



LLG Performance Assessment

LLG Performance Assessment

Iyolwa Town Council

(Vote Code: 273846)

Score 67/100 (67%)

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			PDM guidelines Pabone ward Oburu George Stephen-LCII Okoth Emmanuel- P/C Anyango Justine-Women Okware Simon- Youth Angatai Bisansio-PWD Ologo Gervase Stephen- Elderly Obbo Martin Ajaba-NRM Iyolwa ward Jim okiror Obbo -LCII Ayubu Isabirye- P/C Odoi Obadi- Elderly Owere paul- NRM Obboth John peter-PWD Asinde Eron- Youth Akumu Anna Tereza- Women Gule ward Ochieng Valantino Bola-LCII Padde Micheal-P/C Ochieng John Martin- Elderly Athieno Lucy- Women Ochieng Julius- youth Akoth Josephine-PWD Ofumbi Sam- NRM Nambogo ward. Atono Jane-LCII Ogunda Emmanuel- P/C Alowo Jane Francis- women Ojode peter- NRM Anyango Susan- Elderly Olukkollo Samson-youth Adhola Simon-PWD
	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	

				PDC Minutes and PDC monitoring
				Pabone ward
				PDC minutes dated 15th/12/2023 on data of PDM in the ward.
				Monitoring on 14th/12/2023
				PDC minutes dated 10th/08/2023 and PDC monitoring dated 23rd/08/2023 on PDM beneficiaries of health service issued in the ward
				PDC minutes 23rd/05/2024
				PDC monitoring 17th/4/2024 on PDM and roads
				Iyolwa ward
				PDC minutes dated 22nd/05/2024
				Monitoring 23rd/05/2024 on PDM and other government programmes
				Nambogo ward
				PDC minutes 17th/12/2023
				PDC monitoring 18TH/01/2024 on PDM and other government programmes
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.	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
	Maximum score is 2			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	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	List of NGOs and CBOs available
	Maximum score is 6			

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

Opening of pomita ariwa to Nambogo central via pochieng road

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

Priority enterprises to the implemented in parishes of Iyolwa, Nambogo, Gule Pabone not presented by the time of assessment.

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

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:

Maximum score is 6

i. Is consistent with the LLG approved development plan III; score 1 or else 0

0

AWP page 7: opening pomita ariwa to Nambogo central via po ochieng, olendi, pagwangala, p' olowo olwiyo and pu odoi yona CAR

Budget page 4: same road.

DDPIII: Has both opening and culvert installation which is not in other AWP and Budget.

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

No priorities given at the time of assessment.

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

LLG availed a budget conference report dated 4th/10/2023

Outcomes such as : under works and technical services

Opening of po ochieng omiwa to Nambogo central viapo ochieng olendi CAR which is plan and budgeted for

Maintenance of pa daudi to Ngetta C CAR.

iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	0	No 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	No project profiled available in LLG.
vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	0	LLG C/P signed on 30th/05/2023 Arguabla LLG submitted to district on 13th/5/2024 which is not coherent

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	At time of assessment LLG did not avail evidence of procurement plan submission to ascertain procurement to be evidenced this current financial year.
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	The DDEG guidelines for grant, Budget and implementation guidelines for financial year 2021/2022 dated 27th/01/2021. DDEG IPF: 9,441,992 80%: 7,553,594 Investments Opening of Akipenet via P1

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	OSR: Budget: 3,710,000 Actual: 4,419,941 $4,419,941 \times 100 / 3,710,000$ 119.14% which was not within +/-10%
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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: Fy 2022/2023: Actual: 2,185,192 FY: 2023/2024: Actual 4,419,941 and increased by 234,749 standing at 02.2%
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 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 Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0 0 Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0. 0	No AFS and Voucher to ascertain remittance No AFS and to determine No AFS to determine Published OSR on notice board but not how it was used.
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 the Auditor General- mbale dated 30th/08/2024 which is within the required time frame of by 31st/August/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	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 report submitted on : 11TH/10/2023

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

Q2 report submitted on :
12th/01/2024

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 :
15th/04/2024

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 :
09th/07/2024

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

Evidence that the SAS/Town Clerk appraised staff in the LLG:

