



LLG Performance Assessment

LLG Performance Assessment

Iyolwa Subcounty

(Vote Code: 236997)

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.	The LLG availed PDC composition and guidelines for two parishes namely Poyem and Auyo parish. Information on Nyemera parish was not provided • Composition for Poyem parish 1. Chairperson – othieno keneth 2. Secretary – Ayub Isabirye 3. NRM – Athieno Robina 4. Women – Apio Proscovia 5. PWD – Olowo Zerumaberi 6. Eldery – Opendi Andrew 7. Youth – Omalla Patrick • Composition for Auyo parish 1. Chairperson – Okello Obbo Ndejjo 2. Secretary – Ayub Isabirye 3. NRM – Okoth Mulanda 4. Women – Aketch Jane 5. PWD – Opio Magala 6. Eldery – Oyango gidion 7. Youth – Oketcho David There was no information availed on Nyemera parish because the parish is not coded Evidence on PDC mobilization meetings for all the parishes not provided There was evidence that the two parishes of Auyo and Poyem submitted the list of proposals for the revolving funds during the previous FY List of proposals provided include Poultry, piggery,

			maize cassava and dairy
			There was evidence of minutes that the LLG carried out appraisal for Nyemera parish on 30/05/2024 and Poyem on the 27/5/2024
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. 0	Parish data provided had missing variables as per PDM guidelines
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	The was evidence on mapping of NGO, CBO and SCO for the previous FY and their involvement in awareness creation about PDM and planning cycle ie Message Uganda, Poyem community tree planting and institutional greening, UWESO and NIYETU
	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	There was no evidence of meetings held with the PDC and village executive on approved activities to be implemented with in the parish	
	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	The LLG did not provide guidance to the PDC and village executive on priority enterprises that can be implemented in the parish	

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

- Development plan consistant with AWBP for the previous year.
- Construction of 3 stance pit latrine in annual workplan page 5 and on page 122 in the 5 year development plan.

Opening of Nyamilinde B,C-Poyem CAR, Opening of Patumba- Bumanda P/S CAR in page 6 of annual workplan and on page 66 of the development plan

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

The LLG held parish planning meeting to incorporate ranked priorities. The LLG provided minutes for parish planning meeting held on the 14/9/2023.

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

This evidence was not provided during assessment

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

1

There was evidence that the LLG budget include maintenance of Nyamulinde road on page 6 annual workplan and on page 5 of the budget

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

1

The LLG prepared project profiles for all capital investments for the current FY as per the prescribed format and submission was on the 13/5/2024

	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	1	The LLG submitted its budget to the district on the 13/5/2024 as per the submission letter.
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	The LLG prepared and submitted the Development plan to CAO's office on 16/4/2024
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 prioritized investment comply to the DDEG grant. Projects include Opening Nyamilinde B, C – poyem p/s community access road and completion of 5 stance pit latrine at poyem p/s
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	The LLG budgeted for 1,610,000 and collected 1,276,017 $1,276,017/1,610,000 \times 100 = 79.3\%$ $100\% - 79.3\% = 20.7\%$ The LLG LR collection declined by 20.7%
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	Actual OSR collection foe 2023/2024 - 1.276.017 Actual OSR for 2022/20233 - 904,252 $1,276,017 - 904,252 = 371,765$ The LLG realized an increment in OSR by 41%
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 evidence of remittance of OSR to the administrative units

		Total OSR collected 1,276,017
Evidence that the LLG:		20% of 1,276,017 =255,203.4
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	Actual spent on council =459,000 The LLG spent more than the 20% OSR on council
Evidence that the LLG:		
iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	1	The LLG used 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.	0	The LLG did not publicize OSR expenditure 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	The LLG submitted the AFS to Auditor General on 13/8/2024
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 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	Timely submission of quarterly financial and physical progress report CAOs office was done Q1 submitted on 11/10/2024 Q2 submitted on 12/1/2024

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 11/4/2024

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 submitted on 2/7/2024. All the quarterly submission done in time

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

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

All LLG staffs had been appraised in the FY 2023/2024 and their files submitted to CAO's office on 27/06/24

1. **LLG staffs**
2. Awori Innocent parish chief
3. Ayubu Isabirye parish chief
4. Orukan Stanley SAA
5. Abino Jennifer AAHO
6. Atim Hellen H/A

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

List of Headteachers

1. Akongo Grace education assistant
2. Asio Naume Education Assistant
3. Oluka Nelson Education Assistant
4. Akello grace Education Assistant
5. Nyachwo Eunice education Assistant

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 2

List of HC in-charge

Madam Apai caroline Enrolled Nurse In- Charge
Iyolwa HCIII had been appraised. Appraisal form submitted to CAO's office on the 27/6/2024

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

The LLG publicized the staff list and staff structure on the office notice board

The LLG prepared monthly analysis of staff attendance with recommendations to CAO

Monthly staff attendance analyzed as follows ;

