



## **LLG Performance Assessment**

LLG Performance Assessment

Kayoro

(Vote Code: 273859)

**Score** 79/100 (79%)

| No.                                                                          | Performance Measure                                                                                                             | Scoring Guide                                                                                                                                                                                                                                                                                                                                           | Score | Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>Assessment area:</b> 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>LLG availed PDC composition for the respective parishes</p> <p><b>Kasipodo Parish</b></p> <ol style="list-style-type: none"> <li>1. Ekwano Julius: LC II Chairperson</li> <li>2. Oguma Stephen: Eldelry</li> <li>3. Mwime Joseph: Youth representaive</li> <li>4. Omusolo Eria: NRM</li> <li>5. Anyango Catherine: PWD</li> <li>6. Ochieng Immaculate: Women Representative</li> <li>7. Olet Simon GRace: Parish Chief</li> </ol> <p><b>Abur Parish</b></p> <ol style="list-style-type: none"> <li>1. Aluka Mciheal: PWD</li> <li>2. Opoya Francis: Elderly</li> <li>3. Amunyelet Elizabeth: Women</li> <li>4. Ekware Julius: LC II Chairperson</li> <li>5. Idama Robert: Youth Representaive</li> <li>6. Chemwabot William: NRM</li> <li>7. Apel Misty Irene: Parish Chief</li> </ol> <p><b>Kayoro and Asinget Parishes</b></p> <ol style="list-style-type: none"> <li>1. Ekwaro Julius: LC II Chaorperson</li> <li>2. Abbo Agnes:PWDs</li> <li>3. Wanjula Vincent: NRM</li> <li>4. Ayet Josephine: E;der;y</li> <li>5. Otwane John: Youth</li> <li>6. Nawasike Ziporah: Parish Chief</li> </ol> <p><b>LLG availed PDC Minutes and Monioring reports</b></p> <p><b>Kasipodo Parish</b></p> <ol style="list-style-type: none"> <li>1. Minutes dated 6/09/2023. to discuss monitoring report</li> <li>2. Monitoring report dated 5/09/2023 about the roads, schools, wetland and restoration, weealth, PDM</li> <li>3. Q2 report dated 21/12/2023 about PDM, health centres II-Kayoro</li> <li>4. Minutes dated 22/12/2023 to discuss monitoring report.</li> <li>5. Q4: Monitoring report dated 3/06/2024 about schools, and PDM beneficires</li> <li>6. Meeting minutes dated 44/06/2024 discussing monitoring reports</li> </ol> |

## Kayoro Parish

1. PDC meeting minutes and monitoring reports
2. Q1 monitoring dated 12/07/2023 but held on 13/07/2023 discussing the situations of roads, water, health centre and PDM beneficiaries.
3. Q1 meetings minutes dated 14/07/2023 to discuss the monitoring report
4. Meeting minutes held on 13/12/2023 to discuss the monitoring report.
5. Q4 monitoring report dated 12/05/2024 about roads, schools, water and agriculture.
6. Meeting minutes dated 12/05/2024 discussing the monitoring report.

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

LLG availed Parish data compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines.

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

LLG mapped NGOs, CBOs & CSO operating in the LLG.

LLG availed a list of NGOs and CBOs operating in the LLG

Maximum score is 6

|                                                                                                                                                                                                                                           |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <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> | <p>2</p> | <p>LLG provided guidance and information to the Village Executive Committees and to PDCs on approved Programmes/activities to be implemented within the Parish for the current FY.</p> <p>LLG availed consulataive meeting minutes dated 15th August, 2023 for Abur Parish; The Parish Priorities disccused have been incorprated in the workplan and budget page 6 among which include; Routine Mechnaized Maintenace of Opedede Utro and Alelles Utro Access raods.</p> <p>LLG also availed consultative meeting minutes dated 22nd August, 2023. The parish Priorities discussed among include; Upgrade of Kasipodo Manakor raod to a marrum road; Opening of a new road linking Agolot A and B villages to Manakor A and B Villages of which they have been incoproated in the AWP and Budget.</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>                               | <p>0</p> | <p>LLG did not provide guidance and information to the Village Executive Committees and to PDCs on Priority enterprises that can be implemented in the parish</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**Assessment area: B. Planning and Budgeting**

