



## **LLG Performance Assessment**

LLG Name: Kanyabwanga Subcounty

Mitooma District

(Vote Code: 893)

<b>Assessment</b>	<b>Scores</b>
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LLG Performance Assessment	59%
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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>The composition of PDCs for each parish in the LLG are available</p> <p>minutes of PDCs were submitted with evidence dated 30/4/2023 Rucence, 30/3/2023 kati, 25/3/2023 Rwekureiju, 6/6/2023 Rwamuniori, 15/5/2023 Bwera.</p> <p>The list of proposals submitted for the revolving funds were available 17/4/2023 Rwamuniori, 2/5/2023 Rwenkureiju, 4/5/2023 Kati.</p> <p>Field mobilisation report minutes were available 30/4/2023 Rucence and 31/1/2023 Rwamuniori.</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 available</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>The LLG has a mapping report for Raising the village</p>	2

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:

ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0

Approved activities to be implemented within the Parish were available.

AWP and Budget were in place

Maximum score is 6

2

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:

iii. Priority enterprises that can be implemented in the parish score 2 or else 0

Priority enterprises were available and the VEC were provided guidance on choosing priorities.

AWP and budget were also available.

Maximum score is 6

2

## B. Planning and Budgeting

4

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:

i. Is consistent with the LLG approved development plan III; score 1 or else 0

Approved development plan III and Annual Work plan and Budget are consistent and available it is evidenced by the construction of a 2 pit latrine stance at Rwamuniori p/s on page 5 of the budget, DIII on page 20

1

4

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:

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.

All the parishes priorities were submitted to the sub county and were incorporated in the AWPB e.g. construction of a 2 pit latrine stance at Rwamuniori p/s on page 5 of the budget, DIII on page 20

1

4

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  
 iii. Is based on the outcomes of the budget conference; score 1 or else 0

No budget conference was held due to limited funds

1

Maximum score is 6

4

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines

iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0

The LLG budget include investments to be financed by the LLG , they were vaialable

1

Maximum score is 6

4

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines

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 LLG developed project profiles for all capital investments on page 32 of the DP III

1

Maximum score is 6

4

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines

vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0

the LLG did not submit the budget on time

0

Maximum score is 6

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

the LLG did not submit the procurement plan, No PDU files were avaialble

0

Maximum score is 2

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

the approved LLG Budget for the current FY comply with the investment menu in the DDEG grant, it is evidenced by completion of latrines at Rwamuniori p/s and Rwenkureiju p/s

2

### 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.

The LLG budgeted 7,700,000= and collected 4,752,124= which makes 38% and does not lie between +/-10

0

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

The LLG previous year but one collected 4,845,447= and collected 4,752,124= in the previous year which decreased by - 1.9%

0

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 OSR to the administrative units evidenced by payment vouchers

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 36% on councilors allowances which is more than 20%

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 spent 200,000= on compound maintenance Page 3 of the budget which is 4% of the collected revenue 4,752,124=

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.

The LLG Publicised the OSR on notice board

1

#### **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 31st-08-2023

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

Maximum score is 6

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

The LLG did not submit Q1 report

0

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

Maximum score is 6

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

The LLG submitted Q2 report on time by 12th/02/2023

1

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:  iii. Q3 by 15th April score 1 or else 0	The LLG did not submit Q3 report	0
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:  iv. Q4 by 30th July score 3 or else 0	The LLG did not submit Q4 report	0

Maximum score is 6

#### **E. Human Resources Management for Improved Service Delivery**

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 his staff evidenced by Atuhaire Peace who was appraised on 30/6/2023	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	Primary School Head teachers in public primary schools were not appraised	0
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 HC in-charge was not appraised by the SAS	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 available on the notice board staff structure was also available i.e. 6/5/2023	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	The staff attendance book was not analyzed	0
<b>F. Implementation and Execution</b>				
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	construction of a 2 pit latrine stance at Rwamuniori p/s on page 5 which is eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines	2
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	From the AFS the LLG did not deviated more than +/- 10% from the sector ceilings and programs.	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.	construction of a 2 pit latrine stance at Rwamuniori p/s on page 5 of the Workplan was completed evidenced by payment voucher and completion certificate	3
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	Did not carry out environmental, social and climate change screening of the project	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 feedback, 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 system for recording, investigating and responding to grievances is available

The complaint book is in place

1

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 has publicized the grievance redress mechanisms on the notice board

1

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

Area Land Committee and their appointments are in place dated 14/12/2021

And their minutes are available too 15/5/2023

1

#### **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

Reports on awareness campaigns and parents' mobilization are not available

0

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:

Monitoring report for term 2 was in place dated 29/6/2023

1

If all schools (100%) - score 4

If 80 - 99% - score 2

If 60 to 79% score 1

Below 60% score 0

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

All schools have functional school management committees in place

3

Minutes for SMC are available dated 29/6/2023 Rwenkuriju p/s, 24/6/2023 kati p/s and 16/9/2022 Kitaka p/s

## 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

Reports on awareness campaigns and community mobilization are not available

0

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

Monitoring reports on health are not available

0

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 health facility has a functional health unit management committee and their minutes are in place dated 17/3/2023 and 29/5/2023

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 did not submit in writing a request to the DWO

0

27

The LLG has monitored water and environment services delivery during the previous FY

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

Monitoring report on water and environment was submitted dated 15/5/2023

3

Maximum score is 3

28

Existence and functionality of Water and Sanitation Committees

Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0

2

Maximum score is 2

29

Functionality of investments in water and sanitation facilities

Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0

2

Maximum score is 2

The LLG has a functional Water and Sanitation Committee and minutes dated 6/5/2023

The SAS has an updated list on all its water and sanitation facilities including public latrines and their functionality status.

#### **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 (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

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines (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

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines (iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

Maximum score 3

32

The LLG has developed and implemented a solid waste management plan (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

Maximum score 2

32

The LLG has developed and implemented a solid waste management plan (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0

Maximum score 2

33

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

Maximum score is 3

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 production statistics were available dated 2/3/2023

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

Awareness report was available dated 15/5/2023

2

No distribution of agricultural materials was done because of PDM

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

No monthly reports and supervision reports were available

0

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.

Training reports and attendances were not in place

0

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	Field reports were available dated 10/4/2023 and 4/7/2022. farmer visits dated 4/1/2023, 6/1/2023, 10/1/2023 and 12/1/2023
Maximum score is 2		