



LLG Performance Assessment

LLG Performance Assessment

Akadot

(Vote Code: 273856)

Score 64/100 (64%)

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			
				Akadot Parish 1. PDM guideline May 2022 PDCS- LCII Okumu Moses Owor - Chief- Obol Emmanuel - Women- Auma Magret Zebia - Youth-Ochwo Ronald - PWD-Ochwo Emmanuel - Elderly- Auma Abwanise - NRM- Onyokori Vincent 2. PDC Meeting minutes dated 27th/03/2024, 10th/6/2024/18/12/2023, 3. Field monitoring report 11th/06/2024, 28th/03/2024 4. List of 50 proposals submitted Kamuli parish 1. PDM guideline May 2022 2. PDCS -Okello Benard -LCII -Alokit Christine Beza -p/c - Olowo Valantino-NRM - Othieno John- Youth Ochapa Vincent- elderly Mary Obonyo- women Okiru Julius- PWDS PDC MINUTES dated 21st/07/2023/30th/05/2024 List of Proposals for 50 Beneficiaries available. Morukonyangai Parish 1. PDM guide May 2022 2. PDC were - Okongo Benard- LCII

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

- Owino Roseline -p/c
- Etyang faurstino – Elderly
- Okaa Tophil -PWD
- Odoi Francis- Youth
- Okongo Annet- Youth
- Okiror Micheal-NRM

3. PDC minutes

- PDC Minutes dated 19th/12/2023, 15th/5/2024, 22nd/9/2023

4. Field mobilization dated 22nd/09/2023, 19th/12/2023/17th/05/2024

5. List of proposals for 50 beneficiaries submitted.

Kayoro Parish

1. PDM guide May 2022

2. PDC list

- Oboth Micheal – LCII
- Awino Juliet- P/C
- Ella Freda- Women
- Atot Agnes- PWD
- Aswat Julius -NRM
- Ochola Alex- youth
- Oloka Naftali-Elderly

3. PDC Minutes.

PDC minutes dated 16th/12/2023/18th/06/2024

PDC monitoring.

20th/09/2023

List of proposals for 50 Beneficiaries available.

Kabiro parish

PDM guides may 2023

PDC List.

- Okware Isaka- LCII
- Okoth Gilbert- P/C
- Osuna Simon-NRM
- Owino Francis- youth
- Adikini Christine- women
- Ekisa John Stanely-

			Elderly - Ogola Sebareiano-PWDS PDC Minutes Quarter 4, 22nd/04/2024 Quarter 1, meeting held on 8th/07/2023 Quarter 2 , meeting held on 19th/10/2023
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 from PDMIS available for: - 1. Akadot 2. Kamuli 3. Morukonyangai 4. Kayoro 5. Kabiro
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 0 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 0 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 0	-No list and mapping report of NGOs/CBOS operating in the subcounty. sensitization reports on PDM are available for the five parishes. No approved programme / activities to be implemented within the parish for the current financial year. Priority enterprises of all the parishes not presented during assessment.

Assessment area: B. Planning and Budgeting

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

There is consistency established

Annual work plan, Budget for current financial year 2024/2025 in place

LLG five year development plan in place.

Page 10; Awp stipulates project name under works and technical services; E.g Opening of good morning TC to Nyakesi D 3km road .

In LLG Budget page 10 stipulates Opening of good morning TC to Nyakesi D 3km road .

In LLG five year development plan page 94; stipulates Opening of good morning TC to Nyakesi D 3km road .

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.

0

Parishes prioritise exist but are not incorporated in Annual Work Plan and budget.

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

0

No budget conference report availed at the time of assessment.

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

1

The LLG budget include investments to be finance by LLG.

Investments include;

1. Purchase of gown for Speaker and Deputy Speaker.

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 availed by LLG 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	0	LLG did not have evidence of submission of LLG budget to District for the assessment team to ascertain whether submission was within required timeframe of by 15th May.
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 procurement plan submission evidence availed by LLG.
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	IPF of DDEG: 18,602,586 FY 2024/2025 80%: 14,882,068.8% investments. 1. Opening of good morningT/C to Nyakesi 'D' 3km: 8,239,744. 2. Opening of otabola Agustino to Ojelowendo 1.5km Road: 6,642,325 80% component: AWP: page 10, and In budget well stipulated under works and technical services page 11 • 10% Component: 1,860,258 • Investment sewing including Monitoring of Government projects and program Well, stipulated in LLG Budget: Page 2 under Administration. • 8% Component for parish planning including data collection: 1,488,207 • In budget ; LLG captured 5% instead of 8% not compliant on page 8 of LLG Budget 2% component: 372,052 for Nutrition committee in place stipulated on page 5 of budget.