1. July 2023 dated 08/08/23 received in 08/08/2023
2. August 2023 dated 12/9/2023 received 11/4/2023
3. September 2023 dated 23/10/2023 received 13/10/2023
4. October 2023 dated 07/11/2023 received 08/11/2023
5. November 2023 dated 14/12,2023 received 18/12/2023
6. December 2023 dated 15/01/2024 received 17/01/2024
7. January dated 14/02/2024 received on 1/02/2024
8. February 5/03/2024 received on 05/03/2024
9. March 2024 10/04/2024 received on 19/04/2024
10. April 2024 8/05/2024 received on 08/05/2024
11. May 2024 10/6/2024 received on 10/05/2024
12. June 2024 16/7/2024 received on 16/07/2024

Evidence that the LLG has

(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

0

This evidence was not provided

Maximum score is 2

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	AFS for last financial year not seen
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 no evidence of completion

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	There was evidence of Environment and social screening report of Nyemera - Kigur CAR. Costed ESMP developed Nyemera - Kigur CAR
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	Complainants log book in place and referral path way displayed on the notice board Grievance redress mechanism displayed on the notice board
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	1	Appointments letters for 2 members dated 4/04/2022 were availed. Appointments for Mr. Onder Shadrack and mr. Oketcho Simon Kila seen Minutes for meetings not availed.

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	The LLG conducted awareness campaigns for improvement of education services on the 24/05/2024 at the Subcounty headquarters
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	There was evidence of school monitoring of all schools at least once per term. The LLG has only one government school namely Poyem primary school. The LLG availed monitoring reports dated 27/05/2024, 5/2/2024 and 18/09/2023.
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	Minutes for school management committee meetings availed. SMC meetings held on 7/08/2023,30/1/2024, 25/06/2024 and 10/05/2024

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	The LLG carried out awareness campaign with the VHT to improve PHC on the 26/09/2024 at the Subcounty Headquarters.
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	0	This evidence was not provided

25	Existence and functionality of Health Unit Management Committee						HUMC in place
	Maximum score is 3						Members of the HUMC
		Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	0				1. Mr. Matindi Keneth 2. M/s. Nawesa Annet 3. M/s. Awor Jane 4. Mr.opi Tonny 5. M/s. Alowo Mary Oliver
							There was evidence of HMC meetings held on 14/03/2024, 11/10/2023 and 11/12/23 as per the minutes provided
							Minutes for Q1 and Q4 missing
Assessment area: J. Water & Environment Services Management							
26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	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				There was evidence of requests for bore hole allocation submitted to CAO's office on the 27/5/204. The LLG availed requesta for Nyamilinde A, Nyamilinde B and Nyamilinde C
	Maximum score is 3						
27	The LLG has monitored water and environment services delivery during the previous FY	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				There was evidence that the LLG monitored water sources and environment services in all the parishes. Monitored and supervised wetlands activities and report submitted to SAS on the 12/9/2023
	Maximum score is 3						
28	Existence and functionality of Water and Sanitation Committees						Composition of water use committees for one bore hole availed
	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				Minutes of water user committee and their action plan not availed during assessment.
							There was no evidence of community contribution towards the maintenance of water sources

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	The LLG availed Updated report showing water and sanitation status of the subcounty. A detailed annual report on water and sanitation compiled by the Health inspector and submitted to SAS on the 15/6/2024
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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	There was evidence that production statistics data was collected, analysed and submitted on PDM enterprises, emyoonga and OWC and submitted to DPO Q1 report received 10/12/2023 Q2 received on 18/3/2024 Q3 received on 06/5/2024
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	The LLG provided evidence on creation awareness on control and management of Rabies and Tsetse flies and stray dogs. This was conducted on the 27/2/2024 at the subcounty headquarters The LLG conducted awareness creation on the dangers of tsetse flies in farms and proper use of antibiotics. Report received on 06/05/2024

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

There was evidence that the LLG conducted monitoring and supervision of PDM and individual farmers engaging in cassava production, piggery poultry, cattle keeping.

According to the report provided by the assistant animal husbandry officer, a total of 31 farmers were monitored and supervised whereby 9 farmers are actively engaged in poultry, 20 piggery and 2 dairy.

The LLG conducted surveillance animals diseases i.e. east cost disease, trypanosomiasis, anaplasmosis and pink eye. Reports were submitted to DPO on 9/10/2023, 19/12/2023 and 28/12/2023

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

The LLG participated in training of farmers on poultry rearing, PDM enterprise selection, and budgets. Training was conducted per parish. All training reports were submitted to DPO. Sampled dates of submission; 12/7/2023, 11/01/2024, 3/4/2024.

The LLG established a demo of poultry in Bedo zone Awuyo parish, piggery in Poyem and BATER-DK in Pabone parish. Reports received on 25/6/2024.

Attendance lists and training program were attached.

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	There was evidence of reports on extension support to farmers on raising of tomato seedlings, planting of soya beans Report received on 11/7/2024 Supported farmers during lumpy skin vaccination in Nyemera zone, report received on 06/07/2024
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