

HUYE DISTRICT PERFORMANCE CONTRACT: Implementation plan 2012-2013

PILLAR I: ECONOMIC DEVELOPMENT						
<i>Objective 1: Increase agriculture & Livestock production, Productivity & value addition.</i>						
No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
1	Land consolidated under CIP increased	Number of ha consolidated	7,336 Ha	7,265 ha of Cassava consolidated	Meeting of season (2012A&B) preparation at District level	Jul-12
					Meeting of season (2012A&B) preparation at cell level (vote of cell extentionists workers)	Jul-12
					Identification of sites and groups of farmer	Jul-12
					Mappings of sites	Jul-12
					Land preparation, sowing and fertilizer application.	Sept-2012 to Apr-2013
					Weeding, deases and pest control	Oct- 2012 to Apr-2013
					Season evaluation	Jan-2013(A),May-2013 (B)
					2,564 Ha	3,000 ha of Maize consolidated
			Identification of sites and groups of farmer	July-2012(A),		
			Mappings of sites	July-2012(A)		
			Request and collection of seeds and fertilizers	july-August 2012		

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					Land preparation,sowing and fertilizer application (Season 2012A).	Sept-Oct 2012 (Season 2012A), Feb-March-2013(2013B)
					Weeding ,deases and pest control	Oct-Dec 2012 (A), Marc-Apr 2013 (B)
					Season evaluation	Jan-2013(A), May-2013 (B)
					Harvesting	Feb-2013(A), July-2013 (B)
					Yield assesment storing and marketing of products	May-jun 2013
					Storage and selling	Feb-2012 (A), July-2013 (B)
			2,511 Ha	3,000 ha of Rice consolidated	Meeting at sector level	Jul-12
					Meeting of season 2012A preparation at cell level (vote of cell extentionists workers)	Jul-12
					Meeting of season preparation at village level (village extentionists)	Jul-12
					Identification of sites and groups of farmer	Jul-12
					Mappings of sites	Jul-12
					Preparation of seedbeds	Sept-2012 (2012A), Feb-2012 (2013B)

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					First and second ploughing	July-2012 (2012A), Feb-2013 (2013B)
					Sowing	Sept-2012 (2012A),Feb-2013(2013B)
					Fertilizing	Nov-2012 (2012A), Mar-2013 (2013B)
					Weeding	Dec-2012 (2012A), Apr-2013 (2013B)
					Harvesting, storage and selling	Jan-2012 (2012A), Jun-2013 (2013B)
			50 Ha	120 Ha of improved banana consolidated	Identification of sites and groups of farmer	Jul-12
					Mappings of sites	July-September 2012
					Mulching & Planting	September-December 2012
					Removal of flowers	October 2012-june 2013
					Staking	October 2012-jun 2013
					Removal of old bulbs	October 2012-june 2013
			14,796 Ha	15,435 Ha of beans cultivated	Meeting of season preparation at District level	July-2012 (A),Feb-2013(B)
					Identification of sites and groups of farmer	July-2012 (A)
					Mappings of sites	July-2012(A)

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					Land preparation, sowing and fertilizer application (Season 2012A).	Sept-Oct 2012(Season 2012A), Feb-March-2013(2013B)
					Weeding, diseases and pest control	Oct-Dec 2012 (A), Marc-Apr2013 (B)
					Season evaluation	Jan-2013(A), May-2013(B)
					Harvesting	Feb-2013(A), July-2013(B)
					Yield assesment storing and marketing of products	May-jun 2013
					Storage and selling	Feb-2012(A), July-2013(B)
2	Land Productivity increased	Number of tones/ha produced	3 T/Ha	3.5T/Ha of maize produced	Site selection in each sector	October 2012 (season 2013A) & March 2013 (2013B)
					Selection of field within site (sampled field)	October 2012 (season 2013A) & March 2013 (2013B)
					Plot selection within field (sampled plots)	October 2012 (season 2013A) & March 2013 (2013B)
					Harvest, processing and weigh the yield in each plot selected	February 2013 (2013A) & Jun 2013 (2013B)