Okoth Emmanuel appraised on 27th/6/2024

Oginda Emmanuel
27th/06/2024

Onyukor James 25th/6/2024
HA

(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0 2

Padde mordecai -PC
27th/6/2024

Oginda Emmanuel pc
27th/6/2024

Nangira Aldah mary PC
appraised on 27th/06/2024

Head teacher iyolwa ps on
28th/12/2023 Isidri

Evidence that the SAS/Town Clerk appraised staff in the LLG:

Gule Pls headteacher
appraised on 28th/12/2023
by Ariong Micheal

(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) - score 2 or else 0 2

Segere pls headteacher
appraised on 28th/12/2022-
Awor Topister

100% appraisal by
December 2023

	Evidence that the SAS/Town Clerk appraised staff in the LLG:	2	Odokodit Francis in-charge
	(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else		Iyolwa HCIII appraised 27th/06/2024
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	The staff list dated 15th March 2023 has been publicized on the TC notice board.
			Staff attendance
			Ekitc -14
			Nangira T/A -18
			Okoth E -14
			Oginda Emmanuel 14
			Padde Mordecia 04
			Abino Jennifer 03
			Olowo G/AA -01
			Staff analysis
			Analysed staff attendance for the month of june submitted to CAO on 4th/7/2024
	Evidence that the LLG has		
	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	3	May – submitted to CAO on 27th/6/2024
			April submitted 9th/5/2024
			March submitted 27th/4/2024

Feb submitted 4th/07/2024

Jan submitted 7th/Feb./2024

December submitted
8th/Jan/2023

Nov submitted 8th/12/2023

October submitted
13th/11/2023

September submitted
06/10/2023

August submitted
7th/09/2023

July submitted 10th/08/2023

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

DDEG IPF: 9,374,249

80%: 7,499,399

Investments

Opening of olinga Akipenet A -Akipenet B via po owori james payment at 7,499,460

Quarterly report.

10%: 937,425 investment services and monitoring on page 6 under CBS

No report of monitoring

8%: 729,939.92 LLG budget depicts 3% which is working percentage allocation as per guides of DDEG on page 49 AFS under CBS named as data collection on page 49 of AFS under CBS Allowances.

2% nutrition Committee

No competition and meeting minutes on page 49 of AFS under Health

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	On page 13 of AFS total budget: 58,290,746 Capital; 10,228,789 =19.8%
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 progress report availed during 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	2	Projects 2023/2024 Maintenance of Iyowa - Nambogo trading centre covering 4.6km in pabone ward Opening of juyak-Akipenet A -Akipenet B via P' OWORI JAMES Raymond The TC implemented the 2 road projects but were not screened Screened opening of road done on 19th/3/2024 by onyakor James.
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	1	Seen Iyolwa TC Grievance Redress mechanism dated on 14th/sept/2023 updated on 25th,06/2024 signed by Ekituno Paul Town clerk Iyolwa It has steps of receiving grievances redress processes on receipt of complaints to medication The grievance redresses mechanism displayed on Town council.

	(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	Grievance log – log information available..
19	The LLG has a functional land management system Maximum score 1		Appointment to be brought but some were not there Meeting held on 14th/6/2024 26th/04/2022 mobilize the local community 5th/6/2023 meeting held to bring appointment letters tomorrow Owori Jimmy Raymond -c/p Anna Aboth Amita Joyce Mukama Micheal Min no 19/TDLG/C/24/11/2021
	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	Conducted awareness on children's hygiene and sanitation in Iyolwa, Gule, segere primary school conducted on 5th/10/2023
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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	2	Mins Ref no to be held on 5/3/2022 in Iyolwa- school uniform Segere 29th/2/2024 Feeding Some on 7th/2/2024- feeding improve, head teacher Gule on 3rd/07/2024 uniform Gule on 2nd/8/2023 feeding Monitoring of Akipenet No classrooms Akipenet on 6th/5/2021 No classroom Low attendance Basic learning materials lacking 27th/5/2021 segere p/s No staff structure 27th/5/2023, Iyolwa, Enrolment has deadline on 12th/8/2023 in Iyolwa check on teaching of learners
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	Appointment to school Management committee dated on 15th/9/2022 Minutes 11/TDLG/HE/2021/2023 Iyolwa 5th/3/2024 Segere 5/2/2023, 2nd/08/2024 Gule 28th/06/2024 Feeding Scholastic materials Uniform, report 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	3	Community sensitization on hygiene and sanitation held on 5th/12/2023 Iyolwa TC has 195 people participated Onyakor James-HA
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	Monitoring report on health services in Iyolwa HCIII dated 17th/04/2024 Challenges Work over load by the two midwives Drug stock out Compiled by Ekituno Paul -Ag.TC Only one monitoring report availed to the assessment team