4

|                                                                                                                                                           |                                                                                                                                                                                                                       |          |                                                                                                                                                                                                                                                                          |
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| <p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p> | <p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p> | <p>0</p> | <p>No consitency established</p> <p>LLG DP III on page 77; enatils maintenance of Abur C-UCI quarrying 5.5km road</p> <p>AWP: page 6: Does not have same road name specification.</p> <p>LLG budget on page 5;entails maintenance of Abur C-UCI quarrying 5.5km road</p> |
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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

LLG AWP and Budget for current incorporates ranked priorities from parish submissions duly signed by Parish Chief and PDC Chairperson

**For kayoro and Abur Parish dated 15/08/2023**

1. Mechanized Maintenance of Abur Project-Kayoro 'A' Buyemba -Agola CAR in Asinget Parish; Abur and Parishes.
2. Mechanized maintenance of Alelles-Abur-UTRO CAR in Abur Parish

The Priorities have been incorporated in the AWP and budget for Current Financial Year.

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 12th October, 2023.

The outcomes discussed in the budget conference are incorporated in the AWP and Budget for Current FY.

Among the outcome include the proposals considered for planning and budgeting in the current FY among which include;

1. Mechanized maintenance of Abur Project- Kayoro 'A' - Buyemba-Agola Community Access Road in Asinget Parish, Abur and Kayoro
2. Mechanized maintenance of Alelles- Abur-UTRO CAR in Abur Parish
3. Purchase of Gown for Speaker and Desks
4. Purchase of Desks to Buyemba Primary School

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

LLG budget includes investments to be financed by the LLG.

For instance Procure and repair of desks on page 7 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 0

LLG did not develop project profiles for all capital investments in the AWP and Budget as per format in NDP III.

|   |                                                                                                                 |                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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|   | vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0      | 1                                                                                                                                                                                                                                          | LLG budget submitted to the District dated 14th May,2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5 | <p>Procurement planning for the current FY: submission of request for procurement</p> <p>Maximum score is 2</p> | <p>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</p> <p>0</p> | <p>LLG availed procuremnt plan containing procurements to be undertaken by LLG this current FY for instance; maintenance of ABur Ailele-UTRO CAR at Ug.Shs.3,900,000 dated 19/4/2024 which is within required time frame of by 30th April of previous FY however there is no coherence in amounts stated in procurement plan and AWP with budget.( amounts are differentyet same procurement).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6 | <p>Compliance of the LLG budget to DDEG investment menu for the current FY</p> <p>Maximum score is 2</p>        | <p>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</p> <p>2</p>                               | <p>DDEG IPF= 14,980,000</p> <p>80% compoent for Infrastructure development= 11,984,000</p> <p>• <b>investments include;</b></p> <ol style="list-style-type: none"> <li>1. Minatenance of Abur Project Buyemba Primary School to Agola CAR in Kayoro Parish but not well stipulated on current budget.instead in budget has maintenance of UTRO- Kasipodo Manakor CARs(4.8km) under DDEG on page 5 of the budget.</li> <li>• 10% for investment servicing including monitoring and evaluation = 1,498,000</li> <li>• Well stipulated on page 11 of the LLG budget</li> <li>• 8% for parish planning including data collection= 1,198,400</li> <li>• LLG budget well stipulates the component on page 11</li> <li>• 2% for nutrition committee = 299,600</li> <li>• Well stipulated on page 12 of LLG budget</li> </ol> <p>LLG did comply to percentage component allocation as per the DDEG investment menu guidelines.</p> |