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					conversion into average per hectare yields by sector and finally by district	February 2013 (2013A) & Jun 2013(2013B)
			4T/Ha	5T/Ha of rice produced	Site selection in each sector	September 2012 (season 2013A) & February 2013 (season 2013B)
					Selection of field within site (sampled field)	September 2012 (season 2013A) & February 2013 (season 2013B)
					Plot selection within field (sampled plots)	September 2012 (season 2013A) & February 2013 (season 2013B)
					Harvest, processing and weigh the yield in each plot selected	January 2013 (season 2013A) & Jun 2013 (season 2013B)
					conversion into average per hectare yields by sector and finally by district	January 2013 (season 2013A) & Jun 2013 (season 2013B)
3	Marshlands developed	Ha of marshland reclaimed	1,365 Ha up to June 2012	100 ha in Mwogo Marshland reclaimed	Clearing activities	Jul-12
					Construction of waterways	july-August 2012
					Construction of seedbeds	August-October 20
					Finishing of activities	Dec-12
					Plot distribution (To farmers)	Jan-13
4	Post-harvest facilities (drying grounds)	Number of maize Drying ground	2 maize drying grounds	One Maize drying ground constructed in Mukura	Tendering process	August-October 2012

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
	increased	constructed	constructed in Tumba and Gishamvu	Sector	Supervize the activities of construction	Oct-12
					Technical handover	Mar-13
					Provisional handover	Apr-13
5	Livestock (small animal & cattle) production & productivity improved	Number of cattle distributed	4,004 cows in Girinka Program since 2007	1,294 Cows distributed	Tendering process for purchase cows and stakeholders mobilization	July to October 2012
					Identifying cows beneficiaries	September - October 2012
					Training of cows' beneficiaries	October to December 2012
					Selecting cows to be distributed	January to March 2013
					Distributing of cows to poor families	January to April 2013
					Monitoring pass on from early Distributed Cows process	July 2012 to June 2013
		Number of cattle inseminated and fertilised	3,760 cows are inseminated	2,023 cows Inseminated	Fermer's mobilization and training on Natural Heat Detection	August 2012 to October
					Construction of Artificial insemination Parks in each cell	October to December 2012

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					Purchasing semen and Artificial insemination through natural heat	July 2012 to June 2013
6	Export crops promoted	Number of ha covered	857 Ha	Expand Coffee plantation on 300 Ha in Maraba Coffee Intensification	Identification of sites and groups of farmers	July 2012-August 2012
					Mapping of sites	July 2012-August 2013
					Organize meetings with beneficiaries (Mobilization)	July 2012-May 2013
					Tender process	August 2012-September 2012
					Carry out extension of coffee trees (Simbi, Maraba and Kigoma)	September 2012-February 2013
					Plant coffee trees	October 2012-March 2013
Objective 2: Enhance urbanization, rural settlement & sustainable infrastructure development						
7	Urban viable sites established	Number of streets with public lights	4.5 Km of Streets with public lights established in Huye Town	Establish additional 4 km of Streets public lights (Mukoni-Rango and Poste-Ngoma)	Tender process	May 2012 to July 2012
					Material delivery	August 2012 to December 2012
					Installation of Street Public lightning (Mukoni -Rango & Poste- Ngoma)	December 2012 to March 2013
					Provisional handover of Street Public lightning (Mukoni -Rango & Poste-Ngoma)	March 2013 to April 2013
8	Greening & beautification promoted	Area (Ha) of public places greened and beautified	No existing public square	3 ha of Public square in Huye Town established and all schools and health	Identification of public places greened	July 2012 to August 2012

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
				centers greened	Tender procedures	August 2012 to November 2012
					Ploughing the site	November to December 2012
					Planting trees & passparum	November 2012 to April 2013
9	Rural settlement developed	Number of layout plans developed	4 layout plans developed (Karama, Huye, Maraba, Kigoma)	One layout plan of Umidugudu per Cell established and 8 Villages viable	To prepare tender documents and tender process	Aug-12
					To establish Imidugudu Layout plans	Oct-12
					Validation of layout plans	Dec-12
					Implementation of layout plans	January to June 2013
		% of households settled in IMIDUGUDU	66% or 38,865/58,896 households	76% of households settled in Imidugudu (44,761/58,896 households)	To update the list of households which must be settled in imidugudu sites	July-August 2012
					Sensitize people to settle in imidugudu sites	July 2012-June 2013
					Updating the list of imidugudu sites	July 2012-June 2013
					Monthly meeting with sector's land managers	July 2012-June 2013

