



LLG Performance Assessment

LLG Performance Assessment

Kiziranfumbi Subcounty

(Vote Code: 236429)

Score 82/100 (82%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: 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>	2	<p>Minutes of PDCs submitted to the LLG</p> <p>Composition of PDCs/WDCs for each parish in place</p> <p>List of proposals submitted</p>
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>	2	<p>Parish data for the previous FY was submitted to the LLG</p>
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>	2	<p>LLG Has mapped NGOs, CBOs & CSO operating in the Area e.g World Vision</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>	2	<p>LLG provided guidance and information to the Village Executive Committees on activities to be implemented</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>	2	<p>LLG provided guidance and information to the Village Executive Committees</p> <p>on Priority enterprises that can be</p>

implemented in the parish

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 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 for the current FY 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	AWPB for the current FY 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:		
		iii. Is based on the outcomes of the budget conference; score 1 or else 0	1	AWPB is based on Budget conference held on 4th November 2021
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	1	LLG budget include 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 were prepared but not in the prescribed format as per the LGDPG.
		vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	1	LLG budget was submitted to the District on 10/5/2022
		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 inputs for the current FY submitted on 18/4/2022

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	2	Investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines
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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	LLG OSR for the previous FY out of range +/- 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 collected 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.	1	Remitted OSR to the 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	The LLG used more than 20% of the OSR on councilors allowances
		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 evidence on budgeted and used OSR funds on operational 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	Publicized OSR on the noticeboard

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	Annual Financial Statements submitted on 30/08/2022
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	1	Q1 on 7/10/2022
		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: ii. Q2 by 15th January score 1 or else 0	1	Q2 on 10/1/2022
		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: iii. Q3 by 15th April score 1 or else 0	1	Q3 on 7/4/2022
		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: iv. Q4 by 30th July score 3 or else 0	3	Q4 on 5/7/2022

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

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: (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	2	Evidence that SAS appraised staff in the LLG seen
		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	Evidence SAS appraised staff in the LLG Primary School Head teachers in public primary schools on file
				No Evidence that SAS

	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	appraised staff in the LLG HC III & II In-charges seen
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	3 There was evidence of LLG staff list on the notice board
	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	3	Produced monthly analysis of staff attendance

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	Some projects were not completed e.g the Construction of Administration block which was halted by the RDC
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	Budget execution was about 70% since some capital projects were not completed like the Administration block
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	This was due to some incomplete projects like the Administration block

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	There was no evidence of Environmental and Social screening
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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	Monitoring reports of schools on file e.g report of 18/06/2022
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 Minutes of school management committees 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	LLG has conducted awareness campaigns and mobilized communities for improved primary health care service,reports 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	Reports on health service delivery 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	3	LLG have functional Health unit Management Committee for all Health Facilities HUMC minutes

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	3	Written Water requests submission to DWO dated 15th/July/2022
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	Monitoring reports on water in place
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	2	Evidence that LLG have functional Water and Sanitation Committees in place
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	0	Updated report shows water facilities only,missing public Toilets and some washing facilities

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	extension staff have collected, analyzed and reported data on agriculture LLG Reports on production statistics seen
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	Reports on awareness and mobilization campaigns on file Attendance lists

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 on file
- 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 on file
Attendance lists on file
- 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 in place