**Assessment area:** C. Own Source Revenue Mobilization and Administration

|   |                                                                                                                            |                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 7 | <p>LLG collected local revenue as per budget (Budget realization)</p> <p>Maximum score is 1</p>                            | <p>Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.</p> <p>1</p>               | <p>LLG availed AFS for previous FY</p> <p>On page 9 of AFS.</p> <p>OSR Budget= 12,434,921</p> <p>OSR Actaul Collected= 12,434,921</p> <ul style="list-style-type: none"> <li>• Busget Performance= <math>\frac{12,434,921}{12,434,921} \times 100</math></li> <li>• = 100%</li> <li>• LLG collected OSR for the previous FY 100% which is within the required +_10% percentage performance.</li> </ul>                                                                        |
| 8 | <p>Increase in LLG own source revenues from last financial year but one to last financial year.</p> <p>Maximum score 1</p> | <p>Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0</p> <p>1</p> | <p>LLG head of finance availed AFS</p> <p>FY 2022/2023</p> <p>OSR actual Collected = 11,281,500</p> <p>FY 2023/2024</p> <p>OSR actual Collected= 12,434,921</p> <p>Difference= 1,153,421</p> <ul style="list-style-type: none"> <li>• Percnetage Performance = <math>\frac{1,153,421}{11,281,500} \times 100</math></li> <li>• =10.2%</li> <li>• LLG collected OSR increased from previous but one to previous FY by 10.2% which is morethan 5% required increase.</li> </ul> |
| 9 | <p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>                       | <p>Evidence that the LLG:</p> <p>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p> <p>0</p>                     | <p>LLG did not remit required mandatory share of OSR to the adminstrative units.</p> <p>The mandatory share required include;</p> <p><b>Rural entities</b></p> <ol style="list-style-type: none"> <li>1. Villages : 25%</li> <li>2. Parishes : 10%</li> </ol> <p>LLG did not remit the required mandatory percenatges to the adminstrative units</p>                                                                                                                          |

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| <p>Evidence that the LLG:</p> <p>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</p> | <p>0</p> | <p>20% of OSR = 2,486,984</p> <p>LLG availed AFS</p> <p>on page 38 of AFS</p> <p>Councillors Allowances under Council, Committees and Boards= 8,173,000</p> <p>LLG spent more than 20% of OSR on councillor's allowances.</p>                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                                                                                 |          | <p>LLG availed AFS</p> <p>5% of OSR= 621,746</p> <p>On page 39 of AFS enatils expenditures on O&amp;M;</p> <ol style="list-style-type: none"> <li>1. Adminstration department= 350,000</li> <li>2. Council, committee and Boards item of Repair and Maintenance= 1,100,000</li> </ol> <p>LLG availe dpayment vocuhers enatiling the expenditures for O&amp;M using OSR</p>                                                                                                                                                              |
| <p>Evidence that the LLG:</p> <p>iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0</p>                                                 | <p>1</p> | <ol style="list-style-type: none"> <li>1. Vocher number 15/5 serial number 1186 for being payment for repair and servicing motorcycle registration number UG 3947R for Chairperson LC III.</li> <li>2. Voucher number 2/11 serial number 041 being payemnt for repair of motorcyle Reg no. UG 3947R for Chairperson LC III</li> <li>3. Vocuher number 16/12serial nubur</li> <li>4. Vocher number 15/12 serial number 5695</li> <li>5. Voucher number 22/5 serial number 1193</li> </ol> <p>LLG spent atleast 5% of OSR on O&amp;M.</p> |
| <p>Evidence that the LLG:</p> <p>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>                                                                     | <p>0</p> | <p>LLG did not publicize OSR and how it was used for the previous FY on notice boards or newsletter.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                |

**Assessment area:** D. Financial Management



|    |                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| 10 | <p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>                                                                                                                         | <p>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4                                   | <p>LLG availed AFS for previous FY submitted to the Auditor General Office on 30th August, 2024 which is within the required timeframe of by 31st August.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11 | <p>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</p> <p>Maximum score is 6</p> | <p>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:</p> <p>i. Q1 by 15th October score 1 or else 0</p> <p>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:</p> <p>ii. Q2 by 15th January score 1 or else 0</p> <p>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:</p> <p>iii. Q3 by 15th April score 1 or else 0</p> <p>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:</p> <p>iv. Q4 by 30th July score 3 or else 0</p> | <p>1</p> <p>1</p> <p>1</p> <p>3</p> | <p>LLG submitted quarter one financial and physical progress report on 4/10/2023 which is within required time frame of by 15th October.</p> <p>LLG submitted quarter two financial and physical progress report on 8/01/2024 which is within required time frame of by 15th January</p> <p>LLG submitted quarter three financial and physical progress report on 9/04/2024 which is within required time frame of by 15th April</p> <p>LLG submitted quarter four financial and physical progress report on 10/07/2024 which is within required time frame of by 30th July</p> |