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

On page 14 of AFS

OSR Budget: 6,835,000

Actual: 1,889,893

- Percentage Performance= $\frac{1,889,893}{6,835,000} \times 100$
- = 27.7%
- LLG did not collect OSR within +_10% of the budget.

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 0

LLG availed AFS(s)

FY 2022/2023: Actual OSR=1,841,290

FY 2023/2024: Actual OSR: 1,889,893

Increment amount= 48,603

- Increment Percentage Performance= $\frac{48,603}{1,841,290} \times 100$
- = 2.6% which is not within 5% required increment Percentage Performance.

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. 0

No remittance of mandatory share of OSR was done by LLG to administrative units.

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 0

LLG used more than 20% of OSR on councillors' allowance.

20% of OSR = 377,979

on page 13 of AFS; Councillors' Allowances totalled to 3,806,000

Evidence that the LLG:	1	5% of OSR for O&M equals to 94,494
		Expenditures incurred by LLG using OSR
iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0		page 1 Of Trial Balance equals 150,000 being payment for compound maintenance.
Evidence that the LLG:	0	
		Published OSR but not how it was used.
iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.		

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	LLG availed AFS for FY 2023/2024 submitted to office of Auditor General; Mbale Office dated 30/08/2024 which is within required timeframe of by 31st August.
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:	1	Q1 report submitted on 13/10/2023
		i. Q1 by 15th October 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	Q2: 10/1/2024
		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:report submitted on 15/4/2024
		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:report submitted on 5/7/2024.
		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

Maximum score is 6

Alokit Christine- performance plan appraisal was conducted on 28th/6/2024 by SAS. Oboi Emmanuel.

Awino Juliet was appraised on 10th/06/2024 and scored very good -4.

Okoth Gilbert was appraised on 28th/06/2024

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

Awino Roseline scored 4 and was appraised on 25th/06/2024

Production staff

- Agero Judith-AO and Ochieng Patrick AAHO were appraised in Mukujju sub county

Obol Emmanuel was appraised by DCAO on 20th /06/2024.

School Headteachers

1. Nyakol pls code 010977- ofumbi Patrick-HT not appraised.

2. Owino Eric- Kamuli pagoya pls- appraised but on 2nd/7/2024 Head teachers are supposed to be appraised on 30th/December of the calendar year.

3. Okurut Anna Godiner was in Kamuli pls appraised on 14th/12,2023

The form didnot have key outputs and targets

Section B, and B2 and actual achieved not stated.

4. Ochwo Christoper - Akadot p/s was appraised on 31st/12/2023.

5. Okurut Eresmos Abiro pls Head Teacher was not appraised by SAS.

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

0

	Evidence that the SAS/Town Clerk appraised staff in the LLG:		Kamuli HCIII
	(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	2	Amito Susan Pecho- In charge- Kamuli HCIII was appraised on 14th/06/20204
13	Staff duty attendance		
	Maximum score is 6		
	Evidence that the LLG has		List of staff of the sub county publicized on the notice board
	(i) Publicized the list of LLG staff: score 3 or else 0	3	1. Agero Judith- AO 2. Ochieng Patrick-AAHO 3. Okoth Gilbert- AG. CDO 4. Ekeya Joseph- SAAs 5. Owino Roseline 6. Awino Juliet 7. Alokit Christine Beza 8. Nafumbi Richard -HA 9. Oboi Emmaunel SAS
	Evidence that the LLG has		
	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	0	At the time of assessment , no evidence of monthly analysis of staff attendance with recommendations were presented.

Assessment area: F. Implementation and Execution

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

DDEG IPF= 18,198,800

80% component for infrastructure : 14,559,040

• **Investments**

1. Opening of Akadot C to B; 1.9km = 15,000,000
2. Opening of Akadot A-Morukonyangai 5.6km;

SAS availed a progress report dated 11/07/2024 entailing the status of the project implementation.

10% component for Investment Servicing including Monitoring and evaluation: 1,819,886

1. Under Administration; Monitoring and evaluation= 540,000 page 1 of trial balance.
2. Under Community Based Services= 190,000 page 2 of Trial Balance component of DDEG monitoring .
3. Under Education Department amounting to 440,000 page 2 stipulated as school monitoring
4. LLG carried out environment screening amounting to 150,000

8% component of Parish Planning including data collection: 1,455,00 however on page 2 of Trial Balance LLG spent 1,548,000.and did not avail data collection report to ascertain type of data collected that DDEG funds facilitated.

