to the caretaker, water is always on.

• Challenge: borehole is too deep thus need over pumping to get water

• Overall, the drilled borehole had a functional water & sanitation oversight committee

iii. Rehabilitation of Nyeramya P/S borehole in Nyeramya village, Nyeramya Parish in Kihungya S/County;

• The rehabilitated borehole was well managed and functional.

• During the field visit, I found Deputy Head teacher (Kugonza Magambo Wilfred-0778960057) and four teachers

• According to the Head Teacher, the functional WSC caretaker was Kenneth Atugonza

• The caretaker was last trained in March 2025 on implementation of water source protection plans; general sanitation and cleanliness, digging and maintaining soak-away pits, avoiding vandalism.

• School was not paying for water but contributed 300,000 UGX for rehabilitation

• The borehole served about 40 households, 579 pupils and 13 teachers

• According to the caretaker, water is always on.

• Overall, the rehabilitated borehole had a functional water & sanitation oversight committee.

iv. Angoleryo deep borehole (DWD 101669) in Angoleryo village, Kagera Parish in Kihungya S/C;

• The drilled borehole was well managed and functional.

• During the field visit, I found C/Person WUC (Katusabe Richard-0773126611)

• According to WSC Caretaker, the functional WSC comprises seven (7) members including three (3) women.

• The committee was established and trained on 28th/5/2025 from Nyambaro TC by the CDO, LC-III and IHA on: fencing; general sanitation and cleanliness, safeguarding borehole and collection of water user fees.

• Community was paying UGX 1,000/ household/ month for water and balance was 80,000 UGX.

• The borehole served about 30

			households • According to the caretaker, water is always on. • Challenge: water is oily and thus cannot be used for washing clothes. • Overall, the drilled borehole had a functional water & sanitation oversight committee v. Rehabilitation of Tangala (DWD 39432) borehole in Tangala village, Nyamasoga Parish in Biiso S/County; • The rehabilitated borehole was well managed and functional. • During the field visit, I found caretaker (Afwoyoroth Hanifer-no phone) • According to WSC Caretaker, the functional WSC comprises twelve (12) members including four (4) women. • The caretaker was last trained 5 years ago. • Community was not paying for water. • The borehole served about 10 households • According to the caretaker, water is always on. • Challenge: water quality is bad; water smells and cannot be used for cooking, only for bathing without soap. Alternative was source is PSP (100 UGX / jerrycan) • Overall, the rehabilitated borehole had a functional water & sanitation oversight committee • Therefore, on average, all the five (5) WSS facilities visited/ observed in three (3) S/Counties had a functional water & sanitation oversight committee.	
Efficiency				
6	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	• There was evidence that the LG has ensured that the installed water facilities provide water of adequate yield and the sampled 5 water facilities yield met the design capacity as per the drilling and design reports: • For the five (5) water supply facilities, sampled and visited in three (3) S/Counties: i. Kitahura deep borehole (DWD 101670) completed on 29th/05/2025 in Kitahura village, Western Ward in Buliisa T/C;	**5**

If the sampled water facilities yield meets the design capacity score 5 or else 0	• On average a 20-litre jerrycan was filled in (43+40)/2=41.5 seconds approximated to [(20/41.5) *3600) =1734.9 litres=1.735 m3/h greater than 0.5 m3/h reported in the standard design, technical specifications and terms of reference and thus good yield; ii. Itutwe A deep borehole (DWD 101668) completed on 27th/05/2025 in Itutwe A village, Nyamasoga Parish in Biiso S/C; • On average a 20-litre jerrycan was filled in (85+55)/2=70 seconds approximated to [(20/70) *3600) =1028.6 litres=1.029 m3/h greater than 0.5 m3/h reported in the standard design, technical specifications and terms of reference and thus good yield; iii. Rehabilitation of Nyeramya P/S borehole in Nyeramya village, Nyeramya Parish in Kihungya S/County; • On average a 20-litre jerrycan was filled in (59+61)/2=60 seconds approximated to [(20/60) *3600) =1,200 litres=1.2 m3/h greater than 0.5 m3/h reported in the standard design, technical specifications and terms of reference and thus good yield; iv. Angoleryo deep borehole (DWD 101669) in Angoleryo village, Kagera Parish in Kihungya S/C; • On average a 20-litre jerrycan was filled in (58+71)/2=64.5 seconds approximated to [(20/64.5) *3600) =1116.3 litres=1.116 m3/h greater than 0.5 m3/h reported in the standard design, technical specifications and terms of reference and thus good yield; v. Rehabilitation of Tangala (DWD 39432) borehole in Tangala village, Nyamasoga Parish in Biiso S/County; • On average a 20-litre jerrycan was filled in (82+78)/2=80 seconds approximated to [(20/80) *3600) =900 litres=0.9 m3/h greater than 0.5 m3/h reported in the standard design, technical specifications and terms of reference and thus good yield; • Therefore, on average, all the five (5) sampled installed water facilities in three (3) sub counties provided water of adequate yield.

7	Evidence that the LG has ensured that the installed water facilities provide water service all the time score 5 or else 0	• From the DWO obtain information about downtime or hours of service of source or service (down time should not exceed one week) • Sample 5 water facilities and determine whether the water facilities provides water at all times If the LG has ensured that the installed water facilities provide water service all the time score 5 or else 0	• According to the document titled “4th Quarter Monitoring Report for the performance of water sources for FY 2024/2025” written by the DWO to CAO Buliisa DLG, on 22nd/06/2025, the hours of service for the newly constructed water points were 22-24. • For the five (5) water supply facilities, sampled and visited in three (3) S/Counties: i. Kitahura deep borehole (DWD 101670) completed on 29th/05/2025 in Kitahura village, Western Ward in Buliisa T/C; • Overall, the deep borehole provided water service all the time as reported by BULIISA DWO ii. Itutwe A deep borehole (DWD 101668) completed on 27th/05/2025 in Itutwe A village, Nyamasoga Parish in Biiso S/C; • Overall, the deep borehole provided water service all the time as reported by BULIISA DWO iii. Rehabilitation of Nyeramya P/S borehole in Nyeramya village, Nyeramya Parish in Kihungya S/County; • Overall, the rehabilitated borehole provided water service all the time as reported by BULIISA DWO iv. Angoleryo deep borehole (DWD 101669) in Angoleryo village, Kagera Parish in Kihungya S/C; • Overall, the deep borehole provided water service all the time as reported by BULIISA DWO v. Rehabilitation of Tangala (DWD 39432) borehole in Tangala village, Nyamasoga Parish in Biiso S/County; • Overall, the rehabilitated borehole provided water service all the time • Therefore, all the five (5) water supply facilities visited/ observed in three (3) S/Counties provided water service all the time.	**5**
Human Resource Management				
8	Evidence that communities receive Backup technical support from the Water Office.	• From DWO field obtain monitoring reports, review and verify that communities received back-up technical support. • Sample Water sources to ascertain that	There was evidence that communities received backup technical support as per the following monitoring reports reviewed. i. Report on Post Construction Support Supervision of WUCs on Operation and Maintenance written by ADWO-Sanitation (Senior Environmental Health Officer) to	**10**

	communities receive backup technical support. If the communities received Backup technical support from the Water Office. Score 10 or else 0	CAO Buliisa DLG on 25th/05/2025. The objective was to equip the WUC members and community of operation and maintenance of water points. The key finding was on: committee functionality and governance; operations and maintenance (O & M); community needs and critical requirements; compliance with O & M manual. There were recommended actions for challenges observed besides field and meeting photos attached. ii. 1st Quarter Monitoring Report on Sanitation and Water Facilities FY 2024/2025 written by DWO to CAO Buliisa DLG on 20th/09/2024. iii. 2nd Quarter Monitoring Report on Sanitation and Water Facilities FY 2024/2025 written by DWO to CAO Buliisa DLG on 15th/11/2024. iv. 3rd Quarter Monitoring Report on Sanitation and Water Facilities FY 2024/2025 written by DWO to CAO Buliisa DLG on 24th/05/2025. v. 4th Quarter Monitoring Report on Sanitation and Water Facilities FY 2024/2025 written by DWO to CAO Buliisa DLG on 22nd/06/2025. • For the five (5) water supply facilities, sampled and visited in three (3) S/Counties: i. Kitahura deep borehole (DWD 101670) completed on 29th/05/2025 in Kitahura village, Western Ward in Buliisa T/C; • According to caretaker and community members, the community received back up technical support especially in form of hands-on training on operation and maintenance. ii. Itutwe A deep borehole (DWD 101668) completed on 27th/05/2025 in Itutwe A village, Nyamasoga Parish in Biiso S/C; • According to caretaker and community members, the community received back up technical support especially in form of hands-on training on operation and maintenance. iii. Rehabilitation of Nyeramya P/S borehole in Nyeramya village, Nyeramya Parish in Kihungya S/County; • According to caretaker and community members, the community received back up technical support especially in form of hands-on training on operation and maintenance. iv. Angoleryo deep borehole (DWD 101669) in Angoleryo village, Kagera Parish in Kihungya S/C;

			• According to caretaker and community members, the community received back up technical support especially in form of hands-on training on operation and maintenance. v. Rehabilitation of Tangala (DWD 39432) borehole in Tangala village, Nyamasoga Parish in Biiso S/County; • According to caretaker and community members, the community received back up technical support especially in form of hands-on training on operation and maintenance. • Therefore, there was evidence that communities of all the sampled water facilities received backup technical support.	
9	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	• According to the 4th Quarter Report for FY 2024/2025 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 11th/07/2025 to MWE Permanent Secretary (PS), received by the MWE Central Registry and MWE Rural Water Supply & Sanitation Department (RWSSD) on 12th/09/2025; BULIISA DLG, Water department constructed/ rehabilitated 5 WSS facilities in FY 2024/2025. sampled and visited five (5) WSS facilities in three (3) S/Counties and observed and noted the following: i. Kitahura deep borehole (DWD 101670) completed on 29th/05/2025 in Kitahura village, Western Ward in Buliisa T/C; • The borehole was functional, properly maintained, well fenced (wooden) and with a soak-away pit: • The borehole had pathway for easy access; • The deep borehole was well engraved and numbered-DWD 101670 • The drainage channel was 125mmx105mmx105mm. • The internal diameter of the apron was 1800mm and the platform for standing while pumping was 610mm x 560mm • The water delivery point was 460 mm from the ground. • Borehole handle was protected by guard from hitting the upper and lower extents. ii. Itutwe A deep borehole (DWD 101668) completed on 27th/05/2025 in Itutwe A village, Nyamasoga Parish in Biiso S/C; • The borehole was functional, properly	**10**

maintained, with a soak-away pit:

• The borehole had pathway for easy access;

• The deep borehole was well engraved and numbered-DWD 101668

• The drainage channel was 120mmx100mmx115mm.

• The internal diameter of the apron was 1800mm and the platform for standing while pumping was 610mm x 585mm

• The water delivery point was 500 mm from the ground.