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

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

LLG availed appraisal evidences for LLG staff

1. Arakit Veronica: Parish Chief of Asinget (Stil Under Probabtion): appraised on 28/12/2024.
  2. Olet Simon Grace: Parish Chief for Kasipodo: PErmanent: Appraised on 28/06/2024
  3. Apel Misty Irene: Parish Chief for Abur Parish: Appraised on 28/06/2024
  4. Nawasike Ziporah: Parish Chief of Kayoro Ag.CDO: Appriased on 30th June, 2024
- LLG availeda submission letter to the CAO entailing confirming appraisal of LLG staff FY 2023/2024 dated 1st JULy, 2024.
  - Among which included the Extension Staff;
1. Egesa Paul Patrick: Animal Husbandry Officer: Confirmed/Permanent: Appraised on 28th June, 2024
  2. Emoit Anthony: Assistant Fisheries Officer Confirmed/Permanent

LLG availed appraisal evidences for Primary School Headteachers in Public Primary Schools in the Previous School Calendar Year

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

1. Hatono Monica : HeadTeacher: Utro Primary School Appraised on:29/12/2023
2. Kachuru Emmanuel: Headteacher: Buyemba Pruimary School: Appraised on 29/12/2023
3. Kasipodo Ag.Headteacher was demoted because he was a care taker and the new Headteaxher was posted In november and was appraised in the previous school belonging to another entity called Malaba Town Council; LLG Performance Appraisal Report dated 10th July, 2024.

LLG availed appraisal evidences for all Publlic Primary schools Operating in the LLG

|    |                                                                                                     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|    |                                                                                                     |   | LLG availed Appraisal evidences for Health In-Charge of Health facility operating in the LLG (Kayoro Health Centre II)                                                                                                                                                                                                                                                                                                                                            |
|    | Evidence that the SAS/Town Clerk appraised staff in the LLG:                                        | 2 | <ul style="list-style-type: none"> <li>• Name: Awino Josephine</li> <li>• Title: Nursing Assistant</li> <li>• Date of Appraisal: 28/06/2024</li> </ul>                                                                                                                                                                                                                                                                                                            |
|    | (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else                    |   | The Health In-Charge was appraised within required Time frame of by 30th June of previous FY.                                                                                                                                                                                                                                                                                                                                                                     |
| 13 | Staff duty attendance                                                                               |   | LLG Publicized the list of LLG staff on notice board showing the name of staff and titles therein.                                                                                                                                                                                                                                                                                                                                                                |
|    | Maximum score is 6                                                                                  |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | Evidence that the LLG has                                                                           |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | (i) Publicized the list of LLG staff: score 3 or else 0                                             | 3 | <ol style="list-style-type: none"> <li>1. Okengere Christopher: SAS</li> <li>2. Nawasike Ziporah: Parish Chief</li> <li>3. Egesa John Patrick: Animal Husbandry Officer</li> <li>4. Omoit Anthony Assistant Fisheries Officer</li> <li>5. Apil Irene: Parish Chief</li> <li>6. Etudi Joel: Assistane Accountant</li> <li>7. Aarakit Veronica : Parish Chief</li> </ol>                                                                                            |
|    |                                                                                                     |   | LLG Produced monthly analysis of staff attendance with recommendations to CAO.                                                                                                                                                                                                                                                                                                                                                                                    |
|    |                                                                                                     |   | Assesment team sampled month of February                                                                                                                                                                                                                                                                                                                                                                                                                          |
|    | Evidence that the LLG has                                                                           |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0 | 3 | <ol style="list-style-type: none"> <li>1. Okengere Christopher: SAS: 12/22: Good</li> <li>2. Nawasike Ziporah: Parish Chief: 17/22: Good</li> <li>3. Egesa John Patrick: Animal Husbandry Officer: 18/22: Good</li> <li>4. Omoit Anthony Assistant Fisheries Officer: 11/22: Good</li> <li>5. Apil Irene: Parish Chief: 17/22: Good</li> <li>6. Etudi Joel: Assistane Accountant: 11/22: Good</li> <li>7. Aarakit Veronica : Parish Chief: 17/22: Good</li> </ol> |