2% Nutrition coordination committee totaling to 363,976; LLG did not avail composition of the nutrition committee and minutes of meetings held of committee to ascertain implementation as per Terms of reference.

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	2	LLG availed AFS Budget for sectormain programs: 18,264,737 Budget execution LLG spent: 19,678,750 - Percentage performance = $\frac{19,678,750}{18,264,737} \times 100$ 107.7% which does not deviate by more than +_10% required budget execution.
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.	3	LLG availed a progress report dated 11/07/2024 for investments projects executed by LLG stipulating their status. The investments included; 1. Opened Sub County Headquaretrs CARs(Akadot C to B) 1.9km 2. Akadot A to Morukanyagai CAR 5.6km opened 3. Maianted Round- Aninda C 3.8km CAR 4. Maintained Roundo- Akadot C CAR 2.2 km All the CARs were completed as at end of quarter four of previous FY
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	2	Maintenance of Rounda- Akadot Chmeln located in Bendo. Screened on 22/3/20204 Opening of Akadot sub-County to Akadot B which was 1.9kms dated: screened on 22/3/2024.

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

1

(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

0

Complaint received on
3rd/7/2023 by Etungat
Joseph kayoro on the
issued of killing the turkey
of PDM

The grievance committee
focal person.

The Grevience redress
committee members
includes;

Obol Emmanuel -C/P

Okoth Gilbert- Secretary

Adikini Faith

Auma Margret

Nasusi Richard

Okware John

No sub-County Grievance
redress pathway.

Not publicized the
grievance redress
mechanisms so that
aggrieved parties know
where to report.

19

The LLG has a functional land management system

Maximum score 1

Appointment Letter of Area Land Committee members

Mr okoroi constance
Wandera Min no.
26th/TDLG/C/25/03/2022

MIN NO
26/TDLG/C/25/03/2022

Nyafamba Rose min no
26/TDLG/C/25/03/2022

Ombaga Moses, min no
26/TDLG/C/25/03/2022

Minutes of Area Local Committee.

The meeting was held on 26/3/2024

Third Quarter

The need to involve land owners during inspection of land.

Second Quarter meeting held on 14/12/2023

Area Land Committee to coordinated the community numbers on matters of survey.

Meeting held on 28/9/2023, the committee should sensitize the community on importance of surveying new land

The committee should have quarterly meeting to analyse the progress of the country.

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

1

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

Report on sensitization and awareness campaign held on 14th/05/2024

Role of parents c-counselling of pupils

Peer

- GBV- child labour, neglect, abuse, rape

Report prepared by Okoth Culbert CDO on 6/5/2024.

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	2	Monitoring report in place for the schools of kabiro, Akadot, Kamuli and Nyakoli 18/09/2023 and 19/2/24 monitoring of Kamuli pagoya Find in adequate desks- more desk for school should be added 8/6/2024 Nyakol plus enrolments and attendance 4/05/2024- Akadot + GBV and children's right
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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	10th/7/2023 Feeding of learners Uniforms Class day and 30th/8/2023 Collection of develop tee
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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 in place dated 16/7/2023 Thematic meeting
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	Minutes in place held on 5/3/2024 and 1st/5/2024 Report dated on 16th/11/2023.
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	0	seen 1 minute dated 21st/5/20204 no action plan Appointment letters not seen

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	Request for water sources (borehole) dated 20th/Feb/2024 received by Namjasi for DWO on 21st/2/2024
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	Request for water sources (borehole) dated 20th/Feb/2024 received by Namjasi for DWO on 21st/2/2024
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 presented during assessment.
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	No evidence presented during assessment.

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.	0	No evidence presented during assessment.
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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	Training reports to DPO dated 7th/06/2024, 18th/03/2024(01 january-31st march, 2024) 18th/03/2024 (01/07-31st/12/2023) Quater 3, 2nd/4/2024 Quarter 1, 09th/10/2023.
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	Monitoring report submitted to DPO on 18th/03/2024.
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 submitted to DPO on 18th/03/2024, 18/03/2024, 18th/03/2024,18/03/2024 including attendances.
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 visit reports submitted to DPO dated on 27th/06/2024, 18/03/2024, 18th/3/2024. Vet field visit report for 1st January-31st march, 2024.