



## **LLG Performance Assessment**

LLG Name: Kibale Subcounty

Pallisa District

(Vote Code: 919)

<b>Assessment</b>	<b>Scores</b>
LLG Performance Assessment	39%

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>1 PDC formed with 7 members ( chairperson,secretary, women representative,youth representative ,PWD representative ,NRM chairperson and opinion leader) as per PDM guidelines.</p> <p>PDC minutes on file date 19/5/2022,22/6/2022,29/6/2022 with attendances attached.</p> <p>Report on priority enterprise dated 26/4/2022.</p> <p>Sensitization report on file dated 21/2/2022</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 on file collected and analyzed as per report dated 14/4/2022.</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>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>No mapping report seen.</p>	0
	<p>Maximum score is 6</p>			
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>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>No evidence was provided.</p>	0
	<p>Maximum score is 6</p>	<p>score 2, else score 0</p>		
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>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>No evidence was provided.</p>	0
	<p>Maximum score is 6</p>			

**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>	No development plan seen	<b>0</b>
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>	No evidence was provided	<b>0</b>
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>	Budget conference was not conducted	<b>0</b>

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>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>supply of fish fingerlings 4 million supply of desks 4.5 million maintenance of ochuli-okuruse road</p>	<b>1</b>
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>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 provided</p>	<b>0</b>
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>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>No submission was made</p>	<b>0</b>

5	Procurement planning for the current FY: submission of request for procurement  Maximum score is 2	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	Procurement requisitions were prepared and submitted but late. Submission was on 27/5/2022.	<b>0</b>
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6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	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	Supply of fish fingerlings  supply of desks to schools  maintenance of a road (ochuli-Okuruse)  These priorities are within the eligible areas as per the guidelines	<b>2</b>
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**C. Own Source Revenue Mobilization and Administration**

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budgeted for shs: 1,500,000  Actual realised shs:2,000,000  $2,000,000/1,500,000*100 = 133\%$  $133\% - 100\% = 33\%$ (This is over +10)	<b>0</b>
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	$2020/2021 = 1,200,000$  $2021/2022 = 2,000,000$  $800,000/1,200,000*100 = 66.6\%$  This increase more than 5%	<b>1</b>
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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 of remittance.	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 1,200,000 = 240,000  Council expenditure for 2021/2022 = xxxxxxxxxxxx	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 evidence of O and M using 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 evidence was seen.	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	No submission made	0
	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	No submission made.	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 made.	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>	No submission was made.	<b>0</b>
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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>	No submission was made	<b>0</b>
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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>Appraisals and personal files for Parish chiefs were reported to have been taken by IGG for verification.</p>	<b>0</b>
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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	Headteachers performance reports on file .Headteacher Omatakojo ps Imesa Beatrice and Headteachers Agurur II Oluk John.	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	The sub-county has no health facility	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	No staff list pinned (the sub-county has no notice board)  Staff list not available  No staff performance report  Attendance register in place and being used.	0
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 staff monthly analysis report.	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>Projects implemented</p> <p>3 stance pit-latrine at Omatakojo ps.</p> <p>opening of asiire-kaara itaok road</p> <p>Supply of tree seedlings</p> <p>opening omatakojo - odeperio road</p> <p>opening of otai - omatakojo road</p> <p>Skilling of groups.</p>	<b>2</b>
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>Evidence not provided</p>	<b>0</b>
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>Projects implemented</p> <p>3 stance pit-latrine at Omatakojo ps complete 13,500,000</p> <p>opening of asiire-kaara itaok road 8,000,000</p> <p>Supply of tree seedlings 900,000</p> <p>opening omatakojo - odeperio road 6,600,000</p> <p>opening of otai - omatakojo road 6,100,000</p> <p>Skilling of groups 8,000,000</p> <p>Fish fingerlings 3,500,000</p> <p>All fully paid as planned</p>	<b>3</b>

## G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Environmental and social safeguards screening forms for the following projects;</p> <ul style="list-style-type: none"> <li>maintenance Agurur - Pallisa Community Access Road</li> <li>maintenance of Agurur - Kibale community access road</li> <li>opening of Ochuli-Okuruse community access road</li> <li>Construction of 2 stance pit-latrines at the sub-county headquarters</li> <li>Construction of 2 stance pit-latrines at omatakojo primary school.</li> </ul>	<b>2</b>
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(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</p>	<p>No evidence provided</p>	<b>0</b>
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(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</p>	<p>No evidence provided.</p>	<b>0</b>

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	Appointments of the members were available but no minutes of the committee.	<b>0</b>
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	No evidence was provided	<b>0</b>
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21	Monitoring of service delivery in basic schools  Maximum score is 4	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:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	No report was availed	<b>0</b>
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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	SMC for omatakojo ps had meetings as evidenced by minutes dated 24/2/2022 and 21/2/2022.  Agurur II - No minutes were presented.	0
	Maximum score is 3			

### I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	No report on awareness mobilization was provided.	0
	Maximum score is 3			

24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	The sub-county has no health facility, therefore no HUMC minutes and reports	4
	Maximum score is 4			

25	Existence and functionality of Health Unit Management Committee	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	The sub-county has no Health facility.	3
	Maximum score is 3			

### J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	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	The SAS didn't make any submission.	0
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	The monitoring report in place for financial year 2021/2022 prepared by Okia John ,SAS	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	Only one water user committee seen out of ten  The chairperson is Odeke Wilson and other 6 members with minutes dated 8/10/2021	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 water and sanitation available dated 30/8/2021	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 on crops only on file dated 15/12/2021 (cassava ,Rice ,Maize) prepared by Bulolo Henry ,Assistant Agricultural Officer.	<b>2</b>
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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	Awareness report filed on maize,cassava cutting,fingerlings and piglets dated 21/9/2021  attendance not attached  Compiled by Bulolo Henry.	0
	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	Monitoring report in place dated 26/11/2021  Supervision report available dated 14/4/2021( supervision on demonstration garden on maize at Omukat tom's home in kibale parish	2
	Maximum score is 2			

37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>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.</p>	<p>Training report on agronomy and post harvest handling dated 22/10/2021 in place with attendance list attached</p> <p>Training report on agronomic practices on maize dated 26/11/2021 in place with attendance lists attached</p> <p>Training report on enterprize selection in place dated 12/2/2022 with pictorial evidence and attendance list</p>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Field report in place dated 10/12/2021 covering weather situation ,food situation ,crop situation and adaptation prepared by Bulolo Henry Assistant Agricultural Officer.</p>	2