



## **LLG Performance Assessment**

LLG Performance Assessment

Kikuube Town Council

(Vote Code: 272168)

**Score** 73/100 (73%)

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.	2	Composition of PDCs/WDCs for each parish in the LLG;  Minutes of PDCs submitted  list of proposals submitted
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 the previous FY was submitted to the LLG
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	2	mapped NGOs, CBOs & CSO Baylor, CEDO, operating in the LLG
		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	2	LLG communicated to PDCs on the projects to be undertaken
		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	2	Guidance on to PDCs and VECs on the projects that can be implemented.
<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 development plan III

	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:		AWPB Incorporates ranked priorities from all its respective parish submissions
	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	
	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	0	No evidence at the time of assessment
	iii. Is based on the outcomes of the budget conference; score 1 or else 0		
	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
	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	No project profiles seen at the time of assessment
	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	1	LLG submitted AWPB on 11th May 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	0  no evidence of submission
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	2  There was evidence that the LLG complied with DDEG Implementation guidelines.
<b>Assessment area: C. Own Source Revenue Mobilization and Administration</b>			
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  The LLG did not collect OSR for the previous FY within +/-10% of the budget.

8	<p>Increase in LLG own source revenues from last financial year but one to last financial year.</p> <p>Maximum score 1</p>	<p>Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0</p>	1	<p>The OSR collected increased by more than 5% from the previous year</p>
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p>	0	<p>There was no evidence of remittances</p>
		<p>Evidence that the LLG:</p> <p>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</p>	0	<p>LLG used more than 20% on Councilors' allowances</p>
		<p>Evidence that the LLG:</p> <p>iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0</p>	0	<p>No evidence of OSR budget used on O&amp;M</p>
		<p>Evidence that the LLG:</p> <p>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	1	<p>OSR publicised on the Town Council Offices</p>

**Assessment area: D. Financial Management**

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>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</p>	4	<p>Annual Financial Statements submitted on 30/8/2022</p>
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>i. Q1 by 15th October score 1 or else 0</p>	1	<p>Q1 was on 6th October 2021</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>	1	<p>Q2 on 04th January 2022</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:	1	Q3 on 6th April 2022
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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 on 5th July 2022
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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	All staff appraised
		Evidence that the SAS/Town Clerk appraised staff in the LLG:		Primary School Head teachers appraised
		(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	2	
		Evidence that the SAS/Town Clerk appraised staff in the LLG:		LLG does not have any HCIII or HCII
		(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else 0	0	

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	List of LLG staff was found on the notice board
		Evidence that the LLG has		Evidence of monthly analysis of staff attendance was on file
		(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	3	

**Assessment area: F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	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		
	Maximum score is 2		2	There was evidence of expenditure on eligible projects e.g Kiziranfumbi Market road 0.5km

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	0	The entity deviated by more than 10%
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.	0	There was on evidence on file at the time of assessment

**Assessment area: 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	0	No Environment and Social Safeguards Certification done
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  (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	1  1	LLG has specified a system for recording, investigating and responding to grievances,  LLG has publicized the grievance redress mechanisms
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	0	LLG has fully constituted Area Land Committee. However no minutes were on file at the time of assessment

**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	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	3	Reports on awareness campaigns and parents'
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Maximum score is 3

mobilization on file

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
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4

All schools monitored,reports on file

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
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3

Minutes of school management committees in place

**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
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3

LLG has conducted awareness campaigns and community mobilization,reports seen and on file

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
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4

LLG monitored aspects of health service delivery,reports in place

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
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0

LLG does not have any HCIII or HCII

**Assessment area: 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
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0

LLG has a functional Physical Planning Committee  
  
No evidence of

	Physical Planning Committee to the MoLHUD Score 1 or else 0		submission of Physical Planning Committee minutes to MZO.
	(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	0	No approved action area plan
	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	0 NO compliance certificate issued by MZO
	Maximum score 3		
			There was evidence of approved street names e.g
		(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	1 1. Byarubanga Road 2. Kisémbó Road 3. Gabura Road 4. Bilal Memorial Street. 5. Park Lane
		(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	0 No functional Development Control Team
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	1 Solid waste management plan in place
	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	1 Report on awareness campaigns on solid management on file
33	Operation and Maintenance of infrastructure	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0	1 Inventory register in place
	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	0	No evidence of O&M plan in place
(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	0	No evidence of expenditure on O&M

**Assessment area:** 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.	2	LG extension staff have collected, analyzed and reported data on agriculture  Reports in place
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	2	LLG carried out awareness and mobilization campaigns  Attendance lists in place  Reports on awareness on file
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	2	Monthly monitoring reports by extension staff IN place  Supervision reports by SAS/ATC in place
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.	2	Training reports in place  Attendance sheets seen
38	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	2	Field reports on extension support provided