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					Updating the list of households settled in Imidugudu sites	July 2012-June 2013
		Number of Village IDP Model established	Non existing IDP village model	One IDP village model established	Census of households settled in Imidugudu sites	July 2012-June 2013
					Establish layout plan of Mucunda IDP village	September-November 2012
					Connect 50 households to electricity power	October 2012 - June 2013
					Follow up of stakeholders (NUR and KCB)	July 2012 - June 2013
10	Infrastructures developed	Number of Kms of paved roads	8.3 km of paved roads Constructed	3.5 Km of paved road constructed (ADEPR-Rwabuye) at 60%	Tender process	July-October 2012
					Site installation and topography works	October-November 2012
					Terracing, construction of water canal and fondation base by gravel	December 2012-February 2013
					Construction of stones paved road at 3,5 Km length	March to June 2013
		Number of bridges constructed	Brigdes in bad conditions	Construction of Simbi and Gisagara (Maraba) bridges	Tender process for Gisagara bridge	August-October 2012
					Site installation and preliminary activities of Simbi bridge	July 2012 August 2012

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					Site installation and preliminary activities of Gisagara bridge	Nov-12
					Construction of Simbi bridge	August 2012 - April 2013
					Construction of Gisagara bridge	Nov 2012-May 2013
					Technical handover of Simbi bridge	Apr-13
					Technical handover of Gisagara bridge	May-13
					Provisional handover of Simbi bridge	May-13
					Provisional handover of Gisagara bridge	May-13
		Number of Kms of roads rehabilitated	No praticable road	Rehabilitate CUSP-Rwasave earth Road (3 km)	Tender process	July 2012-September 2012
					Site installation and preliminary works	September 2012-October 2012
					Work of construction of earth road CUSP-Rwasave at 3Km	October 2012 - May 2013
					Technical handover	May-13
					Provisional handover	May-13
		Number of Kms of roads rehabilitated	No praticable road	Rehabilitate asphalt road through Icyarabu-CHUB (4 km) at 70%	Tender process	July - November 2012
					Site installation	Dec-12
					Work of construction of asphalt road through Icyarabu-CHUB	February -June 2013

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
		% of works achievement	Execution of works on 40%	To achieve the works for reinforcement capacity of Kadahokwa water plant (pumping station and installation of pumps, reserve main tanks at Mpare, Tumba and Tonga; termination of work pipe and others finishing works on network)	Final works for construction of pumping station and installation of pumps, construction of water tank at Vumbi	July-October 2012
					Installation of Tumba main tank and termination of work pipe, Tonga-Mpare-Vumbi massive tanks and others finishing works on the network	August 2012-February 2013
					Water connection	February - May 2013
					works handover	May-13
		Number of households accessing electricity	7,166/69,530 of households have electricity connectivity (10.3%)	New 2,617 households accessing electricity (14.1%)	Mobilize the population on electricity connection	July 2012 to October 2012
					Execute extension works	November 2012 to February 2013
					Electricity delivered	February 2013 to June 2013
		% of works achievement	Execution of works on 25%	Complete the constructions of Huye Stadium at 70%	Construction of foundation	July 2012 to November 2012
					Construction of seating places for publics	November 2012 to June 2013
					Construction of fence and changing room (Vestiaires)	November 2012 to June 2013
Objective 3: Promote entrepreneurship and business development.						
11	Viable SMEs & cooperatives promoted	Number of integrated craft production centers constructed	Master plan of Sovu Industrial park elaborated	Establish Integrated Hand craft center Production in Huye Sector	Site delimitation	July to August 2012
					Expopriation	September 2012 to October 2012
					Feasability study	September 2012 to October 2013

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					Mobilize the stakeholders of integrated hand craft center	August 2012 to Juner 2013
					Tender process for construction of integrated craft production centers	October 2012 to December 2012
					Construction of integrated craft production centers	January 2013 to May 2013
					Provisional handover	June 2013
	Number of commercial buildings constructed	Seven buildings are under construction	In partnership with private operators, seven private buildings under construction in Huye Town completed and 4 new buildings constructed at least up to 30% in Huye Town	Quarterly meeting with Partners	July 2012-June 2013	
				Weekly site visit & reporting	July 2012-June 2013	
12	Market infrastructures developed	Livestock market constructed	No modern livestock market in the District	Rugogwe livestock market constructed	Construction of Rugogwe livestock market	September 2012 - March 2013
					Provisional handover of works	Apr-13
13	Resource mobilization enhanced	Amount of revenues collected	688,491,285 Rwf of revenues	District own revenues increased to 813,393,067 Rwf	Up date taxpayers' register	July 2012-September 2012
					Privatiozations of some taxes	July 2012-June 2013
					Own revenues mobilisation of tax payers	July 2012-June 2013
					To recover taxes from tax payers of the district	July 2012-June 2013
					To organize the meeting of Tax advisor conseil (TAC)	July 2012-June 2013