**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 2

LLG availed AFS

- On page 38 of AFS; DDEG IPF= 15,020,052
- 80% component for Infrastructure development; = 12,016,041
- Well stipulated on page 39 of AFS under works and Technical Services totalling to 11,050,000
- LLG availed progress report for FY 2023/2024 depicting the capital investments funded by DDEG and all were completed as end of FY.
- 
- 10% for Investment Servicing : 1,206,604
- Well stipulated on page 39 of AFS under CBS componet of monitoring government programs.
- LLG availed monitoinrg report dated 12/06/2024 on schools in Kayoro subcounty.
- Schools monitored include; Kasipodo Primary School,Utro Prmary School
- 8% for parish planning inclduing data collection= 1,201,604
- Well stipulated on AFS on page 39 as data collection.
- LLG availed a data collection report dated 15/08/2023.
- 
- 2% for Nutrition Cordination Meeting = 300,401
- Under Admisntration Lumspumed allowances on page 38 of AFS.
- LLG availed Minutes of meeting held by Nutrition committee dated 24th May, 2024

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| 15 | <p>The LLG spent the funds as per budget</p> <p>Maximum score is 2</p>                        | <p>LLG Head of finance availed AFS and budget details for the</p> <p>Budget = 42,900,000</p> <p>Actaul= 12,096,000</p> <p>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</p> | <p>0</p> <ul style="list-style-type: none"> <li>Percentage performance = <math>\frac{12,096,000}{42,900,000} \times 100</math></li> <li>= 28.2%</li> </ul> <p>LLG budget execution of main sector programs/activities stands at 28.2% which is not within +_10%</p>                                                                                                                                                                                                                                                          |
| 16 | <p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p> | <p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>                      | <p>LLG availed a progress report dated 9th September, 2024</p> <p>All the Investment projects planned in the previous FY were completed as per workplan by end of FY.</p> <ol style="list-style-type: none"> <li>1. Mechanized Maintenance of 3.4km Asinget/Jinja trading Centre to Katerema CAR in Parish Parish under Raod Fund.</li> <li>2. Mechanized Maintenace of 4.7km UTRO- Kasipodo- Manakor CAR under DDEG</li> </ol> <p>All the planned investments were completed by end of quarter four of the previous FY.</p> |

