



LLG Performance Assessment

LLG Name: Mitooma Subcounty

Mitooma District

(Vote Code: 893)

| Assessment | Scores |
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| LLG Performance Assessment | 81% |

| No. | Summary of requirements | Definition of compliance | Compliance justification | Score |
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| A. Functionality of Parish Administrative Structures | | | | |
| 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 were formed and are functional, Minutes of PDCs and list of proposals were both submitted</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>Parish data was submitted, compiled, updated, analyzed and disaggregated</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 & 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 because there are no NGOs operating in the LLG</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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p> | <p>The activities to be implemented within the Parish were incorporated in the AWPB</p> | 2 |

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| 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>The PDCs were provided guidance on Priority enterprises that can be implemented in the parish</p> | 2 |
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B. Planning and Budgeting

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| 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>-Prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) were consistent with the LLG approved development plan III</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>Ranked priorities from all its respective parish submissions were duly signed by the Parish Chief and PDC Chairperson</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>The budget conference were not held due to the limited funding</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>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>LLG budget to establish included investments to be financed by the LLG as well as other funding sources</p> | 1 |

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| 4 | The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6 | 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 | The project profiles were developed | 1 |
| 4 | The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6 | vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0 | AWPB for the current FY was submitted before 15th May | 1 |
| 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 | LLG submitted the procurement plan beyond 30th April of the previous FY submitted on 20th-6-2022 | 0 |
| 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 | LLG budget for the current FY and ascertain whether the prioritized investment complied to the DDEG Grant, Budget and Implementation Guidelines investment menu. | 2 |

C. Own Source Revenue Mobilization and Administration

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| 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. | LLG collected OSR for the previous FY within +/- 10% of the budget | 1 |
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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 | increased by 21.6% | 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. | The LLG remitted the mandatory share of OSR to the LG and administrative units and the transfer vouchers were available | 1 |
| 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 | The LLG spent 24% of OSR on councilors allowances | 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 | The LLG budgeted and used at least 5% OSR funds on operational and maintenance | 1 |
| 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. | The usage of OSR was not publicized on the notice board | 0 |
| D. Financial Management | | | | |
| 10 | The LLG submitted annual financial statements for the previous FY on time Maximum score is 4 | 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 LLG submitted its Annual Financial Statement to the Auditor General (AG) on time by Aug 29 | 4 |

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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>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>i. Q1 by 15th October score 1 or else 0</p> | <p>The quarterly report was available but not submitted in time</p> | 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>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>ii. Q2 by 15th January score 1 or else 0</p> | <p>The quarterly report was available but not submitted in time</p> | 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>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>The quarterly report was available but not submitted in time</p> | 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>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>The quarterly report was available but not submitted in time</p> | 0 |
| Maximum score is 6 | | | | |

E. Human Resources Management for Improved Service Delivery

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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: (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0 | The SAS appraised all staff in the LLG including extension workers | 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: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) - score 2 or else 0 | The SAS appraised Primary School Head teachers in public primary schools | 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 SAS does not appraise HC in-charge | 0 |
| 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 list was publicized on the notice board, Personnel files were reviewed, staff attendance register and staff performance reports were produced and are available. | 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 | Monthly analysis of staff attendance was produced with recommendations | 3 |

F. Implementation and Execution

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| 14 | The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2 | 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 | The investments budgeted for were on eligible activities as per the DDEG investment menu. | 2 |
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| 15 | The LLG spent the funds as per budget Maximum score is 2 | 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 | The executed budget did not deviate for any of the sector programs by more than 10% | 2 |
| 16 | Completion of investments as per annual work plan and budget Maximum score is 3 | Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0. | The investment projects planned were completed as per work plan and the progress report and certificate of completion were available | 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 | The LLG did not carry out environmental, social and climate change screening as required | 0 |
| 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 | There is no Grievance Handling system | 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 | The LLG did not publicize the grievance redress mechanisms | 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 | The LLG has a functional Area Land committee in place and he appointments were available | 1 |

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

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| 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 | There are reports on awareness campaigns and parents' mobilization | 3 |
| 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 | The LLG monitored schools and monitoring reports were available | 4 |
| 22 | Existence and functionality of School Management Committees Maximum score is 3 | Evidence that the LLG have functional school management committees in all schools; score 3, else score 0 | The LLG has functional school management committees and the minutes were available | 3 |
| I. Primary Health Care Services Management | | | | |
| 23 | Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3 | Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0 | There are reports on awareness campaigns and community mobilization | 3 |
| 24 | The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4 | Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0 | The SAS submitted monitoring report on health service delivery | 4 |
| 25 | Existence and functionality of Health Unit Management Committee Maximum score is 3 | Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0 | The LLG has a functional Health unit Management Committee in place for its Health Facility | 3 |

J. Water & Environment Services Management

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| 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 wrote a letter requesting the DWO to be considered in the current FY and it was available | 3 |
| 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 SAS submitted monitoring reports on water and environment and reports were available | 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 | The LLG has a functional Water and Sanitation Committee in place | 2 |
| 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 | The SAS had an updated lists on all its water and sanitation facilities | 2 |

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

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| 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.
The LLG extension staff have collected, analyzed and reported data on agriculture **2**
- 35 Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings
Maximum score is 2
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
Reports on awareness creation were available, awareness materials distribution lists and attendance lists for the awareness events were also in place **2**
- 36 The LLG has carried out monitoring activities on production activities for crops, animals and fisheries
Maximum score is 2
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
Monthly monitoring reports by extension staff and Supervision reports by SAS were available **2**
- 37 Farmer trainings through training farmer field schools and demonstrations organized and carried out
Maximum score is 2
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.
The LLG extension staff carried out farmer trainings and training reports and attendance sheets were available **2**

The LLG has provided hands-on extension support to farmers and farmer organizations / groups

Maximum score is 2

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

The LLG extension staff have provided extension support to farmers and farmer groups and the Field reports were available