



LLG Performance Assessment

LLG Name: Kashenshero Subcounty

Mitooma District

(Vote Code: 893)

Assessment	Scores
LLG Performance Assessment	70%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
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>PDM guidelines available</p> <ul style="list-style-type: none"> • List of PDCs members for each parish in the LLG available <p>for Bukari, Bukuba, Kyanzire, kirera and Nyakanoni parishes</p> <ul style="list-style-type: none"> • Minutes of PDCs/WDCs <p>for Bakari and Bukuba were available dated 15th-03-2023 min:2023 and 05th-01-2023 min 02/PDC/2023 respectively</p> <ul style="list-style-type: none"> • List of proposals submitted for the revolving funds were available • Report for field mobilization not seen 	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 & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<ul style="list-style-type: none"> • NGOs, CBOs & CSO mapping report not available • List of Parish priority enterprises available • Sensitization reports at village level seen • Attendance sheets not seen • Approved work plan and budget for current FY reflecting parish activities were available • Consultative meeting minutes not available • A letter by CAO/TC communicating incorporation of Parish issues into the LG annual Work plan not seen • LLG council minutes were available 	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>	no evidence	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>	no evidence	0

B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	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	LLG Approved Development Plan III and AWPB were available but lacking consistence in planned and budgeted activities	0
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	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.	ranked priorities were not evidenced	0
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	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	They didn't hold budget conference so no budget conference reports evidenced	0
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	compound mantainance budgeted on page 7 in Annual workplan	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	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	project profiles for all capital investments were not available	0

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	the LLG budget was submitted on 09th -05-2023	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	Procurement plan was available submitted on 14th-3-2022	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	Budgeted according to DDEG guidelines which was construction of a VIP latrine at Katooma 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 planned local revenue and collected local revenue had a difference of 26% which is above 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	OSR collected increased from previous FY but one to previous FY by more than 5 % which was 24.9%	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.	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	spent 25% on the councilors allowances evidenced from transfer vounclers	1
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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: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	evidenced from the budget	1
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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: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	not publicised	0
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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	LLG submitted its Annual Financial Statement to the Auditor General (AG) on time(30th -8-2023)	4
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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	not submitted	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>ii. Q2 by 15th January score 1 or else 0</p>	not submitted	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>iii. Q3 by 15th April score 1 or else 0</p>	not submitted	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>	not submitted	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>extension workers were assessed on 31st-07-2023 which was above 30th-06-2023</p>	0
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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	Primary School headteachers were assessed on 25th-12-2022 which is below 31st December	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	In charges are not appraised by sub county chiefs	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	staff lists were publicized	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	Reports for monthly staff attendance were analysed and reports were obtained	3

F. Implementation and Execution

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	LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines which was construction of a VIP latrine at katooma P/S	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	Construction of a VIP latrine at Katooma P/S budgeted (10,131,100) and paid (10,000,000) on payment voucher which is between +/- 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.	Certificate of completion was evidenced with 100% completion of the project	3
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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	Environmental and social screening reports were obtained dated 22nd-09-2022 for construction of a VIP latrine at Katooma P/S	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 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 LLG has specified a system for recording, investigating and responding to grievances and grievance holding committee was displayed on notice board	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 grievance redress mechanism and committee was publicized on 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	Appointment letters were obtained all dated 28/8/2021 for Byamugisha Jack, Akankwatsa Grace, Grace Rugumirwa, Muramuzi	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	No Reports on awareness campaigns and parents' mobilization for improvement of education services	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: If all schools (100%) - score 4 If 80 - 99% - score 2 If 60 to 79% score 1 Below 60% score 0	School Monitoring reports were obtained one dated 11th-8-2022 for all schools	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	One set of Minutes of school management committees were obtained dated 09/3/2023	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	Awareness campaigns and community mobilization reports were obtained one dated 19th-4-2023	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	HUMIC Minutes dated 27th-09-2022 were obtained and appointment letters for HUMIC committee were available dated 26th-8-2021	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	HUMIC Minutes dated 27th-09-2022 were obtained and appointment letters for HUMIC committee were available dated 26th-8-2021 that means its operational	3
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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	Requests from the LLGs were not obtained	0
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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	water and environment monitoring reports were available one dated 26th-4-2022	3
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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	composition of Water and Sanitation Committees members were available and published on notice board Minutes of meetings were available,	2
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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/progress reports were not obtained	0
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K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(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</p>
30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(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:</p> <p>20% in 2022/23</p> <p>30% in 2023/24</p> <p>40% in 2024/25</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(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</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(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</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0</p>
32	<p>The LLG has developed and implemented a solid waste management plan</p> <p>Maximum score 2</p>	<p>(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</p>

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.	Production statistics reports were obtained reports on awareness creation were obtained like a farm visits were available dated 22th-09-2022 were they visited Muhwezi Justus Irrigation requests were available as per accountability report dated 24th-04-2023	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	reports on awareness creation were obtained dated 5/06/2023	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	<ul style="list-style-type: none"> • Monthly monitoring reports by extension staff and Supervision reports were obtained 	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.	Farmer training reports, attendance lists available for coffee harvesting meeting held on 30th - 09-2022 and activity schedule for training available dated 06-01-2022	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	Field reports were available and reports for farm visits	2