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
14	Access to finance promoted	Number of new members affiliated	Umurenge SACCO in Huye District have 68,258 members	Increase to 75,000 members of Umurenge SACCO and overlay loan to 95%	Organise quarterly meeting with sacco managers	August 2012 -June 2013
					Organize sacco week for mobilization	October – December 2012
					Meeting with laon officers and recovery committee for setting strategies	August –september
					Elaborate the list of all defaulters (Debutors)	Actober
					Organize meeting with all defaulters (Debutors)	November-December
		Rate of recovered loans	No SACCO Umurenge has own office	Construct 12 new Offices for Umurenge SACCO at atleast 60%	Identification of plots for construction	September-October 2012
					Election of supervisory committees in charge of construction	Oct-12
					Mobilization of fund among members	September-November 2012
					Construction works	December 2012 - May 2013
					Inauguration ceremony	May - June 2013
		Number of offices constructed	447 Financial Solidarity Groups with 12,688 members and 100,781,985 Rwf of saving	500 Financial Solidarity Groups with 14.000 members and 150.000.000 Rwfs of savings: 250 Financial Solidarity Groups with active bank	Mobilisation of FSG representatives in order to encourage them to invite women who are not yet in FSG for creating other FSG	July 2012 - June 2013
Number of individuals and households with active bank account						

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
				accounts	Mobilisation of National Women Council (CNF) representatives from villages (imidugudu) to sectors (imirenge) in order to encourage them to invite women who are not yet in FSG for joining the FSG programme	July 2012 - June 2013
					Follow up of the process of creating and maintaining FSG	July 2012 - June 2013
					Organisation of 2 Operational forums of FSG	October 2012 and March 2013
15	VUP financial services management improved	Rate of financial services loans recovered	24% of rate of financial services loans recovered	Atleast 72% of rate in financial services loans recovered	Organise recovery Campaign	August-October 2012
					Meeting with members of sector JADFs to help in recovering	Oct-12
					Coordinate recovery activities	July 2012- June 2013
Objective 4: Improve natural resources management for sustainable development						
16	Area covered by forest increased.	Ha planted with agro-forestry and forestry trees	1,054,247 trees planted on 666 ha and 213 km	To plant 648,800 trees on 198 ha and agroforestry on 1,070 ha	Preparation of 323,000 of forest seedlings, 325,500 of Agroforestry seedlings and 300 Grafted Tree fruits	April 2012 March 2013
					Monitoring and evaluation of nurseries activities	July 2012 to March 2013
					Site Identification and preparation	September to November 2012
					Tree plantation	November 2012 to March 2013

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
17	Soil erosion control increased	Area (Ha) of ravine rehabilitate	Feasibility study available	Mukoni Ravine in Tumba Sector and Cyahafi ravine in Mbazi sector rehabilitated	Tender procedures	August 2012 to Octobre 2012
					Contruction & rehabilitation of ravines	Novembre 2012 to March 2013
					Provisional hand-over	April 2013
		Area (Ha) of new progressive terraces created	233 Ha/383 rehabilitated in Kadahokwa watershed	Progressive terraces on 150 Ha rehabilitated in Kadahokwa watershed	Tender procedures	August 2012 to Octobre 2012
					Contruction & rehabilitation of ravines	Novembre 2012 to March 2013
					Provisional hand-over	May 2013
PILLAR II: SOCIAL DEVELOPMENT						
Objective 5: Ensure access to quality education and skills development						
18	Quality of 12YBE strengthened	Number of new Classrooms for 12 YBE constructed	84 classrooms for 12YBE	48 Classrooms for 12YBE, 24 latrines constructed	Tender process of doors, windows, water drainage materials	July 2012-October 2012
					Number of teachers'hostel constructed	None
		Rate of drop out reduced	The rate of drop out is 4%	The rate of drop out reduced at 1%		
					Number of adult people educated	600 adult people educated
		Number of ECD centers set up and operational	One operational ECD center	One Early Child Development model established		
					Early Child Development (ECD) promoted	Number of ECD centers set up and operational
Support Best Future Nursery School to have access of water and Electricity from EWASA	Give Certificates to 1,000 adult people educated					
		July 2012-June 2013				

