



## **LLG Performance Assessment**

LLG Performance Assessment

Kabwoya Subcounty

(Vote Code: 236426)

**Score** 88/100 (88%)

No.	Performance Measure	Scoring Guide	Score	Justification
<b>Assessment area: A. Functionality of Parish Administrative Structures</b>				
1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards  Maximum score is 2	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.	0	Appraisal of proposals not seen
2	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.  Maximum score is 2	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.	2	Parish data for previous FY were submitted as per the dates 22/11/2021 and 22/12/2021
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG:  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  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0  iii. Priority enterprises that can be implemented in the parish score 2 or else 0	2  2  2	NGOs,CBOs mapping report in place ie Baylor,CEDO,HOCADEO  Approved activities in place  Annual work plan and Budget in place and PDCs guided on priority enterprises
<b>Assessment area: B. Planning and Budgeting</b>				
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	1	AWPB is consistent with the LLG approved development plan III

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.

1

Priorities from all parishes submission incorporated in the AWPB

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

1

Budget conference report in place dated 25/10/2022, and AWPB is based on its outcomes

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

1

LLG Budget includes investments to be financed in the current FY e.g

1. Opening & Grading of Nyairongo- Rwembaho-Kabegaramire Access Road and Culverts  
2. Opening and Maintenance of Kabwoya town ship roads and Culverts

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

0

LLG Project profile for all capital investments not seen

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

1

AWPB submitted on 13/5/2022

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

2

Procurement plan submitted on 29/4/2022

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

0

Prioritized investments do not comply with DDEG grant guidelines e.g Procurement of photocopier Ushs. 5,000,000

**Assessment area: 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.	0	Local revenue collected was less by 14%
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	1	OSR increase over 5%
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.	1	Remitted OSR to administrative units
		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	0	Used over 20% of OSR on councilors
		Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	0	No budget / expenditure on operation and maintenance
		Evidence that the LLG:  iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	1	Publicised OSR on notice board

**Assessment area: 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	4	AFS submitted on time that is on 30/8/2022
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	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	1	Q1 submitted on time that is on 12/10/2021

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:

1

Q2 submitted on 10/1/2022

ii. Q2 by 15th January score 1 or else 0

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:

1

Q3 submitted on 8/4/2022

iii. Q3 by 15th April score 1 or else 0

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:

3

Q4 submitted on 30/7/2022

iv. Q4 by 30th July score 3 or else 0

**Assessment area: E. Human Resources Management for Improved Service Delivery**

12

Appraisal of all staff in the LLG in the previous FY

Evidence that the SAS/Town Clerk appraised staff in the LLG:

Maximum score is 6

(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0

2

staff were appraised

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

2

head teachers appraised

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 0

0

in-charges not appraised

13

Staff duty attendance

Evidence that the LLG has

Maximum score is 6

(i) Publicized the list of LLG staff: score 3 or else 0

3

Publicized the list of LLG staff

Evidence that the LLG has

(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0

3

Monthly analysis of staff attendance in place



**Assessment area: 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	3	LLG has conducted awareness campaigns and parent's mobilization for improvement of education service
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	4	LLG monitored all schools
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	3	LLG have functional school management committees in all schools

**Assessment area: 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	3	LLG has conducted awareness campaigns and mobilized communities for improved primary health care service
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	4	LLG monitored aspects of health service delivery during the previous FY
25	Existence and functionality of Health Unit Management Committee	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the	3	LLG has functional Health unit Management

Maximum score is 3	LLG; score 3, else score 0	Committee for all Health Facilities
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**Assessment area: 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<br><br>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   | 3 | SAS submitted in writing requests to the DWO for consideration on 26/3/2022               |
| 27 | The LLG has monitored water and environment services delivery during the previous FY<br><br>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 | 3 | SAS monitored/supervised aspects of water and environment services during the previous FY |
| 28 | Existence and functionality of Water and Sanitation Committees<br><br>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                         | 2 | LLG have functional Water and Sanitation Committees                                       |
| 29 | Functionality of investments in water and sanitation facilities<br><br>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                                     | 2 | SAS has an updated lists on all its water and sanitation facilities                       |

**Assessment area: L. Production Services Management**

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|----|--|--|---|--|
| 34 | Up to date data on agriculture and irrigation collected, analyzed and reported<br><br>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. | 2 | LLG extension staff have collected, analyzed and reported data on agriculture          |
| 35 | Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings<br><br>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  | 2 | LLG has carried out awareness and mobilization campaigns on all aspects of agriculture |

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>	2	<p>LLG extension staff has implemented monitoring activities on agricultural production</p>
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>	2	<p>farmer trainings reports on agriculture on file</p> <p>Attendance sheets in place</p>
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	2	<p>Extension staff have provided extension support to farmers and farmer groups on crop management</p> <p>Field reports on extension support on file</p>