• Borehole handle was protected by guard from hitting the upper and lower extents.

iii. Rehabilitation of Nyeramya P/S borehole in Nyeramya village, Nyeramya Parish in Kihungya S/County;

• The borehole was functional, properly maintained, well fenced (wooden) and with a soak-away pit:

• The borehole had pathway for easy access

• Borehole handle was protected by guard from hitting the upper and lower extents.

iv. Angoleryo deep borehole (DWD 101669) in Angoleryo village, Kagera Parish in Kihungya S/C;

• The borehole was functional, properly maintained, well fenced (wooden) and with a soak-away pit:

• The borehole had pathway for easy access;

• The deep borehole was well engraved and numbered-DWD 101669

• The drainage channel was 120mmx95mmx125mm.

• The internal diameter of the apron was 1820mm and the platform for standing while pumping was 620mm x 570mm

• The water delivery point was 470 mm from the ground.

• Borehole handle was protected by guard from hitting the upper and lower extents.

v. Rehabilitation of Tangala (DWD 39432) borehole in Tangala village, Nyamasoga Parish in Biiso S/County;

• The borehole functional, properly maintained, well fenced (wooden) and with a soak-away pit:

			• The borehole had pathway for easy access • Borehole handle was protected by guard from hitting the upper and lower extents. • Therefore, all the five (5) WSS facilities in three (3) S/Counties were constructed/ rehabilitated with all the basic functional amenities, and the DWO fairly reported on them in the Annual Performance and Progress Reports of 4th Quarter in the FY 2024/2025	
Management of Financial Resources				
10	a) Evidence that the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0. b) Evidence that the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter	From the Planner obtain and review a copy of the sector AWP for previous FY and the progress report and check whether allocations and expenditures for the sector NWR grant were done as per the sub-programme 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 Total Non-Wage Recurrent budget for the previous FY 2024/2025 was UGX 61,999,842 (A) while the amount spend on Mobilization (Software) was UGX 24,979,406(B). • Percentage of NWR rural water and sanitation budget allocated to mobilization = (B/A) *100 = (24,979,406/61,999,842) *100= 40.3% approximated to 40%. • This percentage is equal to the minimum of 40% as per sector guidelines • Also, the amount spent on stakeholder coordination activities (9,239,000); and routine monitoring and supervision of water sector activities (5,748,800) • Thus, percentage of operational costs of the DWO= (9,239,000+ 5,748,800)/ 61,999,842*100=24.2% • This percentage is below the maximum 40% of the non-wage recurrent budget for rural water and sanitation that should be allocated to operational costs.	**6**

10	a) Evidence that the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0. b) Evidence that the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter	From MoWE: Obtain a schedule for submission of the LG reports and check whether the DWO submitted quarterly progress reports in time Verify if the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter score 4 or else 0	• There was no evidence that the water officer submitted quarterly reports to MWE on the 10th day of the first month of the subsequent quarter according to the following documents: i. Annual Workplan for FY 2024/2025 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 23rd/09/2024 to MWE PS, received by MWE Central Registry and approved by MWE RWSSD on 3rd/03/2025: ii. 1st Quarter Report for FY 2024/2025 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 10th/10/2024 to MWE Permanent Secretary (PS), received by the MWE Central Registry and MWE Rural Water Supply & Sanitation Department (RWSSD) on 3rd/03/2025; iii. 2nd Quarter Report for FY 2024/2025 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 14th/01/2025 to MWE Permanent Secretary (PS), received by the MWE Central Registry and MWE Rural Water Supply & Sanitation Department (RWSSD) on 3rd/03/2025; iv. 3rd Quarter Report for FY 2024/2025 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 11th/04/2025 to MWE Permanent Secretary (PS), received by the MWE Central Registry and MWE Rural Water Supply & Sanitation Department (RWSSD) on 12th/09/2025; v. 4th Quarter Report for FY 2024/2025 (CR/BUL/213/1) submitted by BULIISA DLG CAO on 11th/07/2025 to MWE Permanent Secretary (PS), received by the MWE Central Registry and MWE Rural Water Supply & Sanitation Department (RWSSD) on 12th/09/2025; • Therefore, the DWO submitted 0 out of 4 quarterly progress reports in time	**0**

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 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	• From the District Water Office obtain and review • Water source protection plans for water sources constructed in the previous FY. • Training reports for the water and sanitation committees on water source protection, GRM and stakeholder engagement.	👍 There was evidence that the LG conducted training and sensitization of the water and sanitation committees on the protection measures and the WSCs and the community implemented actions in water source protection plans including the training by DWO and CDO. 👍 According to the four (4) quarterly BULIISA District software reports, the DWO in liaison with the CDO established and trained all WSCs for the new facilities constructed in FY 2024/2025 on their roles and responsibilities for O&M for the facilities, and on hygiene indicated in the	**10**

management and stakeholder engagement.	• Sample 5 water facilities to ascertain that water source protection measures were implemented • From the LG Water Department, obtain and review: Water sub-programme ABPR and check whether the LG has included status of implementation of water source protection plans Check and verify i. Evidence that the LG conducted training and sensitization of the water and sanitation committees on the protection measures ii. Evidence that the WSCs and communities implemented actions in water source protections plans for water sources constructed last FY. iii. Evidence that the LG Water Office and Community Development Office have trained the Water User Committee on grievance management and stakeholder engagement If (i) to (iii) met score 10 or else 0	Quarterly Software Reports. 👇 There were the following (sampled) documents: i. Report on Training of Water user Committee on water Source protection and Grievance redress Mechanism for Kitahura Cell, Buliisa T/C written by DWO to CAO Buliisa DLG on 22nd/05/2025. There was an attached sample Action Plan for water Source protection listed by: Activity; Specific Actions; Responsible Person(s); resources needed; Time Frame; remarks/ Status. ii. Report on Training of Water user Committee on water Source protection and Grievance redress Mechanism for Itutwe A, Biiso S/C written by DWO to CAO Buliisa DLG on 29th/05/2025. There was an attached sample Action Plan for water Source protection listed by: Activity; Specific Actions; Responsible Person(s); resources needed; Time Frame; remarks/ Status. iii. Report on Training of Water user Committee on water Source protection and Grievance redress Mechanism for Angolyero village, Kihungya S/C, written by DWO to CAO Buliisa DLG on 22nd/05/2025. There was an attached sample Action Plan for water Source protection listed by: Activity; Specific Actions; Responsible Person(s); resources needed; Time Frame; remarks/ Status. iv. Report on Training of Water user Committee on water Source protection and Grievance redress Mechanism for Bikongoro village, Kigwera S/C, written by DWO to CAO Buliisa DLG on 27th/05/2025. There was an attached sample Action Plan for water Source protection listed by: Activity; Specific Actions; Responsible Person(s); resources needed; Time Frame; remarks/ Status. i. Report on training of water User Committees in Buliisa DLG under written by Health Assistant Kihungya Health center II to DWO Buliisa DLG on 30th/06/2025. ii. Report on replacement and retraining of water User Committees in Buliisa DLG under written by ADWO-Sanitation (Senior Environmental Health Officer) to DWO Buliisa DLG on 15th/12/2024; The 4 water user committees of 5 members in four (4) LLGs of Biiso S/C; Kihungya S/C; Kigwera S/C; & Buliisa T/C; were trained on: Safe water chain; operation and maintenance; Financial management and roles of each committee member. iii. Support Supervision of WUCs on Operation and Maintenance written by ADWO-Sanitation (Senior Environmental

Health Officer) to CAO Buliisa DLG on 25th/05/2025. The objective was to equip the WUC members and community of operation and maintenance of water points. The key finding was on: committee functionality and governance; operations and maintenance (O & M); community needs and critical requirements; compliance with O & M manual. There were recommended actions for challenges observed besides field and meeting photos attached

iv. Grievance Logbook/sheet for Bikongoro Borehole listed by Grievance No.; Date received; Complainant Name (Optional); Nature of Complaint; received by; Action Taken/ Resolution; date Resolved; Remarks/ Status; Signed and stamped by DWO Buliisa DLG on 30th/06/2025.

• Example of grievance recorded in FY 2024/2025 included:

v. 011; Date Received: 4th/10/2024; Complainant Name (Optional)-Jane N.; Nature of Complaint- water User accused of blocking access path; received by-WUC C/Person; Action Taken/ Resolution-Matter discussed in committee meeting; user cautioned and access restored; date Resolved-14th/12/2024; Remarks/ Status-Resolved.

i. Minutes for Grievance meeting of the New Borehole at Bikongoro held at the Bikongoro Centre compiled by CDO and approved by DWO on 14th/12/2024 attended by 20 members. …. discussion with the accused and an alternative access created away from the garden. Payment agreed upon (payment when at least 3 members of WUC are around) (Min No. not included)

• Also, Buliisa DWO included status of Implementation of Water Source Plans in the annual report for FY 2024/2025

👇 For the five (5) WSS facilities sampled in three (3) S/Counties, I observed/noted the following:

i. Kitahura deep borehole (DWD 101670) completed on 29th/05/2025 in Kitahura village, Western Ward in Buliisa T/C;

• During the field visit, I found caretaker (Bikara Teopista-0763224577)

• Overall, the drilled borehole had a functional water & sanitation oversight committee and the WSC implemented actions in water source protection plans as reported by BULIISA DWO

ii. Itutwe A deep borehole (DWD 101668) completed on 27th/05/2025 in Itutwe A village, Nyamasoga Parish in Biiso S/C;

			• During the field visit, I found C/Person WUC (Odaga Africana-0780109160) • Overall, the drilled borehole had a functional water & sanitation oversight committee and the WSC implemented actions in water source protection plans as reported by BULIISA DWO iii. Rehabilitation of Nyeramya P/S borehole in Nyeramya village, Nyeramya Parish in Kihungya S/County; • During the field visit, I found Deputy Head teacher (Kugonza Magambo Wilfred-0778960057) and four teachers • Overall, the rehabilitated borehole had a functional water & sanitation oversight committee and the WSC implemented actions in water source protection plans as reported by BULIISA DWO iv. Angoleryo deep borehole (DWD 101669) in Angoleryo village, Kagera Parish in Kihungya S/C; • During the field visit, I found C/Person WUC (Katusabe Richard-0773126611) • Overall, the drilled borehole had a functional water & sanitation oversight committee and the WSC implemented actions in water source protection plans as reported by BULIISA DWO v. Rehabilitation of Tangala (DWD 39432) borehole in Tangala village, Nyamasoga Parish in Biiso S/County; • During the field visit, I found caretaker (Afwoyoroth Hanifer-no phone) • Overall, the rehabilitated borehole had a functional water & sanitation oversight committee and the WSC implemented actions in water source protection plans as reported by BULIISA DWO • Therefore, all the five (5) WSCs in three (3) S/Counties were trained and sensitized on the water source protection and grievance management measures in the FY 2024/2025	
Oversight and support supervision				
12	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	From the district water office: • Obtain the list of water facilities in the LG • Obtain and review the monitoring plans previous FY	• There was evidence that the water officer monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter. • According to Buliisa DWO, by June 2025, Buliisa DLG had 454 WSS facilities. i. Buliisa District Water Sector Monitoring	**10**

