



LLG Performance Assessment

LLG Name: Katenga Subcounty

Mitooma District

(Vote Code: 893)

Assessment	Scores
LLG Performance Assessment	95%

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>The subcounty has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines evidenced by PDC minutes dated 5/5/2023 for Rukararwe Parish, 31/3/2023 for Igambiro parish, 06/6/2023 for Kirembe and 23/09/2022 for Bitooma parish.</p> <p>List of proposals submitted for PRF are available and report for field mobilisation is also available dated 11/1/2023</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 for previous FY is available evidenced by the one dated 8/11/2022 for Rukararwe, 4/10/2022 for Igambiro, 14/9/2022 for Bitooma and 20/9/2022 for Kirembe parish</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>Mapping report for NGOs and CBOs is available dated 30/06/2023</p>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The LLG provided guidance and information to the Village Executive Committees and to PDCs evidenced by minutes for consultative meeting are available dated 4/9/2022 for Bitooma, 22/9/2022 for Rukararwe, 12/9/2022 for Igambiro and 12/9/2022 for Kirembe</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>List of parish priority enterprises are available for all parishes</p> <p>Sensitization reports in all parishes are available dated 11/1/2023 for Rukararwe, 11/1/2023 for Igambiro and their attendance sheets are available</p>	2
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B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The LLG approved Annual Work plan and Budget (AWPB) that is consistent with the LLG approved development plan III evidenced by construction of immunisation hall Phase III and grading of roads on page 3 of the Budget and page 11&12 of the AWP.</p> <p>Council approved AWP on 16/3/2023 and Budget on 25/5/2023</p>	1
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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>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 parishes were incorporated evidenced by the letter from SAS dated 30/6/2023 communicating incorporation of parish issues in the AWPB</p>	1
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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>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 wasnot conducted because of inadequate funds</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The LLG includes investments to be financed by the LLG like purchase of a laptop under Local Revenue on page 2 of the budget</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>Project profiles for grading of roads are available dates 14/6/2023, on page 12 of the AWP, page 3 of the budget and page 49 of the DP III; immunisation hall construction on page 11 of the AWP, page 3 of the budget and page 45 of the DP III</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>The budget was submitted to the planner on 3/5/2023</p>	1
	<p>Maximum score is 6</p>			

5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Procurement plan was not done on time, it was submitted on 5/9/2023	0
	Maximum score is 2			

6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	DDEG guidelines are in place and the construction of the immunisation hall phase III is in accordance with the DDEG grant, busget and implementation guidelines	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The LLG collected OSR for the previous FY that is 6.7% of the budget. AFS is available dated 25/8/2023 and budget for the previous FY was also available	1
	Maximum score is 1			

8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	the OSR collected increased from previous FY but one to previous FY by 28.7%. The AFS were available for previous FY and previous but one FY	1
	Maximum score 1			

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	The OSR remitted to administrative units was 1,160,000 and that was done on 31/5/2023 evidenced by transfer vouchers	1
	Maximum score 4			

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 councillors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	The LLG used 42.8% on councillors' allowances in the previous FY	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 used at least 5% OSR funds on operational and maintenance and that was 2m 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: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	The OSR was publicised on the LLG 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 AFS was submitted to the Auditor General on 25/8/2023	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	Q1 was submitted to the planner on 30/9/222	1

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>	<p>Q2 was submitted to the planner on 30/12/2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3 was submitted to the planner on 30/3/2023</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Q4 was submitted on 30/6/2023</p>	3

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>The SAS appraised staff before 30th June evidenced by appraisal for Tindyebwa Elesmas that was appraised on 30/6/2023</p>	2
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12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The SAS appraised Head teachers after December 2022	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	Not applicable because the LLG doesnot have a 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	The stafflist was publicised on the notice board The staff attendance register was 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	The staff attendance register with recommendations was available with its monthly analysis dated 29/6/2023 for the whole FY	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	The LLG budgeted and used 18,566,604= of its DDEG funds on construction of immunisation hall evidenced by payment vouchers No. 13/5, 14/5, 7/5, 2/11 and 20/5	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	The LLG didnot deviate from the sector ceilings and programs evidenced by tpayment vouchers 13/5, 14/5, 10/5, 7/5, and 2/11	2

16	Completion of investments as per annual work plan and budget	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :	The project was completed 100% according to the workplan and the certificate of completion was available dated 10/5/2023	3
	Maximum score is 3	If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.		

G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY	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 carried out environmental, social and climate change screening evidenced by the report dated 27/7/2023	2
	Maximum score is 2			
18	The LLG has an Operational Grievance Handling System	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	The LLG has specified a system for recording, investigating and responding to grievances evidenced by the committee and the complaint logbook.	1
	Maximum score is 2			
18	The LLG has an Operational Grievance Handling System	(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 mechanisms was publicised on the noticeboard	1
	Maximum score is 2			
19	The LLG has a functional land management system	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 fully constituted Area Land Committee with appointment letters dated 14/12/2021 and has sets of Minutes for the previous FY dates 30/6/2023	1
	Maximum score 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 for improvement of education services are available dated 12/6/2023	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 SAS monitored all schools in the LLG for three terms evidenced by the report dated 17/04/2023	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	All schools have functional SMCs with minutes dated 19/9/2022 for Kyamushongora p/s, 17/2/2023 for Rukararwe p/s, and 31/03/2023 for Rutaka p/s. Action plans were reflected in the resolutions and wayforward.	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	Reports on awareness campaigns and community mobilization for improvement of primary health care are available dated 7/4/2023 and 30/6/2023	3
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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	LLG monitored aspects of health service delivery during the previous FY evidenced by the report dated 30/6/2023	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	Not applicable because the LLG doesnot have a health facility	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 submitted in writing requests to the DWO for consideration in the planning of the current FY with evidence of the letter dated 1/12/2022 and received on 5/12/2022 by the Assistant Engineering Officer for water. The filled village application forms for water sources were also available dated 16/8/2022,29/9/2022 and 2/10/2023	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 monitored/supervised aspects of water and environment services with evidence of a report dated 5/6/2023	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 with minutes dated 11/1/2023 and action plan dated 4/5/2023. Use of Community Contributions for Water Source Maintenance was also available dated 11/1/2023	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	The SAS has a list of updated water sources and facilities dated 30/6/2023	2
	Maximum score is			
	2			

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

30	Development of the Physical Development Plans as per guidelines	(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
	Maximum score 2	

30	Development of the Physical Development Plans as per guidelines	(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:
	Maximum score 2	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	(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
	Maximum score is 3	
33	Operation and Maintenance of infrastructure	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0
	Maximum score is 3	

L. Production Services Management

34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>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.</p>	<p>Production statistics report available dated 6/6/2023</p>	2
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Reports on awareness creation available dated 23/2/2023</p> <p>The distribution lists and attendance sheets were available for March to May 2023</p>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Monitoring reports were available dated 2/6/2023 and supervision report dated 7/7/2022</p>	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 reports were available dated 20/2/2023, 21/02/2023, 22/2/2023 and 5/3/2023</p> <p>Attendance sheets available dated 8/2/2023, 18/01/2023, 6/2/2023 and 16/01/2023</p>	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

Field reports on extension support provided were available dated 4/8/2022, 4/9/2022 and 5/10/2023

Field visits were also available

No diaries were available