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					Support Best Future Nursery School in setting up grounds for children's games	
					Construct toilette and urinoir	
					Put in place chool fence	
Objective 6: Improve access and use of quality health						
20	Population under health insurance scheme increased	% of population covered by health insurance	90,7 % of population have Health Insurance Scheme	100% of district population under Health Insurance Scheme	Ubudehe data validation and submission report	July- August 2012
					Community Mobilisation to encourage them to join the community based Health Insurance Scheme	July 2012 -March 2013
					To pay Health Insurance for vulnerable households identified by economic classification - Ubudehe: categories 1 and 2	September 2012 - October 2012
					Tender process for CBHI management materials: Receipt books, individual cards, individual files, Family files and office supplies	July 2012 - Octobre 2012
					Training of 42 Managers of Health Insurance and 122 members of management Comittees in management of CBHI	August 2012 - June 2013
					Quarterly board meetings of CBHI	July 2012 - June 2013

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					Monthly coordination Meetings with the Managers of Health Insurance section	July 2012 - June 2013
21	Health facilities constructed /maintained	Health Center constructed	No Health Center in Mukura Sector	Health Center constructed in Mukura Sector	Site installation	Jul-12
					Construction activities	August 2012 to February 2013
					Technical handover	Mar-13
					Provisional handover	Apr-13
22	Population Using maternal and child health services increased	% of women using modern family planning methods	60% (42,585) of women are using modern contraceptives	70% (49,868) of women using modern contraceptives	Follow-up of the use of family planning services in each Health center.	July 2012 to June 2013
					Organization of quarterly outreach strategie of family planning at village level in 4 sectors (Huye, Karama, Mukura, Maraba)	July 2012 to June 2013
					Organisation and facilitation of monthly coordination meetings of health activities at the district level.	July 2012 to June 2013
					Organization of quarterly meetings with stakeholders in family planning at district level	July 2012 to June 2013
					Follow up of family planning Forum at administrative sector level	July 2012 to June 2013

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
		% of Women attending 4 ante-natal visits	0.37	45% of Women attending 4 ante-natal visits	Organization of refresher sessions of community health workers in maternal and infant care on follow up of pregnant women	September-October 2012
		Women delivering in health facilities	0.93	95% of Women delivering in health facilities	Organization of quartely evaluation meetings for community health care	July 2012 to June 2013
23	Cultural values and norms promoted	Number of Genocide Memorial	Memorial sites in bad conditions	Mwendo and Kabakobwa Genocide memorial sites constructed while Gatovu and Simbi Genocide Memorial sites rehabilitated	Tender Process	August 2012-september 2012
					Construction and rehabilitation of memorial sites	November 2012-May 2013
					Technical handover	May-13
					Provisional handover	Jun-13
<i>Objective 7: Ensure effectiveness of social safety nets for poverty alleviation</i>						
24	Vulnerable groups supported	Number of houses for Vulnerable Genocide survivors constructed	191 Vulnerable Genocide survivors in need of a house	30 houses for Vulnerable Genocide survivors constructed	Tendering process	August-October 2012
					Identification of house beneficiaries	July 2012
					Plots identification (Suitability of site chosen)	Jul-12
					Construction activities	November 2012 to March 2013
					Technical and provisional handover	May-13
	Number of public woks beneficiaries with job	2,100 persons with job	2,550 beneficiaries of public works have got a job	Public works projects identification	Listof projects accepted and financed	
				Beneficiaries identification	List of vulnerable is available	

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					Presenting the list of vulnerable to be hired to entrepreneurs	List of vulnerable hired
					Monitoring of relationship and working conditions of beneficiaries	Monthly payrolls
		Number of cooperatives created	None	Five cooperatives composed by Direct support beneficiaries established	Organise study tours in different district	Sep-12
					Ensure the capacity building for Cooperatives members	November 2012- May 2013
					Awareness of DS beneficiaries of forming cooperatives	October2012- December 2012
					Help to develop the status of cooperatives and find the operating license at District level (Provisional license)	November 2012- December 2012
PILLAR III: GOOD GOVERNANCE (including Justice)						
<i>Objective 8: To promote responsible and accountable governance</i>						
25	Community assemblies (Inteko z' Abaturage) operational	% of population complaints resolved	Population complaints resolved at 94%	All complaints resolved (100%) with Inteko y' abaturage	Monthly Meeting with civil status officers.	July 012 - June 2013
					Monthly community assemblies from Sector to District;	July 2012- June 2013
					Population request resolved by authorities from sector to District	July 2012- June 2013
26	Public finance management systems are effective and efficient	Number of audit reports	52 public institutions audited	70 public institutions audited and held monthly PFM Meetings at District and Sector level	Use of public funds control and reporting system	July 2012- June 2013
					Revenue collection receipt books management	July 2012- June 2013