were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.	• Check the monitoring reports of each project and establish whether the water officer monitored the WSS projects and public sanitation facilities (including ESHS aspects, water quality .). If the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter score 10 or else 0	Plan for Sanitation Facilities in the District FY 2024/2025 written by DWO on 1st/07/2024. This was listed by Monitoring objectives; Key Performance Indicators; Monitoring Methods; Monitoring Schedule; Roles and Responsibilities; Data Management Plan; Reporting; Risk Monitoring; and Budget for Monitoring. All the 3 sanitation facilities were planned and monitored in 1st, 2nd, 3rd and 4th quarters. The water facilities planned to be monitored in 1st, 2nd, 3rd and 4th quarters were 40, 50, 60 and 70, and thus a total of 220 WSS facilities. i. 1st Quarter Monitoring Report on Sanitation and Water Facilities FY 2024/2025 written by DWO to CAO Buliisa DLG on 20th/09/2024; 40 water facilities were monitored. ii. 2nd Quarter Monitoring Report on Sanitation and Water Facilities FY 2024/2025 written by DWO to CAO Buliisa DLG on 15th/11/2024; 45 water facilities were monitored. iii. 3rd Quarter Monitoring Report on Sanitation and Water Facilities FY 2024/2025 written by DWO to CAO Buliisa DLG on 24th/05/2025; 52 water facilities were monitored. iv. 4th Quarter Monitoring Report on Sanitation and Water Facilities FY 2024/2025 written by DWO to CAO Buliisa DLG on 22nd/06/2025; 67 water facilities were monitored. • Also, from all the monitoring reports, key aspects/ issues of environment and social safeguards and water quality covered included: some water sources don’t have fence, soak-away pits are lacking in some points; animals still accessing water sources due to limited water for animals; some boreholes like kakindo, Nyapeya, Kidoko had pit latrines near the water sources; • Therefore, a total of 3 sanitation facilities and 204 (A) out of 454 (B) water facilities were monitored. • Percentage of sanitary facilities monitored =100% • Percentage of water facilities monitored = (A/B) *100 = (204/454) *100= 44.9% approximated to 45%. • Therefore, DWO monitored 45% of public sanitation facilities and at least 25% of water supply facilities per quarter

a) Evidence that the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter b) Evidence that the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.	From the DWO, obtain the DWSCC minutes, DWO progress reports and AWP and check whether key issues discussed in DWSCC were from the quarterly monitoring exercises. Check whether remedial actions were incorporated in the AWP. If the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.	There was evidence that the findings from 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. As per the document titled Annual Workplan for FY 2024/2025 (CR/244/1) submitted by BULIISA DLG CAO on 23rd/09/2024 to MWE PS, received by MWE Central Registry and approved by MWE RWSSD on 3rd/03/2025; i. Minutes of the BULIISA DLG 1st Quarter District Water and Sanitation Coordination Committee Meeting held on 13th/09/2024 at Buliisa DLG Board room attended by 35 members recorded by DWO and confirmed by CAO: Especially under agenda item 4- “Presentations”, 6- “Discussions and Way Forward” ii. Minutes of the BULIISA DLG 2nd Quarter District Water and Sanitation Coordination Committee Meeting held on 10th/12/2024 at Buliisa DLG Board room attended by 26 members recorded by DWO and confirmed by CAO: Especially under agenda item 4- “Presentations”, 6- “Discussions and Way Forward” iii. Minutes of the BULIISA DLG 3rd Quarter District Water and Sanitation Coordination Committee Meeting held on 30th/03/2025 at Buliisa DLG Board room attended by 23 members recorded by DWO and confirmed by CAO: Especially under agenda item 5- “Presentations”, 6- “Discussions and Way Forward” iv. Minutes of the BULIISA DLG 4th Quarter District Water and Sanitation Coordination Committee Meeting held on 19th/06/2025 at Buliisa DLG Board room attended by 21 members recorded by DWO and confirmed by CAO: Especially under agenda item 4- “Presentations”, 6- “Discussions and Way Forward” • Key Issues identified and discussed included but not limited to the following: i. … Revive village savings for the water user committees to enable transparency in water user fees collections … (Min 06/09/2024). ii. …Non-functional boreholes for more than 5 years needed decommissioning.… (Min 5/12/2024). iii. …Water User Committees needed to embrace the saving behaviours of their counterparts, especially the Bugana Rwangara borehole where they embraced savings using the water user collections… (Min 6/06/2025).

- Among the remedial actions incorporated in AWP are: training, strengthening and replacement of WSC; radio talk shows for promoting water, sanitation and good hygiene practices; and training of caretakers and scheme attendants on preventive maintenance and hygiene promotion.

PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Micro-scale Irrigation Services

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the Local Government has in the previous FY trained all micro-scale irrigation beneficiary farmers on good field management practices, and the farmers are implementing these practices	From the SAE, obtain and review the list of farmers that benefited from micro-scale irrigation funds in the previous FY Sample at least 5 beneficiary farmers. Visit the Sampled farmers to establish, if they are implementing at least four (4) of the following practices: Trenching Mulching weeding, manuring, thinning, spacing, soil and water conservation If the farmer practices at least any four of the above practices score 10 else 0	Based on the reviewed training report and visits to the grant beneficiaries, the Buliisa DLG trained MSI beneficiary farmers in proper field management practices, as detailed below: **Report Title:** Training Report of MSI Beneficiaries on Agronomic Practices. **Dated:** 24th June 2025 **Compiled by:** Babihamaiso Doreen - SAO/Focal Person and approved by CAO on 24th June 2025 -Attendance list was attached -A total of 8 farmers were trained -Some of the attendees included: 1) Mugonzebwa Esau- 0782873754 2) Mbabazi Fatima-0782212964 3) Kyahurwa Calbert -0763869900 4) Akugizibwe Juliet -0782499651 5) Katuku Majore 0782861291 Training content included -weed management -proper/recommended spacing -Mulching manure application -Proper disposal of polythene papers -Pest and disease management -Thinning/pruning -Soil and water management (to reduce water speed on water run-off, reduce evapotranspiration, implement trenches **<u>Visited grant beneficiary farmers</u>** Below are the five sampled farmers; S/No.: 01 Name: David Wantumbo Village: Kigwera North-West Parish: Kigwera	**10**

S/c: Kigwera

Contact:0777381946

Irrigation system: Sprinkler

Crops grown: Tomatoes, Nakati, Garden eggs, Banana

Observed practices: mulching, manuring, spacing, weeding, and pruning

S/No.: 03

Name: Musige Sam

Village: Itutwe K

Parish: Waaki

S/c: Kihungya

Contact: 0762393828

Irrigation system: Sprinkler

Crops grown: onions, Cabbages.

Observed practices: weeding, manuring, spacing, mulching, crop rotation, and intercropping

S/No.: 04

Name: Katuku Majone

Village: Nyamasoga

Parish: Nyamasoga

S/c: Biiso

Contact: 0782861291

Irrigation system: Drag hose

Crops grown: Coffee

Observed practices: Mulching, spacing, weeding, manuring

S/No.: 05

Name: Fatima Mbabazi

Village: Nyeramya

Parish: Nyeramya

S/c: Kihunja

Contact: 0782212964

Irrigation system: Drag hose

Crops grown: coffee, banana, soybean

			Observed practices: All Based on the evidence and findings presented above, Buliisa DLG conducted training for MSI beneficiary farmers on good field management practices in FY 2024/2025, and visits to sampled farmers confirmed that these practices were being effectively implemented.	
Access				
2	Evidence that the LG has achieved MSI MAAIF installation targets in the previous FY.	From MAAIF obtain the installation targets for the LG. From the MIS and SAE, obtain the list of completed installations in the previous FY and compare with the target. If the LG has achieved MSI MAAIF installation targets in the previous FY. Score 8 or else 0	Buliisa DLG had achieved 8 MSI installations as compared to 11 MAAIF installation targets in the previous FY, as evidenced from the list of MSI beneficiaries dated 19th June 2025 compiled by Babihamaiso Doreen -MSI focal person and approved by DPO and the CAO on 19th June 2025. Examples of completed installations included: S/No.: 01 Name: Mbabazi Fatima Village: Nyeramya Parish: Nyeramya S/c: Kihungya Type of Irrigation system: Drag hose Acreage:2.5 S/No.: 02 Name:Mugonzebwa Esau Tolbert Village: Kagera Parish: Kagera S/c: Kihungya Type of Irrigation system: Sprinkler Acreage:2.5 S/No.: 03 Name: Wantumbu David Village: Kigwera south-west Parish: Kigwera S/c: Kigwera Type of Irrigation system: Sprinkler Acreage:1	**0**

S/No.: 04

Name: Katuku Majone

Village: Nyamasoga B

Parish: Nyamasoga

S/c: Biiso

Type of Irrigation system: Drag hose

Acreage:1

S/No.: 05

Name: Musige Sam

Village: Waaki west

Parish: Waaki

S/c: Kihungya

Type of Irrigation system: Sprinkler

Acreage:2.5

Completion rate.

= (8 / 11) X100

=72.72%

The above results indicated MAAIF installation targets were not achieved in the previous FY

3	Evidence that the LG has realized an Increase in acreage of land under irrigated agriculture between the previous FY and the previous FY but one	From the MIS and SAE, obtain and review data on irrigated land for the last two FYs. Calculate the percentage increase for micro-scale irrigation grant beneficiaries If increase in micro-scale irrigation grant beneficiaries by 20% score 4 or else 0	Buliisa DLG had realized an increase in acreage of land under irrigated agriculture between the previous FY and the previous but one as indicated below; Irrigated land under MSI grant beneficiaries FY 2023/2024: 11 acres As per the report dated 16th October 2024, compiled by Babihamaiso Doreen -MSI focal person and approved by the CAO on 16th October 2024. FY 2024/2025: 13.5 acres As per the list of MSI program beneficiaries dated 19th June 2025, compiled by Babihamaiso Doreen -MSI focal person and approved by the CAO on dated 19th June 2025 Grant beneficiaries in FY 2023/24: 8 Grant beneficiaries in FY 2024/25: 8 The number of the grant beneficiaries is cumulative. This means that the grant beneficiaries for FY 2024/2025 = 8+28=16 % increase =((16-8)/8)×100 =100 % The above results indicated an increase of 100% between FY 2023/2024 and FY 2024/2025	**4**
3	Evidence that the LG has realized an Increase in acreage of land under irrigated agriculture between the previous FY and the previous FY but one	From the MIS and SAE, obtain and review data on irrigated land for the last two FYs. Calculate the percentage increase for micro-scale irrigation grant non-beneficiaries. If increase in non-Micro-scale irrigation grant beneficiaries by 10% score 2 or else 0.	Buliisa District had realized an increase in acreage of land under Non- MSI grant beneficiaries between the previous FY and the previous but one as detailed below; Irrigated land under Non- MSI grant beneficiaries FY 2023/2024: 5.35 acres as per report titled land under irrigation for different crops in Buliisa district dated 16th October 2024 compiled by Babihamaiso Doreen -MSI focal person, and approved by the CAO. FY 2024/2025: 24.5 acres	**2**

as per list of MSI programme beneficiaries dated19th June 2025,compiled by Babihamaiso Doreen -MSI focal person and approved by the CAO on dated19th June 2025