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

Appointment date
13th/3/2024

Nyadoi Jesica

Odoi Richard

Orono

Andrew

Jane odoi

Onyango Nicholas-

Opendi John Emmanuel

Abbo Christine

Adongo Anthony

Minutes 1st/5/2024

Low attendance not worked
on 5th/7/2023

VHTs not working will not be
taken

HUMC minutes of
12th/7/2024

Need to share the
functioning work plan

High dropout rate of school
vaccinated

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
Physical Planning Committee to the
MoLHUD Score 1 or else 0

0

No list of members of the
physical planning committee

No building plan registration
book

The physical planning
committee members not
formulated so they could not
sit

No minutes because the
committee is not formulated

	(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 detailed physical plan and 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 Maximum score 3	(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 list of new investments The physical committee not formulated
			No physical development plan
	(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	0	No road has been named, numbered surveyed and demarcated
			No LG Organogram
	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	0	No development control team No annual work plan and annual progress report
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(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 The waste management plan titled Iyolwa Town Council for five year solid waste management plan dated 2023/2024 and 2027/2028 fy approved by council on 24th/4/2023 Prepared by Onyakor James endorsed by Town Council Iyolwa Town Council 5 year solid waste management plan 2024/2025 to 2028/2029.

		(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	1	Community sensitization on solid waste management conducted on 2/11/2023 the focus in Iyolwa TC, Mailo 2 and Nambogo Tc report compiled by onyakor James. Gaps and needs analysis Gaps An estimated 40 tons of solid waste is collected but there is no dump site The priority is to conduct baseline survey on waste generated for proper decision making.
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0	0	No annual infrastructure inventory and condition survey report availed
		(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 annual O and M Workplan availed. No annual infrastructure inventory and condition survey report availed
		(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	0	No final accounts availed 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.	2	Statistics reports for Q1 and Q4 were submitted to DPO on 10th/12/2023 and 06th/05/2024 and reports are covering crop and livestock from Nambogo ward, Iyolwa ward, Gule ward and Pabone ward
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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	Wetland sensitization in pabone and poyem dated on 20th/11/2023 and 12th/8/2023 Awareness on sustainable wetlands use and management conducted in segere B submitted to DPO's office Awareness report for Veterinary was submitted to DPO on 6th/5/2024 and it was livestock farmers awareness on new diseases
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	Veterinary Monitoring reports Q1 9TH/10/2023 Q2 02/12/2023 Q3 5/04/2024 Q4 28th/06/2024 Monitoring was on PDM groups , disease control Monitoring of agricultural activities in the field OWC coffee Crop destruction dispute resolution ACDP rice and maize farmers submitted 2/10/2023 Monitoring of pests and disease surveys report submitted to DPO's office on 2/4/2024 Suspension report on vaccination of cattle in Iyolwa Town Council dated 11th/4/2024 by Ekituno Paul.

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	Veterinary training Training report submitted to DPO ON 18TH/03/2024/28TH/06/2024 on animal health practices, pasture establishment, feeding formulation Crop Training Training reports submitted to DPO on 4th/10/2023, 11th/01/2024, 3/04/2024,11th/07/2024 The trainings were on Agronomy and pest management
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	Veterinary Field report These were submitted on 18th/03/2024 to DPO and it was on profiling cattle traders, monitoring PDM poultry Farmers, Tick control. Crop Field Report These were submitted to DPO on 4th/10/2023, 11/01/2024/03/04/2024 on pest harvest handling of grains, rice maturity index, tomato pest and disease management