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					Public procurement process verification	July 2012- June 2013
					Administrative audit	January -March 2013
					Human resources management and logistics control	April- June 2013
					District Hospital audit	September 2012- June 2013
					Monitoring and evaluation on Previous Audit Recommendations implementation	July 2012- June 2013
					Carrying out the Financial, Performannce, Compliance and Systems Audits	November 2012- June 2013
					Organise monthly meeting of Public Finance Management Committee at District level	JULY2012-JUNE 2013
					Train PFMC Sector level	January- June 2013
					Prepare and transmit on time Cash flow Plans to MINECOFIN	JULY2012-JUNE 2013
					Prepare and transmit on time Financial report	JULY2012-JUNE 2013
					Prepare and transmit on time procurement plan	JULY2012-JUNE 2013
					Prepare and transmit on time internal audit report	JULY2012-JUNE 2013
27	Cultural values and norms promoted	Number of Intore trained	Itorero at District and Sector levels	1,200 youth trained in Itorero Center	Tender process of goods and supplies	July012

No	Output	Indicator	Baseline	Target	Activities to deliver	Time frame
					Training of youth finalists during Year 2012 in itorero center	Nov 012
28	Institutional development and performance strengthened	Number of Cells offices constructed	51/77 cells without offices	Facilitate 51 cells to get own Offices	Organise meeting with Executive secretaries of Cells	Aug 012
					Fund mobilization	September 012
					Construction activities	October - June 2013
29	Improved access to information and social media	Number of public areas equipped with public TV screen	None	14 public areas equipped with TV screen	Purchasing of TV	July 2012-January 2013
					Installation TV screens at identified sites	Feb-13
		One Video conferencing installed	No existing Video conference	Video conferencing installed and operational at district level	Room Localisation	July - September 2012
					Tender process	October 2012-February 2013
					Installation of Equipments	March - April 2013
					Installation of fiber and screen	April - June 2013
		E-document tracking operational	None	E-document tracking operational at District level	Coordinate E-document tracking activities	July 2012-June 2013

Means of Verification	Responsible	Source of Funds
Report of meeting	District Agronomist	District
Report of meeting	District Agronomist	District
Report of activities	District Agronomist	District
Mapping report	District Agronomist	District
Report of field	District Agronomist	District
Report of field	District Agronomist	District
Report of activities and results	District Agronomist	District
Report of meeting	District Agronomist	District
Report of activities	District Agronomist	District
	District Agronomist	District
Request letter	District Agronomist	District

Means of Verification	Responsible	Source of Funds
Report of field	District Agronomist	District
Report of field	District Agronomist	District
Report of activities and results	District Agronomist	District
Report of field	District Agronomist	District
Report of field and activities	District Agronomist	District
Report of field	District Agronomist	District
Report of meeting	District Agronomist	District
Report of meeting	District Agronomist	District
Report of meeting	District Agronomist	District
Report of activities	District Agronomist	District
Report of field	District Agronomist	District
Report of field	District Agronomist	District

Means of Verification	Responsible	Source of Funds
Report of activities and results	District Agronomist	District
Report of field and activities	District Agronomist	District
Report of field	District Agronomist	District
Report of field and activities	District Agronomist	District
Field Report	District Agronomist	District
Activity report	District Agronomist	District
Activity report	District Agronomist	District
Activity report	District Agronomist	District
Activity report	District Agronomist	District
Activity report	District Agronomist	District
Activity report	District Agronomist	District
Activity report	District Agronomist	District
Activity report	District Agronomist	District/ Stakeholders
Activity report	District Agronomist	District/ Stakeholders