Examples of the farmers under non-MSI grant beneficieriesbeneficiaries included

S/No.: 04

Name: Kamayire Yasi

Village: Kiram

Parish: Kiram

S/c: Kirama

Type of Irrigation system: Drag hose

Acreage: 10

S/No.: 02

Name: Aliyoni Sunday Victor

Village: Kidali

Parish: West Ward

S/c: Buliisa TC

Type of Irrigation system: Drag hose

Acreage:7

S/No.: 03

Name: Muhindi Bigirwa

Village: Kityanga

Parish: West Ward

S/c: Buliisa TC

Type of Irrigation system: Drag hose

Acreage:2

S/No.: 04

Name: Mujuni Nkuba

Village: Kisomere

Parish: Nile

S/c: Ngwedo

Type of Irrigation system: Drag hose

Acreage: 2

			Non-grant beneficiaries in FY 2023/24: 8 Non-grant beneficiaries in FY 2024/25: 8 The number of the non-grant beneficiaries is cumulative. This means that the non-grant beneficiaries for FY 2024/2025 = 8+18=16 % increase =((16-8)/8)×100 =100% The above results indicated increase of 100% between FY 2023/2024 and FY 2024/2025, above 10%.	
4	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.	Buliisa DLG had established and run two (2) FFS as per the guidelines based on the following reports -Establishment of FFSr report prepared by Babihamaiso Doreen -MSI focal person, dated 9th July 2025and approved by the CAO on 9th July 2025. The established 2 FFS were Kijumbya and Nile base Vegetable growers. **Both FFS were visited and the following was confirmed:** Kijumbya FFS Village: Kijumbya Parish: Kakora S/c: Buliisa Irrigation system: Drag hose, Drip and sprinkler Total :30 Female: 23 Male: 7 Yougth: 6 PWDS: 0 Distance from home to FFS: furthest member1km Trainings: Receive trainings regularly as per training records	**6**

			Nile base Vegetable growers FFS Village: Kisomero Parish: Nile S/c: Ngwedo Irrigation system: Drag hose, and sprinkler Total:30 Female:15 Male:15 Yougth: 17 PWDS: 0 Distance from home to FFS: 0.5 km Trainings: Receive training regularly as per training records	
Efficiency				
5	Evidence that farmers who received and are currently utilizing MSI facilities have registered an increase in crop yield between the previous FY but one and the previous FY	• From the DPO, obtain the list of beneficiary micro-scale beneficiary farmers. • Sample and visit 5 farmers and check their records for the last two FYs to determine the percentage increase in yield If the farmers who received and are currently utilizing MSI facilities have registered an increase in crop yield between the previous FY but one and the previous FY by 10% score 10 or else 0	Reviewed fourth quarter monitoring report on MSI equipment installation compiled by Babihamaiso Doreen -MSI focal person dated 12th June 2025 and approved by DPO and the CAO on 12th June 2025 for the list of farmers who received and are currently utilizing MSI facilities between the previous FY but one and the previous FY. Below are the record findings from sampled and visited farmers; S/no 01 Name: Tabaro Dannis Village: Kitahura s/C: Buliisa TC Irrigation system: Drag hose Crops grown: groundnuts Yielded FY 2023/2024:0.5 bags Yielded FY 2024/2025: 2 bags % increase =((2-0.5)/(0.5))×100 =300 % The above results indicated an increase of 300% of irrigated land under MSI grant beneficiaries from FY 2023/2024 to FY 2024/2025, above 20%.	**10**

S/no 02

Name: Alinda Juliet

Village: Kisomera

S/c: Ngwedo

Irrigation system: Drag hose

Crops grown: Green pepper, Passion fruits, Papaya, Red chilli

Green pepper

Yield FY 2023/2024:1 sack

Yield FY 2024/2025: 2 sacks

% increase

=((2-1)/1)×100

=100 %

Onions

Yield FY 2023/2024:30 kgs per week

Yield FY 2024/2025: 40 kgs per week

% increase

=((40-30)/30)×100

=33.3 %

Okra

Yield FY 2023/2024:10 kgs per week

Yield FY 2024/2025: 25 kgs per week

% increase

=((25-10)/10)×100

=150 %

Watermelon

Yield FY 2023/2024:75 kgs per week

Yield FY 2024/2025: 100 kgs per week

% increase

=((100-75)/75)×100

=33.33 %

S/No.: 03

Farmer name: Daudi wanpubo

Sub county: Kigwera

Contact: o777381946

Crops: Tomatos, Nakati, Garden eggs,

Banana

Financial year: FY 2023/2024 (previous but one)

Yield: No data

Financial year: FY 2024/2025 (previous)

Yield: No data

Percentage (%)increase: No data

S/No.: 04

Farmer name: Milly Base

Sub county: NGwendo

Contact: 0775644591

Crops: Coffee

Financial year: FY 2023/2024 (previous but one)

Yield: Still in the vegetative growth stage

Land size:

Financial year: FY 2024/2025 (previous)

Yield: Still in the vegetative growth stage

Percentage (%)increase: No data

S/No.: 05

Farmer name: Pabaro Denis

Sub county: Buliisa TC

Contact: 0778338128

Crop: Banana

Financial year: FY 2023/2024 (previous but one)

Yield: Still in the vegetative growth stage

Land size:

Financial year: FY 2024/2025 (previous)

Yield: Still in the vegetative growth stage

Percentage (%)increase: No data

Remarks: Other farmers under irrigation grow coffee and banana, which are still young and not yet fruiting; therefore, no yield data are available.

Human Resource Management

6	Evidence that the SAE has provided technical support and mentoring to extension workers in the LLG in MSI component	• From SAE obtain and review the supervision and mentoring reports • Interview extension workers in a sample of 5 LLGs to verify the support provided If SAE has provided technical support and mentoring to extension workers in the LLG in MSI component score 10 or else 0.	Training report tiled a refresher training report of agricultural extension workers on expression of interest, farmer preparation and farmer visit compiled by Babihamaiso Doreen -MSI focal person 29th January 2025 and approved by DPO on 29th January 2025. -Attendance list attached -Some of extension workers in attendance were: 1) Lukumu Gilbert- Ngwedo s/c 2) Musinguzi Nenjamin-Kiwungya s/c 3) Mugume Edimon -Biiso TC 4) Ayesiza Darlian-Buliisa s/c 5)Alinaitwe Matia- BuliisaTC Training content: -recording expression of interest -Preparation for farm visits -Conducting farm visit **<u>Interviewed extension workers on Capacity building</u>** Below are the five interviewed extension workers from 5 LLGs S/No.: 01 Name: Lukumu Gilbert Sub-County: Nwedo Contact: 0775006358 Findings: Trained on (1) How to use Irr-track App (2) How to conduct farm visits for successful implementation (3) O&M of MSI system S/No.: 02 Name: Mugume Edmond Sub-County: Biiso TC Contact: 0776768926	**10**

Findings: Trained on (1) using forms for farmer expression of interest (2) preparation of farm visits (3) How to use GPS (3) how to establish FFS (4) good field agronomic practices

S/No.: 03

Name: Musinguzi Benjamini

Sub-County: Kihhungya

Contact: 0788645919

Findings: Trained on (1) Online modules (2) Awareness creation of MSIP (3) quantities of water application (4) How to prepare farm visits (5) How to conduct vaios visits using different tools like GPS, tape measure (6)How to use Irri-Track APP (7) How to determine the flow rate of water stream (8) Water and environmental conservation (9) Management of Soil erosion (10) good firld agronomic practices

S/No.: 04

Name: Yesiza Darlian

Sub-County: Buliisa

Findings: Trained on (1) Basic maintenance of the system (2) MSI system management for safety, like installation of cameras (3) Water source protection (4) waste management

S/No.: 05

Name: Alinaitwe Matia

Sub-County: BuliisaTC

Findings: Trained on (1) Use of Irri-track App (2) FFS establishment and operation (3) Basic MSI system operation and maintenance (4) good agricultural practices including agroforestry, countering, planting cover crops, trenching and mulching

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	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 Buliisa DLG AWP and budget for UgIFT MSC program approved by the DAO on 28th June 2024, DPO on 28th June 2024, and endorsed by the CAO on 08th July 2024 indicated that budget allocations were made per the sub program guidelines for: Total budget: UGX 258,047,148 Development (75%): UGX 193,535,361	**10**

towards complementary services in line with the sub-programme guidelines	i. The LG has appropriately allocated the micro-scale irrigation grant between capital development (micro-scale irrigation equipment (75%) and complementary services (25%) ii. The development component of MSI grant has been used on eligible activities (procurement and installation irrigation equipment including accompanying supplier manuals and training iii. The budget allocations have been made towards complementary services in line with the sub-programme guidelines i.e. maximum 25% for enhancing LG capacity to support integrated agriculture and minimum of 75% for enhancing farmer capacity for uptake of MSI If (i) to (iii) met score 10 or else 0	-Spent:186,075,000 -Returned: balance complementary services (25%): UGX 64,511,787 Projected co-funding: UGX 71,180,000 All the 75% was used for procurement and installation of irrigation equipment as per sampled procurement contracts below: S/No.: 01 Procurement ref no.: BULI821/WRKS/2024-2025/00010, LOTS 3 Dated: 16th April 2025 Contractor: Techford contractors and supplier Farmer: Mugonzebwa Esau S/c: Kihungya Completion date:17th June 2025 S/No.: 02 Procurement ref no.: BULI821/WRKS/2024-2025/00010, LOTS 3 Dated: 16th April 2025 Contractor: Techford contractors and supplier Farmer: Mbabazi Fatima S/c: Kihungya Completion date:17th June 2025 S/No.: 03 Procurement ref no.: BULI821/WRKS/2024-2025/00010, LOTS 3 Dated: 16th April 2025 Contractor: Techford contractors and supplier Farmer: Wantumbu David S/c: Kigwera Completion date:17th June 2025

S/No.: 04

Procurement ref no.: BULI821/WRKS/2024-2025/00010, LOTS 3

Dated: 16th April 2025

Contractor: Techford contractors and supplier

Farmer: Musige Sam

S/c: Kihungya

Completion date:17th June 2025

S/No.: 05

Procurement ref no.: BULI821/WRKS/2024-2025/00010, LOTS 3

Dated: 16th April 2025

Contractor: Techford contractors and supplier

Farmer: Wandera Moses

S/c: Buliisa

Completion date:17th June 2025

Below are the sampled expenditures under complementary services to verify grant use

-Awareness of LG: UGX 9,676,768

-Procurement, monitoring and supervision: UGX 6,451,789

-Awareness rising among farmers: UGX 9,676, 768

-Farm visits: UGX 6,451,179

-Operation of Demo sites: UGX 19,353,536

-FFs: UGX. 12,902,357

Based on the evidence presented, the LG appropriately allocated the micro-scale irrigation grant between capital development and complementary services, with budget allocations to complementary services made in accordance with the sub-programme guidelines.

