



## **LLG Performance Assessment**

LLG Name: Kamuge Subcounty

Pallisa District

(Vote Code: 919)

<b>Assessment</b>	<b>Scores</b>
LLG Performance Assessment	60%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>A. Functionality of Parish Administrative Structures</b>				
1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>PDCs for 2 parishes formed and composed as per PDM guidelines</p> <p>The positions filled are Chairperson, Secretary, Women rep, Disability rep, Older persons rep, NRM chairperson rep and opinion leaders.</p> <p>Bolisoii</p> <p>Minutes available dated 21/2/2022, 17/5/2022, 17/2/2022</p> <p>Kagoli parish</p> <p>Minutes available dated 23/2/2022, 18/2/2022.</p> <p>Sensitization report available dated 22/2/2022 focusing enterprise selection.</p>	2
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Data for the 2 parishes was collected and report available dated 27/9/2021.</p>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Mapping report for NGOs,CBOs, and CSOs available dated 20/10/2021.</p> <p>No evidence of involvement of NGOs,CBOs and CSOs.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY</p> <p>score 2, else score 0</p>	<p>No evidence availed</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>List of enterprises from parishes documented and on file dated 17/2/2022</p>	2

**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>Construction of administration block in the Development Plan III page 82 and in the workplan approved by council on 23rd may 2022 also budgeted for in the current budget.</p> <p>Maintenance of roads on page 85 in the Development plan III page 85 and in the workplan approved by council on 23rd may 2022 and also in the current.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>No evidence of parish submissions</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>No budget conference was conducted.</p>	0

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The projects to be finance in the Development Plan III are in the annual workplan and budget</p> <p>Administration block</p> <p>maintenance of roads</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>No evidence of project profile.</p>	0
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>No evidence provided</p>	0
	<p>Maximum score is 6</p>			

5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	No submission was made	<b>0</b>
	Maximum score is 2			

6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	Priority of construction of administration block is within the eligible area as per DDEG guidelines.	<b>2</b>
	Maximum score is 2			

**C. Own Source Revenue Mobilization and Administration**

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budget: 2,100,000 Actual : 2,297,679 $2,297,679/2,100,000*100$ 109.4 109.4-100 9.4	<b>1</b>
	Maximum score is 1			

8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	Actual 2020/2021 shs: 6,537,474 Actual 2021/2022 shs 2,297,679 Difference - 4,239,795 -64.8%	<b>0</b>
	Maximum score is 1			

9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  i. Has remitted OSR to the administrative units, score 1 or else score 0.	No evidence.	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	20% of 6,537,474 = 1,307,494  Council expenditure :1,814,000  27.7% council expenditure  The expenditure was over 20% with no authority from the Minister.	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	No expenditure on O+M from OSR	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	No posting on the notice board was done.	0

#### D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	The final accounts were prepared and submitted on 31st August 2022	4
	Maximum score is 4			
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	Submission was done on 27/10/2021 .The submission done late	0
	Maximum score is 6			
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	No submission was done	0
	Maximum score is 6			

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>No submission was done</p>	0
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>No submission was done</p>	0
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Copies of the appraisal forms for all staff on file and dully signed.</p>	2
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12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The performance reports for all headteachers on file and dully signed	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	NA - No facility in the sub-county with creation of the Towncouncil the Health facility fell in the Towncouncil which was curved from the sub-county	2
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The staff structure and lists posted on the notice board.  The attendance register was available and signed by staff	3
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	No evidence of analysis	0

## F. Implementation and Execution

14	<p>The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0</p>	<p>Construction of Administration block</p> <p>Swamp raising of Kabenua swamp</p> <p>Rehabilitation of road infrastructure (okum-Nabitende, Okwamorio - Kadesok) .Eligibility observed</p>	2
15	<p>The LLG spent the funds as per budget</p> <p>Maximum score is 2</p>	<p>Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2</p>	<p>Administration block , contract shs 47,000,000 expenditure shs 41,569,854 = 88.7%</p> <p>swamp raising shs 5,000,000 expenditure 5,000,000 = 100%</p> <p>Tree seedlings shs 3,554,312 expenditure 3,500,000 = 98%</p> <p>Deviated on the construction of administration block</p>	0
16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>Administration block , contract shs 47,000,000 expenditure shs 41,569,854 = 88.7%</p> <p>swamp raising shs 5,000,000 expenditure 5,000,000 = 100%</p> <p>Tree seedlings shs 3,554,312 expenditure 3,500,000 = 98%</p> <p>The average performance is 95.5%</p>	3

## G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	ESPM forms were available filled and dully endorsed by Samuka Muhammed - DNRO	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	The grievance redress committee named but no appointments seen	0
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	Grievance redress not publicised	0
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	There was evidence of appointment of area land committees members issued by the District Chairperson.  No minutes seen	0

**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Report on girl child education was in place dated 5/2/2021	<b>3</b>
	Maximum score is 3			
21	Monitoring of service delivery in basic schools	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:	2 monitoring reports in place for Kamuge-Olinga, Boliso ii and St. John Boliso.	<b>0</b>
	Maximum score is 4	<p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>		
22	Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	SMCs functionality not seen	<b>0</b>
	Maximum score is 3			

## I. Primary Health Care Services Management

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>The sub-county doesn't have a health facility,HCIII fell in the new Town-council that was curved out of the sub-county.</p>	<b>3</b>
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>No reports because the sub-county doesn't have health facility.</p>	<b>4</b>
25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0</p>	<p>The sub-county doesn't have a health facility.</p>	<b>3</b>

**J. Water & Environment Services Management**

26	<p>Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets</p> <p>Maximum score is 3</p>	<p>Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0</p>	<p>No evidence provided.</p>	<b>0</b>
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27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	There is a monitoring report filed on water sources dated 25/4/2022 covering both old and new water sources.	3
28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	There was no evidence for the old projects/facilities .The new project had committees formed ( aputon A borehole and Okaworia borehole).	0
29	Functionality of investments in water and sanitation facilities  Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	Monitoring report on updated water sources in place 25/4/2022	2

**K. Urban Planning and Management (Applicable to Town Councils and Divisions only)**

30 Development of the Physical Development Plans as per guidelines  
Maximum score 2 (i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0

30 Development of the Physical Development Plans as per guidelines  
Maximum score 2 (i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below  
Score 1 or else 0:  
20% in 2022/23  
30% in 2023/24  
40% in 2024/25

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3 (i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0

- 31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3 (ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
- 31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3 (iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
- 32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2 (i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
- 32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2 (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0

33  
Operation and Maintenance of infrastructure  
Maximum score is 3  
(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0

33  
Operation and Maintenance of infrastructure  
Maximum score is 3  
(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0

33  
Operation and Maintenance of infrastructure  
Maximum score is 3  
(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

## L. Production Services Management

34  
Up to date data on agriculture and irrigation collected, analyzed and reported  
Maximum score is 2  
If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.  
Statistical report available prepared by Oriada Oseku mathias .Agricultural Officer dated 11/5/2022,9/5/2022

2

35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	There is a report on mobilization dated 28/6/2022.	<b>2</b>
	Maximum score is 2			
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	No evidence of monthly reports compiled and submitted.	<b>0</b>
	Maximum score is 2			

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	1 training report dated 18/11/2021 with attendance lists attached, prepared by Oriada Oseku Mathias agricultural officer.	2
	Maximum score is 2			
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	E-diary in place and field report on eneterprise selection Of PDM beneficiaries .  A report on agribusiness training .	2
	Maximum score is 2			