



LLG Performance Assessment

LLG Performance Assessment

Buhimba Subcounty

(Vote Code: 236428)

Score 71/100 (71%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: A. Functionality of Parish Administrative Structures				
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 in place Minutes of PDCs submitted to the LLG The 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	All the Parishes in a LLG have compiled, updated, and analyzed data
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	Mapped NGOs, CBOs & CSO eg Baylor, Worldvision, operating in the LLG LLG provided guidance and information to the Village Executive Committees on activities to be implemented LLG provided guidance and information to the Village Executive Committees on Priority enterprises
Assessment area: B. Planning and Budgeting				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting	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	1	AWPB Is consistent with the LLG approved development

Guidelines	plan III; score 1 or else 0	plan III
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.	1 AWPB Incorporates ranked priorities from all its respective parish submissions
	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	1 Prioritized investments available
	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 AWPB includes investments to be financed by the LLG
	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 Project profiles seen but not in the prescribed format in NDP III
	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	1 LLG submitted budget and workplan on 13th 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	2 Procurement plan was submitted before 30th April 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 Budget does not highlight any priorities

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 increased more than 10%

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 increased by 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. 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 Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0 Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	0 0 0 1	No evidence of remittances to Lower Councils The LLG spent more than 20% on Councillors allowances No evidence of expenditure on M&O OSR was pinned on the 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 31/08/2022
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 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 Evidence that the LLG submitted all four quarterly	1	Q1 submitted on 15/10/2021

financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:	0	Q2 Submitted on 12/02/2022
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:	0	No evidence of submission at the time of assessment
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:	0	No evidence of submission at the time of assessment
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	Appraised all staff in the LLG
		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	Appraised staff in the LLG Primary School Head teachers
		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	Not appraised staff in the HC III & II In-charges
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: 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	0	no evidence
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	no evidence
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	no evidence
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	LLG carried out ESIA Screening but no signed E&S compliance certificate
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	Specified system for recording grievances in place 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	Area land committee in place but not functional

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	Reports on awareness campaigns and parents' mobilization in place
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 schools, reports seen
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	Functional school management committee in place Minutes on file
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	Reports on awareness campaigns and community mobilization in place
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, reports on file
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	3	Health unit Management Committee in place and operational minutes on file

Assessment area: 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	0	No evidence that the SAS submitted to DWO for consideration seen
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	3	Reports on water and environmental monitoring seen
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	0	No evidence that the LLG have functional Water Source Committees
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	2	Report on updated list of water and wash facilities in place

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	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 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 Attendance lists for the awareness is on file
36	The LLG has carried out	If the LLG extension staff has implemented		

<p>monitoring activities on production activities for crops, animals and fisheries</p>	<p>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>2</p>	<p>Monitoring reports by extension staf in place</p>	
<p>Maximum score is 2</p>				
<p>37</p>	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</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>2</p>	<p>Farmer trainings done Attendance sheets on file</p>
<p>Maximum score is 2</p>				
<p>38</p>	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</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>	<p>2</p>	<p>Extension support to farmers and farmer groups done Field reports on file</p>
<p>Maximum score is 2</p>				