8	Evidence that the LG has ensured	From the SAE obtain	There was evidence that farmers in **10**

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	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	Buliisa DLG met their co-funding IN FULL before equipment installation. Total actual amount paid for co-funding: 43,931,250 based on the receipts. Beneficially files were reviewed and sampled receipts of farmers' last co-funding payment were as follows; S.no…….01 Name: Wandela Moses Villlage: Kijangi S/c: Buliisa Instalments payments: 1. UGX 1,000,000 paid on 19th December 2024 2. UGX 1,500,000 on 14th May 2025 3. UGX 1,500,000 on 29th may 2025 Total paid: UGX 4,000,000 Completion date for equipment installation:17th June 2025 S.no…….02 Name: Mbabazi Fatima Villlage:Nyeramya S/c: Kihungya Instalments 1. UGX 1,000,000 paid on 30th September 2024 2. UGX 4,002,500 on 20th may 2025 Total paid: UGX 5,002,500 Completion date for equipment installation:17th June 2025 S.no…….03 Name: Mugonzebwa Esau Villlage:Kagera S/c: Kihungya Instalments 1. UGX 1,000,000 paid on 21st June 2024 2. UGX 8,475,000 0n 13th July 2024 Total paid: UGX 9,475,000

Completion date for equipment installation:17th June 2025

S.no…….04

Name: Akugizibwe Juliet

Villlage:Itutwe B

S/c: Biiso

Instalments

1. UGX 4,000,000 paid on 17th June 2024

2. UGX 1,495,000 on 19th November 2024

Total paid: UGX 5,495,000

Completion date for equipment installation:17th June 2025

S.no…….05

Name: Katuku Majorene

Villlage:Nyamasoga

S/c: Biiso

Instalments

1. UGX 1,000,000 paid on 27th May 2024

2. UGX 3,250,000 0n 15th July 2024

Total paid: UGX 4,250,000

Completion date for equipment installation:17th June 2025

S.no…….06

Name: Kyahurwa Curthbert

Villlage:Kizongi

S/c: Buliisa TC

Instalments

1. UGX 1,000,000 paid on 28th February 2024

2. UGX 3,000,000 0n 17th June 2024

Total paid: UGX 4,000,000

Completion date for equipment installation:17th June 2025

Buliisa LG and farmers met the co-funding guidelines for equipment installation and the funds were fully

			utilized for the intended purposes. All equipments were installed on not more than 2.5 acres of land and all beneficiaries had completed payment before the completion date for equipment installation. Further the co-funding obligations for the current FY 2025/2026 amounting to UGX. 43, 931,250 were reflected.	
Environment, Social, Health and Safety				
9	Evidence that the LG has monitored environment irrigation impacts quarterly e.g. efficiency of system in terms of water conservation, use of agro-chemical waste containers among the beneficiary farmers	From the Natural Resource department/ Environment officer, obtain and review environment monitoring and compliance reports to determine whether the SAE ensured that farmers conduct: a) Proper water conservation; and b) Proper agrochemicals and management of resultant chemical waste containers. Sample and visit 5 farmers and verify that farmers practice proper water conservation and agro-chemicals management as well as management of resultant chemical waste containers. If the LG has monitored environment irrigation impacts quarterly e.g. efficiency of system in terms of water conservation, use of agro-chemical waste containers among the beneficiary farmers score 5 or else O	There was evidence that the LG monitored the environmental irrigation impacts quarterly as per the following reports; Quarter 1 Environmental compliance monitoring report on MSI systems for first quarter Prepared by Tumusime Rogers-EO on 26th September 2024 and approved by the CAO 26th September 2024 Findings: -Waste were well managed -good storm water management practiced -Noise levels within recommended limits -Generation of dust emissions within recommended levels -efficient water resources Quarter 2 Environmental compliance monitoring report on MSI systems for second quarter Prepared by Tumusime Rogers-EO on 16th October 2024 and approved by the CAO 16th October 2024 Findings: -Waste were well managed -good storm water management practiced -Noise levels within recommended limits -Generation of dust emissions within recommended levels Quarter 3	**5**

Environmental compliance monitoring report on MSI systems for second quarter

Prepared by Tumusime Rogers-EO on 18th March 2025 and approved by the CAO 18th March 2025

Findings:

-Waste were well managed

-good storm water management practiced

-Noise levels within recommended limits

-Generation of dust emissions within recommended levels

Quarter 4

Environmental compliance monitoring report on MSI systems for second quarter

Prepared by Tumusime Rogers-EO on 13th May 2025 and approved by the CAO 13th May 2025

Findings:

-Waste was well managed

-good stormwater management practiced

-Noise levels within recommended limits

-Generation of dust emissions within recommended levels

On 22 December 2025, we visited 5 farmers, and it was observed that farmers practice at least four of the recommended good agricultural practices, including trenching, mulching, weeding, manuring, thinning, and proper spacing. The visited farmers for verification included:

S/No.: 01

Name: David Wantumbo

Village: Kigwera North-West

Parish: Kigwera

S/c: Kigwera

Contact:0777381946

Irrigation system: Sprinkler

Observations:

- Water conservation structures (mulching, rotating different crops) present
- Correct storage and application of agrochemicals
- Proper collection, storage, and disposal of empty chemical containers and plastics

S/No.: 02

Name: Alinda Juliet

Village: Kisomera

Parish: Nile Parish

S/c: Ngwedo

Contact: 0775644591

Irrigation system: Drag hose

Observations:

- Water conservation structures (mulching, rotating different crops) present
- Correct storage and application of agrochemicals
- Proper collection, storage, and disposal of empty chemical containers and plastics

S/No.: 03

Name: Musige Sam

Village: Itutwe K

Parish: Waaki

S/c: Kihungya

Contact: 0762393828

Irrigation system: Sprinkler

Observations:

- Water conservation structures (mulching, rotating different crops) present
- Correct storage and application of agrochemicals
- Proper collection, storage, and disposal of empty chemical containers and plastics

S/No.: 04

Name: Katuku Majone

Village: Nyamasoga

Parish: Nyamasoga

S/c: Biiso

Contact: 0782861291

Irrigation system: Drag hose

Observations:

- Water conservation structures (mulching, rotating different crops) present
- Correct storage and application of agrochemicals
- Proper collection, storage, and disposal of empty chemical containers and plastics

S/No.: 05

Name: Fatima Mbabazi

Village: Nyeramya

Parish: Nyeramya

S/c: Kihunja

Contact: 0782212964

Irrigation system: Drag hose

Observations:

- Water conservation structures (mulching, rotating different crops) present
- Correct storage and application of agrochemicals
- Proper collection, storage, and disposal of empty chemical containers and plastics

Based on the evidence presented, it was noted that all five farmers visited had designated disposal areas for chemical waste and demonstrated effective water conservation systems.

10	Evidence that the LG has established a mechanism of addressing micro-scale irrigation grievances : micro-scale irrigation grievances have been reported in line in line with the LG grievance redress framework, recorded, investigated and responded to	From the Designated Grievance Redress Officer obtain and review the Log of grievances and check whether grievances were recorded, investigated and responded If the LG has established a mechanism of addressing micro-scale irrigation grievances : micro-scale irrigation grievances have been reported in line in line with the LG grievance redress framework, recorded, investigated and responded to, score 5 or else 0	Reviewed the grievances redress book log reserved for MSI and Buliisa the DLG had implemented a mechanism for addressing micro-scale irrigation grievances. Notable examples included; Complainant: Byakagaba Faith Village: Nyerambya S/c: Kihungya Irrigation system: Drag hose Issues: Trespass into her land to access water for irrigation Date: 16th June 2025 Action: Fatuma paid money for trespass to the land owner and continued to access the water. Complainant: Businge Julius Village: Kigwera South west S/c:Kigwera Irrigation system: Sprinkler Issues: Trespass into her land to access water for irrigation Date: 19th June 2025 Action: Beneficiary was advised to change the site to site with no land wrangles Complainant: Mugisa Josh Village: Kigwera South west S/c:Kigwera Irrigation system: Sprinkler Issues: Trespass into her land to access water for irrigation Date: 19th June 2025 Action: Beneficiary was advised to change the site to site with no land wrangles	**5**
Oversight and support supervision				
11	Evidence that the LG has monitored on a quarterly basis all installed MSI equipment (key areas to include: functionality of the equipment, adherence to ESHS, adequacy of water source, efficiency of MSI in terms of	• From SAE obtain and review the quarterly monitoring reports for the previous FY to establish the number of MSI	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	**10**

water conservation)	equipment that were monitored • Sample and visit 5 farmers and verify what is in the reports. If the LG has monitored on a quarterly basis all installed MSI equipment (key areas to include: functionality of the equipment, adherence to ESHS, adequacy of water source, efficiency of MSI in terms of water conservation) score 10 or else score 0	water conservation) 11 From SAE obtain and review the quarterly monitoring reports for the previous FY to establish the number of MSI equipment that were monitored • Sample and visit 5 farmers and verify what is in the reports. If the LG has monitored on a quarterly basis all installed MSI equipment (key areas to include: functionality of the equipment, adherence to ESHS, adequacy of water source, efficiency of MSI in terms of water conservation) score 10 or else score 0 • This was evident in the four quarterly monitoring reports Quarter 1 Title: Political leadership monitoring report of MSI projects for Q1 Compiled by Doren Babihamaise- on 30th September 2024 and approved by CAO on 30th September 2024. List of monitored sites were 8 and examples included; - Tabaro Denis in Kitahurura village in Buliisa TC, Owinji Militon from Pondiga village in Buliisa s/c, Kasisaki Dison from Aaki village in Kihungya s/c, Isingoma Bihegu from Nyarwera village in Kihungya s/c Findings: Functionality: Only 3 sites were completed and functioning. other 5 sites were 95% of the work was complete Quarter 2 Titled Political leader monitoring of MSI project Compiled by Babyemaiso Doreen- SAO Focal person on 29th January 2025 and approved by the CAO on 29th January 2025. List of monitored sites were 7 and included; - Tabaro Denis, Wacali Kermundu Godswill, Isingoma Bihegu, Kabaikaramu Vicent, Owinji Milton, Kaissaki Dison, Alinda Juliet, Findings: Functionality: All functional adherence to ESHS: waste was properly managed with Dustin bins in place and plastics well separated water conservation: Mulching, manuring, weeding, trenching were noted to be practiced Quarter 3	

Title: Q3 political monitoring of MSI project Compiled by Murungi Moses on 2nd April 2025 and approved by the CAO on 2nd April 2025. List of monitored sites were 8 and included;

-Name: Isingoma Bihegu from Nyarwera village in Kuhungya s/c

-Name Tabaro Deniss from Kitahurura village in Buliisa TC

_Kasisaki Dison from Waaki village in Kihungya s/c

_ Alinda Juliet from Kisomero village in Ngwedo s/c

-Wachari Kermundu Godwill from Kisomere in Ngwedo s/c

Findings:

Functionality: all sites were functioning well

adherence to ESHS: Dust bins were in place and well utilized

water conservation: Mulching, manuring, weeding, were noted to be practiced

Quarter 4

Titled Fourth quarter monitoring report on MSI programme

Compiled by Babyemaiso Doreen- SAO Focal person on 12th June 2025 and approved by the CAO on 12th June 2025.