Means of Verification	Responsible	Source of Funds
Report of field	District Agronomist	District/ Stakeholders
Report of field	District Agronomist	District/ Stakeholders
Report of activities and results	District Agronomist	District/ Stakeholders
Report of field	District Agronomist	District/ Stakeholders
Report of field and activities	District Agronomist	District/ Stakeholders
Report of field	District Agronomist	District/ Stakeholders
Report of field	District Agronomist	District/ Stakeholders
Report of field	District Agronomist	District/ Stakeholders
Report of field	District Agronomist	District/ Stakeholders
Report of field	District Agronomist	District/ Stakeholders

Means of Verification	Responsible	Source of Funds
Report	District Agronomist	District/ Stakeholders
Report	District Agronomist	District/ Stakeholders
Report	District Agronomist	District/ Stakeholders
Report	District Agronomist	District/ Stakeholders
Report	District Agronomist	District/ Stakeholders
Report	District Agronomist	District/ Stakeholders
Activity report	District Agronomist	Welthunger hilfe/AAA
Activity report	District Agronomist	
Activity report	District Agronomist	
Activity report	District Agronomist	
Activity report	District Agronomist	
Tender documents	District Agronomist	

Means of Verification	Responsible	Source of Funds
Report of field & activities	District Agronomist	District
Minute of handover	District Agronomist	
Minute of handover	District Agronomist	
Tender documents	District Livestock Officer	District, and others Stakeholders
Activity report	District Livestock Officer	
Activity report	District Livestock Officer	
Selection reports and Laboratory serological tests reports (Brucellosis and CBPP screenings)	District Livestock Officer	
Distribution reports	District Livestock Officer	
Monthly reports	District Livestock Officer	
Activity report	District Livestock Officer	
Activity report	District Livestock Officer	

Means of Verification	Responsible	Source of Funds
Inseminated cows reports	District Livestock Officer	
Report	Incharge of MCIP	District
Report	Incharge of MCIP	
Report	Incharge of MCIP	
Tender documents	Incharge of MCIP	
Report	Incharge of MCIP	
Report	Incharge of MCIP	
Report	Incharge of MCIP	
Contract signed	District engineer	RLDSF
Report		
Report		
Minute of handover		
Activity report	Professional in Charge of Environment & Water	District

Means of Verification	Responsible	Source of Funds
Activity report	Professional in Charge of Environment & Water	District
Activity report	Professional in Charge of Environment & Water	District
Area greened and Reported	Professional in Charge of Environment & Water	District
Tender documents	DLS & GIS	
Report of layout plans established	DLS & GIS	RLDSF
Report	DLS & GIS	RLDSF
Umudugudu site planned	DLS & GIS	RLDSF
list of households which must be settled in imidugudu sites	Rural settlement & urban planner	District
monthly report	Rural settlement & urban planner	District
monthly report	Rural settlement & urban planner	District
monthly report	Rural settlement & urban planner	District

Means of Verification	Responsible	Source of Funds
Monthly report	Rural settlement & urban planner	District
Report	Rural settlement & urban planner	District
Report	Rural settlement & urban planner	District
Report	Rural settlement & urban planner	District
Report	Rural settlement & urban planner	District
Tender report and contract	Infrastructure and Supervisor	RLDSF
Site visit report		
Progress report		
Progress report		
Tender documents	Infrastructure and Supervisor	MININFRA
Site visit report		

Means of Verification	Responsible	Source of Funds
Minute of site installation		
Progress report		
Progress report		
Minute of technical handover		
Minute of technical handover		
Minute of provisional handover		
Minute of provisional handover		
Contract signed	Infrastructure and Supervisor	RLDSF
Site visit report		
Progress report		
Minute of technical handover		
Minute of provisional handover		
The signed contract	Infrastructure and Supervisor	MININFRA
Site visit report		
Progress report		

Means of Verification	Responsible	Source of Funds
Activity report	Infrastructure and Supervisor	MININFRA
Activity report		
Activity report		
handover minute		
Progress report		District
Progress report		
Progress report		
Report	District engineer	MINISPOC
Report		
Report		
Report		RLDSF
Report		
Report and tender document		

Means of Verification	Responsible	Source of Funds
Report		
Contract signed		
Progress report		
Provisional handover minute		
Activity report	DLS&GIS	District
Activity report	DLS&GIS	
Activity report	Infrastructure	District
Provisional handover minute	Infrastructure	
Tax payers' register		HUYE DISTRICT
Tax collection reports		
Tax collection reports		
Tax collection reports		
Quarterly Report		