List of monitored sites were 8 and included;

-Owinji Milton, Isingoma Bihegu, Tabaro Denis, Kaissaki Dison, Alinda Juliet, Wacali Kermundu Godswill

Findings:

Functionality: All functional

adherence to ESHS: waste was properly managed with dust bins in place

water conservation: mulching, crop rotation, planting trees weeding, trenching were noted to be practiced

Five sampled farmers demonstrated competence in adhering to Environmental, Social, and Health Safety (ESHS) guidelines, had adequate water sources, and maintained efficient, functional Micro-Scale Irrigation (MSI) systems in terms of water use by practicing mulching, crop rotation, planting trees weeding and trenching.

			Based on monitoring reports and field verifications, all installed MSI equipment were monitored for functionality, adherence to ESHS and 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 information into the MIS, the LG has prepared quarterly reports using information compiled from LGs in the MIS, and the information in the MIS on the status of installation matches with the physical reports and data on the ground. If (i) to (iv) met score 10 or else 0	• From the MIS and SAE obtain and review quarterly supervision and monitoring reports to determine whether they are compiled and cover LLG irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer expression of interest • From the MIS report determine whether up to-date LLG performance information is submitted Check and verify if i. Evidence that the LG collects information quarterly on newly irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer expression of interest. ii. Evidence that the LG has entered up to-date LLG information into the MIS iii. Evidence that the LG has prepared quarterly reports using information compiled from LGs in the MIS iv. Evidence that the information in the MIS on the status of installation matches with the physical reports and data on the ground.	There was evidence Buliisa DLG had prepared quarterly reports using information compiled from LLGs into the MIS as indicated below Quarter 1 Titled UgIFT MSI programme Dated 17th October 2024 compiled by Doren -SAO/Focal person and approved by the CAO on 17th October 2024 irrigated land: No installation had been made Functionality: No installation had been made Complementary services: No installation had been made expression of interest: 19 farmers had expressed interest. Quarter 2 Titled UgIFT MSI programme Dated 10th January 2025 compiled by Doren -SAO/Focal person and approved by the CAO on 10th January 2025 -irrigated land: 2 demos and 5 farmers total to 10 acres -Functionality: All functional -Complementary services: Farmer awareness raising, farm visit and district level awareness raising -expression of interest: 3 farmers had expressed interest. Quarter 3 Title: MSI program Dated 31st March 2024 Compiled by Murungi Moses-Ag. District focal person MSI program -SAO/Focal person and approved by the CAO on 31st March 2024	**10**

If (i) to (iv) met score 10 or else 0	-irrigated land: 11 acres -Functionality: All functional -Complementary services: Farm visit(3 farmers were visited), preparation of farm visits: 6 farmers were prepared Expression of interest: 6 farmers hard expressed interest Quarter 4 Titled UgIFT MSI programme Dated 10th July 2025 compiled by Doren -SAO/Focal person and approved by the CAO on 10th July 2025 -irrigated land: 8 MSI systems were successfully installed -Functionality: All functional -Complementary services: Field day with farmers at irrigation site/FFS, Preparation of farm visits (3 total), and Farm visits (4 total) -expression of interest: 1 farmer had expressed interest. Based on the evidence presented the LG collects and updates installation data quarterly in the MIS, prepares quarterly reports from this system, and the MIS records accurately match physical reports and on-ground data, confirming the reliability of the information

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

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the Production Department has trained and met MAAIF farmer and farmer's institutional training targets for the previous FY	From MAAIF obtain and review: (i) the LG targets for the farmer and farmers institution training for the previous FY; and (ii) quarterly agriculture extension grant report to establish the number and nature of farmer and farmer's institutional capacity building conducted. From the DPO obtain and review: the training needs assessment report, training schedule, and quarterly reports for the previous FYs to verify that the LG: • Conducted capacity needs assessment of farmers • Delivered training to a set number of farmers • Availed knowledge products to farmers e.g. brochures, informative videos, flyers, manuals. From the sampled farmers' institutions (farmer field schools) ascertain that they were trained by: • Interviewing the farmers on whether the training was conducted and the training content • Reviewing the knowledge products shared • Reviewing the visitors book to confirm the extension worker's	There was evidence that the Production Department made significant progress toward achieving its Local Government (LG) training targets for FY 2024/2025. According to the Quarter 1, report dated 8 November 2024—stamped by the CAO on 8 November 2024 and by MAAIF on 25 November 2024—the department set the following annual training targets and achievements: • Train 4,000 farmers in PHH technologies promoted: Achieved – 3,500 farmers trained in GAPs and recommended PHH technologies. • Train 10,000 farmers and 500 farmer groups in proven technologies: Achieved – 14,708 farmers and 842 farmer groups trained. • Train 10,000 farmers and 500 farmer organizations in agribusiness: Achieved – 13,708 farmers and 842 farmer groups trained. • Sensitization of farmers on climate-smart agriculture: Achieved – 550 farmers sensitized. • Sensitization on safe use and handling of agrochemicals: Achieved – 204 farmers sensitized. • Training farmers in pest and disease management: Achieved – 210 farmers trained. • Training all enterprise groups in business planning: Achieved – all 1,221 PDM groups trained. • Training all enterprise groups on Kibaro: Achieved – all 1,850 registered PDM farmers and SACCO leaders trained in climate-smart agriculture and Kibaro. • Training in proper land-use management: Achieved – 1,302 farmers trained. A review of quarterly performance reports confirmed consistent and notable implementation progress across the financial year: • Quarter 1 Report: Dated 8 November 2024; stamped by the CAO on 8 November 2024 and by MAAIF on 25 November 2024. • Quarter 2 Report: Dated 13 January 2025; stamped by MAAIF on 5 March 2025. • Quarter 3 Report: Dated 11 April 2025; stamped	**5**

visit.	by MAAIF on 14 April 2025.
If the Production Department has trained and met MAAIF farmer and farmer's institutional training targets for the previous FY score 5or else 0	• Quarter 4 Report: Dated 27 June 2025; stamped by MAAIF on 27 August 2025. The Production Department assessed the needs of farmers and farmers' institutions. This was confirmed through the Needs Assessment Report dated 4 July 2024, which was stamped by the District Production Officer (DPO) on 5 July 2024. The assessment identified the following priority training areas for farmers in Buliisa District: • Good agronomic practices • Climate-smart agriculture • Soil fertility management • Integrated pest management (IPM) and safe pesticide use • Post-harvest handling and quality management • Market-oriented production (value addition, standards, and bulking) • Record keeping, farm planning, and enterprise budgeting Overall, the needs assessment identified key training priorities to guide extension services and production support interventions within the district. There was evidence that training of farmers and farmer institutions was planned. District farmer training schedule/programme for FY 2024/2025. Dated 18 July 2024. Stamped by DPO on the same date. The schedule provides a season-focused training program to enhance farmer skills, promote adoption of improved practices, and strengthen value chain development in the district. There was evidence that training activities for farmers and farmers' institutions were conducted during the reporting period. This was verified through the review of multiple training reports, such as: • Training report for PIIDA A & B (Butiaba) fisher folk in aquaculture – dated 29 May 2025 and stamped by the DPO on the same day; compiled by Philip K. Ngongaha, District Fisheries Officer. • Training report – dated 27 December 2024 and stamped by the CAO on the same day. • Training report for Kihungya fish farmers in aquaculture – dated 4 October 2024 and stamped by the DPO on the same day. • Training report – dated 30 June 2025 and stamped by the CAO on the same day.

• Quarterly training report on pest and disease management – dated 14 January (year not indicated) and stamped by the DPO on the same day.

• Training report on tsetse and trypanosomiasis control sensitization – dated 13 May 2025 and stamped by the DPO on the same day; compiled by Murungi Moses, District Entomologist.

Overall, the reviewed reports confirm that a range of training sessions were delivered across different thematic areas, targeting both farmers and farmer institutions.

There was evidence to confirm that a comprehensive farmers' database had been fully established. The documentation provided for FY 2024/2025 included several farmer registers that demonstrated systematic data collection and profiling:

• List of fish farmers in Buliisa – dated 12 June 2025 and submitted/stamped by the DPO on 13 June 2025, containing 32 farmers.

• Register of beekeepers – dated 12 December 2024, listing 356 farmers.

• PDM beneficiaries register – dated 1 January 2024, listing 1,850 farmers.

• Livestock farmers register – dated 10 May 2025, capturing 276 farmers.

The Production Department conducted regular monthly meetings as planned.

• PDM operations review meeting held on 13/12/2024 at the district resource centre.

• Minutes for the production department technology review meeting for first quarter of FY 2024/2025 held on 6th Nov 2024 in education boardroom

• Minutes of the open dialogue meeting on the status of the milk cooler equipment held on the 14th Nov 2024 at Buliisa district hall

• Departmental meeting held at DPO's office on 21 January, 2025,

• Production department meeting held at DPO's office on 30th July, 2025

Review of the visitors' books showed that extension workers rarely signed them when providing technical support, backstopping, or capacity-building services. However, farmers interviewed during the assessment confirmed that they had received training and support from the extension staff.

Farmers received training from extension workers

during the reporting period. Interviews and verification visits were conducted with four sampled farmer training groups:

• Twesigire Ndandamire Farmers Group – Kigwera S/C

• Kumerber Farmers Group – Ngwedo S/C

• Farmer group in – Buliisa T/C

• Wadikura Farmers group – Ngwendo S/C

Farmers interviewed at these sites—such as Gilbert Kiturach of Kumerber farmers group and Eli Munguriek of Wadikura farmers group confirmed that they had received training from extension workers.

The trainings delivered covered a wide range of areas, including crop (watermelon, cassava, eggplants, onions, tomatoes etc.) agronomy, agroforestry, apiary, livestock management, post-harvest handling, and enterprise selection.

2	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 no evidence that Buliisa LG increased the percentage of farmers reached and supported by extension workers between FY 2023/2024 and FY 2024/2025. The quarterly reports of the FY 2023/2024 did not to establish the number of farmers reached and supported by extension officers in the areas of enterprise selection, value chain production, harnessing post-harvest handling, and market linkages, processing.	**0**

3	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.	There was evidence that the Production Department of Buliisa DLG routinely collected agricultural data and statistics on acreage and production across crops, livestock, entomology, fisheries, and aquaculture, and submitted these data to MAAIF. For instance, the LG reported that 30,276 acres of cassava, 10,092 acres of maize, 5,046 acres of sweet potatoes, and 2,828.5 acres of groundnuts were planted, with estimated outputs of 60,552, 8,073.6, 45,414, and 16,971 tons respectively. In addition, the LG reported 1,724 local beehives and 1,342 KTB hives, with average harvests of 10 kg and 15 kg per hive respectively. This information was obtained from the Quarter 4 (Annual) Report dated 27 June 2025, which was stamped as received by MAAIF on 27 August 2025.	**5**

4			5
	Evidence that the LG has conducted surveillance on pest and disease occurrence and taken corrective actions based on findings from the surveillance	From DPO obtain and review the quarterly performance report to determine whether the respective units within the department conducted pests, vector and disease surveillance in the previous FY. From the clerk to council obtain and review council minutes to verify whether reports on pests, vector and disease were presented to the relevant committee of the Council and the actions taken by council on the reports of surveillance to reduce and control pests, vectors and diseases If the LG has conducted surveillance on pest and disease occurrence and taken corrective actions based on findings from the surveillance score 5 or else 0	There was evidence that the Local Government conducted pest, vector, and disease surveillance during the previous financial year, as demonstrated by the following reviewed documentation obtained from the District Production Office (DPO): • Quarter 1 Report on Lumpy Skin Disease (LSD) Vaccination, FY 2024/2025. A suspected outbreak of Lumpy Skin Disease was first detected on 14 June 2024 in Kakindo Cell, Northern Ward, Buliisa Town Council. In response, MAAIF supplied 20,000 doses of LSD vaccine to the district. This intervention was supported by a formal request for LSD vaccines dated June 2024 and stamped by the CAO on 21 August 2024. In addition, a detailed report on the LSD vaccination exercise dated 6 November 2024, submitted by Atuhairwe Fillomas through the Sub-County Chief of Kihungya to the DPO, was reviewed. This evidence confirms surveillance followed by corrective action (vaccination). • Quarter 4 Report on Animal Disease Surveillance, Diagnosis, and Quality Operations. Dated 26 June 2025 and stamped by the CAO on 30 June 2025, this report confirms that animal disease surveillance activities were conducted throughout the financial year. Further evidence of crop pest and disease surveillance was provided through two activity reports: • Activity Report on Pest and Disease Surveillance dated 15 July 2025 and stamped by the DPO and CAO on 17 December 2024. The surveillance covered maize, mangoes, oranges, and groundnuts across five sub-counties and two town councils: Biiso S/C, Kihungya S/C, Kigwera S/C, Buliisa S/C, Ngwedo S/C, and Buliisa Town Council. Field inspections were conducted on 10th, 11th, 12th, and 17th September and 1st October 2024. The main pests and diseases observed included fall armyworm, aphids, whiteflies, and cassava mites. The report recommended farmer trainings as a corrective measure to reduce pest and disease incidence. • Activity Report on Pest and Disease Surveillance dated 4 July 2025 and stamped by the DPO and CAO on the same day. This surveillance focused on maize, sim sim, and onions across the same sub-counties and town council, indicating continued district-wide monitoring of crop pests and diseases.

Access

5			**6**
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 Buliisa LG maintained functional demonstration and trial sites, conducted farmer training at these sites, and that farmers actively utilized them for learning during FY 2024/2025. This was confirmed through an inventory of demonstration facilities compiled by Bbihemaiso Doreen (SAO), dated 11 March 2025 and stamped by the DPO on the same day. The inventory identified four functional district demonstration sites: • Ndandamire District Demo – hosted at Ndandamire Primary School, Kigwera S/C • Kirama District Demo – hosted at Kirama Primary School, Kigwera S/C • Avogera District Demo – hosted at Avogera Primary School, Ngwedo S/C • Bugana District Demo – hosted at Bugana Primary School, Buliisa T/C Visitors' books at the sampled farm-based demonstration sites confirmed that extension workers attended and conducted training and practical learning sessions. The two sampled sites were: • Community Agriculture Initiative (CAI) District Demonstration Farm – Kigwera S/C • Kijumbya Demonstration Site – hosted by Kubalirwa Nkuba, Buliisa S/C At the two sampled demonstration sites, active and well-maintained facilities were observed, confirming that the sites were fully functional. For example, at the Community Agriculture Initiative (CAI) District Demonstration Farm in Kigwera S/C, key focus crops—including vegetables, cassava, maize, beans, and fruit trees—were well established. Overall, the observations indicated that the demonstration sites were effectively managed and provided a conducive learning environment for farmers, enabling them to acquire practical agricultural skills and knowledge.	

6	Evidence that the Production Department has collected, compiled and publicized up-to-date data and information on key players/service providers (updated one quarter before the assessment)	From the DPO, obtain and review the registry/database of the key players and service providers to verify if the database is existent and includes the service providers where farmers can obtain services. The list should among others include: • Research organizations, • Profile of genuine agro-dealers, agro-processors, • Private extension service providers, and • Agriculture finance institutions and insurance, in the LG. From the register, verify whether it is up-to-date by reviewing new entries made in the previous FY. Interview the sampled farmers to verify that the list was publicized. If the Production Department has collected, compiled and publicized up-to-date data and information on key players/service providers (updated one quarter before the assessment) score 6 or else 0.	Although the Local Government had an updated register of key actors and service providers within the district, it was not publicly displayed on the district or departmental notice boards, nor was it made easily accessible to farmers. The following register was reviewed as evidence: • List of Key Veterinary Service Providers – dated 30 May 2025 and stamped by the DPO on the same date. The register, compiled by Mubiru Rashid, Senior Veterinary Officer, included: o 7 research organizations o 6 agro-dealers and agro-processors o 2 private extension service providers from non-state actors o 8 community-based farmer organizations	**0**

7	Evidence that the LG organized awareness events during the previous FY such as agricultural shows, exhibitions, and farmer field days aimed at bringing farmers and other sub-programme actors together.	From the DPO, obtain and review reports on awareness events such as agricultural shows and exhibitions that bring together farmers and other sub-programme players/actors together to verify: • Theme of the event • When the event took place • Where it took place • The targeted participants • The participants that attended • Exhibition photographs and pictures If the LG organized awareness events during the previous FY such as agricultural shows, exhibitions, and farmer field days aimed at bringing farmers and other sub-programme actors together score 8 or else 0.	There was evidence that the Production Department of Buliisa DLG organized an agricultural awareness event: • Report on the One-Day Farmers' Agribusiness Exhibition/Event – held at the District Headquarters on 25 June 2025, documented in a report dated 30 June 2025 and stamped by the DPO and CAO on the same date. The event was organized by the DLG in collaboration with Total Energies E&P Uganda. Participating partners and exhibitors included UIRI, Total Energies E&P Uganda, seed companies and input suppliers, apiary enterprises, fish value chain actors, poultry and livestock exhibitors, local farmer groups and cooperatives, and private companies dealing in farm machinery and agro-technologies. The Chief Guest was Dr. Levi Musinguzi (CAO). According to the attendance list, the exhibition attracted 131 participants from various sub-counties.	**8**

Human Resource Management

8	Evidence that the LG ensured at least one extension worker was deployed in each of the LLG during the previous FY	From the PHRO, obtain and review the personnel files of extension workers to verify recruitment of extension workers From the DPO and PHRO Obtain the staff list to verify the deployment of extension staff per LLG. If the LG ensured at least one extension worker was deployed in each of the LLG during the previous FY score 5 or else 0	There was evidence that at least one Extension Worker was recruited and deployed in each of the LLGs in the District as per the Personnel Files, Staff Files and Posting Instructions reviewed. Buliisa District has Ten (10) LLGs including 6 Sub Counties and Four (4) Town Councils. From the deployment schedule dated 07/05/2025 signed by the District Production Officer it was confirmed that at least each Extension Worker was assigned to a LLG to ensure farmers access Extension Services in their areas. Details of deployment of the Extension Workers • Kusiima Ayesiga Darlian-IPPS 1008358-Assistant Agricultural Officer was appointed on 18 April 2017 under DSC Minute No.45/2017 (1) posted to Buliisa S/C • Tibaijuka Godfrey-IPPS 1045695-Assistant fisheries officer was appointed on 29 May 2019 under DSC Minute No. 62/2019 (1) posted Butiaba T/C • Akello Polly-IPPS 1002365-Fisheries Officer was appointed on 29 December 2016 under DSC	**5**

Minute No. 40/2016 posted to Butiaba S/C

• Namirimu Sarah-IPPS 822575-Fisheries Officer was appointed on 04 November 2015 under DSC Minute No. 69/2015 posted to Buliisa T/C

• Ssekamanje Ronald-IPPS 1040630- Veterinary Officer was appointed on 16 April 2019 under DSC Minute No. 32/2019 (1) posted to Ngwendo S/C

• Wamara Collin-IPPS 1045696- Agricultural Officer was appointed on 29 May 2019 under DSC Minute No. 61/2019 (2) posted to Kigwera S/C

• Katusiime Phiona-IPPS 1045691- Veterinary Officer was appointed on 12 October 2020 under DSC Minute No. 19/2020 posted to Wanseko S/C

• Baguma Mbarwa Bright-IPPS 1045688- Assistant Animal Husbandry Officer was appointed on 18 June 2019 under DSC Minute No. 55/2019 (5) posted to Buliisa T/C

• Lukumu Gilbert-IPPS 1012639- Assistant Agricultural Officer was appointed on 18 April 2017 under DSC Minute No. 45/2017 (2) posted to Ngwendo S/C

• Atuhairwe fillomas-IPPS 1045694- Assistant Animal Husbandry Officer was appointed on 18 June 2019 under DSC Minute No. 55/2019 (4) posted to Biiso S/C

• Musinguzi Benjamin-IPPS 1045699- Agricultural Officer was appointed on 29 May 2019 under DSC Minute No. 61/2019 (1) posted to Kihungya S/C

• Balikenda Naphtali-IPPS 803060- Fisheries Officer was appointed on 31 August 1999 under DSC Minute No. 38/99 posted to Wanseko T/C

• Katusiime Kirya Semeo-IPPS 973600- Agricultural Officer was appointed on 23 May 2017 under DSC Minute No. 51/2017 posted to Biiso T/C

• Odong Vincent-IPPS 1045685- Assistant Animal Husbandry Officer was appointed on 18 June 2019 under DSC Minute No. 55/2019 (1) posted to Butiaba S/C

• Atuhura Hellen-IPPS 1045693- Assistant Animal Husbandry Officer was appointed on 18 June 2019 under DSC Minute No. 65/2019 (2) posted to Kihungya S/C

• Byensi Gilbert-IPPS 1045697- Assistant Fisheries Officer was appointed on 29 May 2019 under DSC Minute No. 62/2019 (2) posted to Kihungya S/C

• Ayebale Scovia-IPPS 1805181- Assistant Animal Husbandry Officer was appointed on 10 March 2025 under DSC Minute No.3/2025/20 (vii) posted to Buliisa S/C

9			**5**
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 the Extension Workers are providing Extension Services in the LLGs, where they are deployed. Two LLGs were visited namely Buliisa S/C and Ngwedo S/C In Buliisa S/C Ayesiga Darlian an Assistant Agricultural Officer was appointed on 18/04/2017. She was deployed to Buliisa S/C on 13/03/2025 as an Extension Worker. A review of staff files and reports revealed that she was regularly attending to duty. For example her signature was reflected on the Sub County attendance to duty register dated (22/4/2025, 5/5/2025, 2/6/2025 and 16/6/2025) Her Quarterly Activity Reports were also seen dated (30/5/2025-Routine Fields Farmers Assessment and Advisory Services, 30/6/2025-Training PDM Beneficiaries Enterprise Groups, 30/6/2025-Exchange Visit Tour for Farmers with in the Sub County and 30/6/205-Monitoring and Supervision of Agricultural Enterprises) In Ngwedo S/C it was confirmed that Lukumu Gilbert an Assistant Agricultural Officer was appointed on 18/4/2017. He was deployed to Ngwendo S/C on 13/3/2025. The Extension Worker was regularly performing duties and his name was reflected on the staff list pined at the Sub County Notice Board dated 01/07/2025 signed by the Sub County Chief. The same signature was also reflected on the Sub County staff attendance to duty register. Quarterly Activity Reports were also available at the Sub County offices as shown below: (20/5/2025-Agricultural Statistics, 20/6/2025-Farmer School Establishment, 12/6/2025-Farmers Training on Climate Smart Agriculture, and 29/6/2025- Routine Field Visit in the Sub County) Basing on the above staff lists and reports, there is evidence that the staff are providing extension services in the LLGs where there are deployed.	