Means of Verification	Responsible	Source of Funds
Minute of the meeting	DCO	District
Report of sacco week	DCO	
Minute of the meeting	DCO	
Available list	DCO	
Meeting report	DCO	
Activity report	DCO	District
List of committees members	DCO	
Minute of the meeting	DCO	
Progress report	DCO	
Progress report	DCO	
Report	Gender and Family Promotion Officer	

Means of Verification	Responsible	Source of Funds
Report	Gender and Family Promotion Officer	Care International, HUYE District
Report	Gender and Family Promotion Officer	
Report	Gender and Family Promotion Officer	
Sectors report	VUP Coordinator	RLDSF
Minutes of meeting	VUP Coordinator	RLDSF
Activity report	VUP Coordinator	RLDSF
Tender document	<i>DFO</i>	
Evaluation report	<i>DFO</i>	
Activity reports	<i>DFO</i>	
Activity reports	<i>DFO</i>	

Means of Verification	Responsible	Source of Funds
Report	Professional in Charge of Environment & Water	MINAGRI
Report		
Report		
Report	Professional in Charge of Environment & Water	MINAGRI
Report		
Report		
Report	District Education Officer	MINEDUC
Report	District Education Officer	
Report	District Education Officer	
Report	District Education Officer	MINEDUC
Report	District Education Officer	MINEDUC
list of adult people educated	District Education Officer	MINEDUC
Reports	District Education Officer	MINEDUC

Means of Verification	Responsible	Source of Funds
Lists of economic classification	CBHI Director	Pooling Risk/District Huye
Mobilisation Report	CBHI Director	District/ MINISANTE
List and amounts payed.	CBHI Director	MINISANTE
List of material bought	CBHI Director	District/ MINISANTE
Report	CBHI Director	District/ MINISANTE
Minute of meetings done	CBHI Director	District/ MINISANTE

Means of Verification	Responsible	Source of Funds
Minute of meetings done	CBHI Director	District/ MINISANTE
HF reports, Surveillance commission report	District Health Director	MOH
Progress report	District Health Director	MOH
Technical handover minute	District Health Director	
Provisional handover minute	District Health Director	
Monthly HF reports	District Health Director	GIZ, District
HF reports	District Health Director	District, GIZ, Care international
Minutes of meeting	District Health Director	District
Minutes of meeting	District Health Director	District
HF reports	District Health Director	RALGA

Means of Verification	Responsible	Source of Funds
HF reports	District Health Director	District
HF reports	District Health Director	
Activity report	incharge of youth	District
Contract signed	incharge of youth	District
Technical Handover minute	incharge of youth	District
Provisional Handover minute	incharge of youth	District
Tender committee documents	District Social affairs officer	FARG
Identified beneficiaries list	District Social affairs officer	
Availability of lands and documents	District Social affairs officer	
Activity repots	District Social affairs officer	
Handover minutes	District Social affairs officer	
August 2012-September 2012	VUP Coordinator	
October 2012-December 2102	VUP Coordinator	

Means of Verification	Responsible	Source of Funds
October 2012-December 2012	VUP Coordinator	
October 2012- June 2013	VUP Coordinator	RLDSF
Activity Report	VUP Coordinator	District
Activity Report	VUP Coordinator	District
Activity Report	VUP Coordinator	
Activity Report	VUP Coordinator	RLDSF
Minutes	Good Governance officer	District
Monthly report	Good Governance officer	District
Monthly report	Good Governance officer	District
Audit report	Internal auditors	District
Audit report	Internal auditors	District

Means of Verification	Responsible	Source of Funds
Audit report	Internal auditors	District
Audit report	Internal auditors	District
Audit report	Internal auditors	District
Audit report	Internal auditors	District
Audit report	Internal auditors	District
Audit report	Internal auditors	District
Report (minutes) of meeting	Director of finance	District
Training report	Director of finance	District
Financial report	Director of finance	District
Financial report	Director of finance	District
Procurement report	Director of finance	District
Internal audit report	Director of finance	District
Tender document	Itorero Cordinator	NURC

Means of Verification	Responsible	Source of Funds
Final report	Itorero Cordinator	
Minute	Good Governance Officer	District
Financial document	Good Governance Officer	District
Report	Good Governance Officer	
Report	Good Governance Officer	District
Report	Good Governance Officer	District
Report	IT	District
Tender documents	IT	District
Report	IT	District
Report	RDB/IT	District
Report	IT	District