10	Evidence that the LG has facilitated, and equipped extension staff with basic equipment in the previous FY	From the DPO obtain the annual budget performance reports to verify that resources were allocated and utilized for buying equipment and tools for production staff. Obtain the asset register to confirm the equipment allocated to extension services From the sampled LLG, interview the extension staff to verify whether they have the basic equipment including; motorcycles, tablets/phones, tools, and extension kits. If the LG has facilitated, and equipped extension staff with basic equipment in the previous FY score 5 or else 0.	According to the asset registers maintained by the DPO and dated 30 June 2025, Buliisa LG had a total of 21 functional motorcycles allocated to extension workers. Additionally, the LG supplies basic equipment to support effective field operations. The following records were reviewed: • List of 8 functional motorcycles for veterinary officers – dated 18 June 2025 and stamped by the DPO. • List of 7 functional motorcycles for fisheries sector officers – dated 15 June 2025 and stamped by the DPO on 17 June 2025. • Distribution list of safety boots – dated 13 June 2024 and stamped by the DPO. • List indicating 1 functional motorcycle for the entomology sector and 4 for the crop sector. These findings were consistent with information obtained during interviews with extension workers across the two sampled LLGs, who confirmed that while motorcycles and basic equipment had been supplied.	**5**

11	Evidence that LG has provided capacity building to extension workers	From the DPO, obtain and review the training needs assessment reports, training programs and training reports to verify whether the extension staff were provided with capacity building through; training programs, exchange visits, learning tours, and field visits to research centers, among others If the LG has provided capacity building to extension workers score 5 or else 0.	There was evidence that the Production Department of Buliisa DLG conducted capacity needs assessments and implemented training programs for extension workers during FY 2024/2025. A review of the following documents confirmed that capacity gaps were identified and addressed: Needs Assessment Reports: • Needs Assessment Report for District Veterinary Services Staff, FY 2024/2025 – dated 30 May 2025 and stamped by the DPO on the same date. • Report on Needs Assessments for Extension Workers – dated 8 April 2025 and stamped by the DPO on 17 April 2025. Identified training needs included: • Veterinary staff: livestock production, livestock health, livestock nutrition, livestock breeding and genetics, communication and interpersonal skills, and management and leadership skills. • Agricultural staff: crop production, crop management, soil science, entomology, pathology, communication and interpersonal skills, and management and leadership skills. Training Reports: • Report on the District Technical Staff Capacity Building Training Workshop – facilitated by NARO, dated 14 May 2025 and stamped by the DPO. Interviews with sampled extension workers, for example Mr. Gilbert Lukumu, Agriculture Officer of Ngwedo S/C, confirmed that he had received trainings on data entry, agricultural statistics, agronomy, and mindset development.	**5**

Management and functionality of amenities

12	Evidence that public production facilities are functional and have proper management structures	From the DPO Obtain a list of public production facilities these include but are not limited to, communal watering facilities, markets, value addition centers, fish landing sites, slaughter slabs, community bulking stores, dip tanks, cattle crushes. Sample and visit at least one facility to establish functionality. If the public production facilities are functional and have proper management structures score 5 or else 0	The Local Government (LG) maintained functional production facilities, as evidenced by the following documentation: • Inventory of Production Facilities – listing facilities under the livestock, crop, and fisheries sectors as of 20 March 2024, stamped and received by the DPO. Field verification of three sampled production facilities confirmed that they were fully operational and actively engaged in production activities: • Buliisa Nile Millers Association – Ngwedo S/C, Kasinyi Village • Smoking Kiln – Wanseko T/C, Wanseko Village • Kijanji Livestock Auction and Slaughter Slab – Buliisa Sub-county, Kigoya Parish	**5**
13	Operation, maintenance and management of production facilities (e.g. communal watering facilities, markets, value addition centers, fish landing sites, slaughter slabs, community bulking stores, dip tanks, cattle crushes) Evidence that the LG had provided technical support on O&M and management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training	From the DPO obtain the evidence of training (training reports) undertaken on O&M and management of the infrastructure facilities. At the sampled facilities obtain and review the site book to ascertain supervision and support to verify if support and O&M were provided At the sampled facilities verify the functionality of the management structures through; reviewing the minutes of the committee, the business of the committee members, and subscriptions among others If the LG had provided technical support on O&M and management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training score 5 or else 0	At the sampled production facilities, there was no documentation to verify the functionality of management structures, such as committee minutes, records of committee members' business activities, or subscription contributions. Additionally, no evidence was provided to confirm that the Local Government had provided supervision, support, or carried out operations and maintenance (O&M) activities for these facilities.	**0**

Management of Financial Resources

14	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.	The Production Department's budgets for FY 2024/2025 did not comply with the MAAIF planning and budgeting guidelines. A review of the budget performance report indicated the following: For the Agriculture Extension Grant (AEG), the department received UGX 138,458,979 for recurrent activities and UGX 30,835,385 for development, giving a total of UGX 169,294,364. This translates to 81.8% recurrent and 18.2% development, which does not meet the with the MAAIF planning and budgeting guidelines of 75% recurrent and 25% development. Although a review of work plans and expenditure records confirmed that the recurrent funds were fully spent on approved activities (farmer training, household data collection by parish chiefs, and enforcement of veterinary regulations), and development funds were applied to eligible items (procurement of a motorcycle, laptop, and tsetse traps), the budget structure itself does not comply with the MAAIF prescribed ratio. Similarly for the Production and Marketing Grant (PMG), the department received UGX 19,136,704 for recurrent activities and UGX 25,425,000 for development, totaling UGX 44,561,704. This represents 42.9% recurrent and 57.1% development, which deviates from the required 45% recurrent and 55% development split according to the MAAIF planning and budgeting guidelines. For the Parish Development Model (PDM), the department received UGX 81,420,958 under PDM. Cross-checking with the approved departmental work plan confirmed that UGX 81,420,955 had been budgeted for PDM activities. Expenditure records showed that UGX 37,020,955 was spent on PDM operational costs, including travel and administrative expenses, while UGX 44,400,000 was spent on facilitation allowances for parish chiefs. The allocation and expenditure were consistent with the approved work plan and complied with the PDM guidelines.	**0**

Environment, Social, Health and Safety

15	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	There was evidence that the Production Department of Buliisa District Local Government (DLG) incorporated deliberate measures in its annual work plan to ensure the inclusion of smallholder farmers among the beneficiaries of agricultural services. According to the Production Department, PDM farmers are defined as smallholder farmers. A review of the FY 2024/2025 Production Department Annual Work Plan revealed several activities specifically designed to support smallholder farmers, including: • Training and sensitization of PDM farmers on improved farm management practices, including climate-smart agriculture, support for existing demonstration sites, farmer group development, and leadership dynamics. • Routine farm visits, farmer registration, and identification of sub-county nucleus farmers, parish lead farmers, and village model farmers. • Farmer exchange visits to facilitate knowledge sharing and adoption of best practices.	**2**
15	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 hashas implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0	A review of quarterly reports, supported by pictorial evidence and attendance records, indicated active participation of women and youth in the department’s agricultural programs, as summarized below: • According to the Q4 report, in the FY2024/2025 850 female farmers were trained in proper land use management. • Under the Agricultural Support Services Project for Tilenga RAPs, women received farm inputs, including seedlings and livestock. Further verification through interviews with sampled farmer groups and observations at demonstration sites confirmed that women and young farmers actively participated in the trainings and related activities.	**2**

15	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; • 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 Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0	Although farmers were trained on the management of agro-chemicals, as evidenced by the report mentioned below, there was no documentation to confirm that farmer groups received training in grievance management, stakeholder engagement, or broader aspects of safe handling. This gap was further corroborated during farmer field interviews. • Activity Report on Safe Use and Safe Chemical Handling – the training was conducted at Biiso Sub-County on 20 March 2025, and stamped by the DPO on the same date.	**0**

Transparency, oversight, reporting and accountability

16	Evidence that the LG has conducted multi-stakeholder monitoring of Agricultural Extension Services.	From the Clerk to Council office, obtain and review multi-stakeholder monitoring reports for extension services and agricultural projects to ascertain that the key stakeholders including RDC, C/P LCV, CAO Secretary for Production, Production Committee, DPMO & Subject Matter Specialists (SMSs) and NGOs participated in the multi-stakeholder monitoring. If the LG has conducted multi-stakeholder monitoring of Agricultural Extension Services score 7 or else 0	There was evidence that key stakeholders in Buliisa DLG actively participated in the monitoring of agricultural services during FY 2024/2025. This was confirmed through a review of the following monitoring reports: • Q1 MEAL Report – dated 3 October 2024, stamped by the CAO on the same date. • Q2 MEAL Report – dated 24 January 2025, stamped by the CAO on the same date. • Q3 MEAL Report – dated 30 May 2025, stamped by the CAO on the same date. • Q4 MEAL Report – dated 24 January 2025, stamped by the CAO on the same date. • Annual MEAL Report – Joint District-wide Political and Technical Monitoring Report – dated 30 June 2025, stamped by the CAO on the same date. The monitoring teams documented in these reports typically included the LCV, CAO, heads of production department sections, DPO, DISO, and RDC.	**7**

17	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.	There was evidence that the DPO actively supported, supervised, mentored, and provided technical backstopping to agricultural extension workers during FY 2024/2025. This was confirmed through a review of the following reports: • Q1 Technical Monitoring and Support Supervision Report on extension service delivery in six LLGs – dated 30 September 2024, stamped by the CAO on the same day. • Q2 Technical Monitoring and Support Supervision Report on extension service delivery in six LLGs – dated 30 November 2024, stamped by the CAO on the same day. • Q3 MEAL Report on technical staff supervision, monitoring, and support of extension services in LLGs – dated 1 April 2025, stamped by the CAO on the same day. Further confirmation was obtained from feedback notes on staff performance appraisal forms, as evidenced in the appraisal records of Mubiru Rashid (Senior Veterinary Officer) and Murungi Moses (Senior Entomologist) for FY 2024/2025. Overall, the documentation demonstrates that the DPO provided consistent technical guidance and oversight to ensure effective extension service delivery across the district.	**7**