**Assessment area:** G. Environmental and Social Safeguards

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| 17 | <p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p> | <p>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</p>                                                                                                                                                                    | <p>LLG did not carry out environmental, social and climate change screening.</p> <p>LLG did not avail screening forms for the projects below;</p> <ol style="list-style-type: none"> <li>1. Mechanized routine maintenance of 10.7km CAR for sabasaba- Kasispodo-manakor- Kayoro C- Abur via Buyemba Primary School.</li> <li>2. Maintenance of Angolot Asinge A- Katerema community, Opedede Utro and Allelles Utro access road</li> <li>3. Maintenance of Abur Project- Buyemba- Agolla, Kayoro C road</li> <li>4. Upgrade /Maintenance of Utro- Kasipodo-Mankor CAR</li> <li>5. Maintenance of Sabasaba- Utro-Buyemba-Milo 7 road</li> <li>6. Construction of 5 classroom block at Asinget community Nursery and Primary School</li> <li>7. Renovation of 7 classroom block at Utro Priamry School</li> <li>8. Construction of 2 stance pit latrine at Asinget Community Nursery and Primary School</li> </ol> <p>Notably all the above mentioned projects, LLG did not avail screening forms and Environment Social Management Plan for of UTRO- Kasipodo manrok community access road presented during assessment is incomplete and was not able to understand some of the issues detected during assessment.</p> <p>LLG also availed building resilient community, wetlands ecosystems and associated catchment areas which was not being implemented by the sub county.</p> |
| 18 | <p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>                               | <p>(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</p> | <p>Grievance redress mechanism seen and steps clearly in the implementation of grievance redress in kayoro subcounty signed by okengere Christopher SAS; The complaint log book /register related to project implementation includes;</p> <p>crop destruction during road opening and was reported on 14/08/2023,11/08/2023,18/08/2023 and the complaints were settled on 20th /9/2023,29/9/2023.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                                                                                                                |                                                                                                                                                                                                       |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                | (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 | The LLG publicized the grievance redress mechanism on the notice board. Grievance redress mechanism seen and steps clearly in the implementation of grievance redress in kayoro subcounty signed by okengere Christopher SAS;                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 19                                                                                                             | <p>The LLG has a functional land management system</p> <p>Maximum score 1</p>                                                                                                                         |   | <ol style="list-style-type: none"> <li>1. the Area land committee is composed of Onyawina stephen- Chairperson, Emengo Boniface, Achola Connie, Okengere Christoper, Ipiri Zakayo, Teddy Buyi.</li> <li>2. The area land committee minute for meeting held on 1st september 2023 at he sub county headquarters. meeting minutes held on 7th Dec.2023 was mainly about sharing the inspection findings of land donated by the community to the National water and sewerage cooperation.</li> <li>3. meeting held on 12th Nov/2023 by Area land committee on notice of hearing for the survey of Mr. Buha Yusuf Magero land located in Kayoro C</li> </ol>                    |
|                                                                                                                | 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 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Assessment area:</b> H. Basic (Pre & Primary) Education services Management (in public and private schools) |                                                                                                                                                                                                       |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 20                                                                                                             | <p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>                                                                                      |   | <p>LLG conduct awareness campaigns and parent's mobilization for improvement of education service delivery.</p> <p>Integrated report on awareness campaign on education dated 18/06/2024.</p> <ol style="list-style-type: none"> <li>1. Education Awareness campaigns on Poor school attendance by school going children; School Feeding and drop our rates in the LLG among other including encouraging the parents to provide scholastic materials necessary to facilitate the school going children.</li> </ol> <p>Education awareness campaigns conducted in the schools of ;UTRO Primary Schools, Asinget Community primary schools, Abur Parents Provate Schools.</p> |
|                                                                                                                | Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0                                                 | 3 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 21                                                                                                             | Monitoring of service delivery in basic schools                                                                                                                                                       |   | LLG monitored schools at least once per term in the previous school calendar.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Maximum score is  
4

LLG availed Monitoring report for  
the following schools

- Buyemba Primary School
- Term one Dated 3/5/2024.
- **Key aspects monitored on**

1. Enrolment.
2. Teachers attendance to duty.

- Drop Out and Re-Enrollment
- Term Two
- Monitoring report dated 8/7/2024.
- Term Three dated 5/9/2023.

- **Asinget Primary School**
- Term one report dated: 5/2/2024
- **Key aspects monitored on**

1. Enrolment.
2. Teachers attendance to duty.
3. Drop Out and Re-Enrollment

LLG did not avail for term two and term three

#### **Uturo Primary School**

- Term One
- Monitoring report dated: 18/4/2023
- **Key aspects noted**

1. Need to make and enforce school feeding
2. Push Parents to buy uniforms for the Pupils for easy Identification
3. Advocate for More teachers to be sent to the school.

- **Term two**
- Monitoring report dated 24/6/2023.

1. Need for subCounty to carry out back to school Operation
2. Improve on the number of Pupils reporting on the first day.
3. Need to call for a meeting with Parents to discuss the school feeding.

- Term Three
- Monitoring report dated 18/10/2023
- **Key aspects noted**

1. School Prioritize reporting of the damaged desks as we advocate for more desks
2. School Pan to recruit community teachers to boost on the ones already in the school.

- Kasipodo Primary School
- Term one:

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

4

If 80 – 99% – score 2

If 60 to 79% score 1

Below 60% score 0



Existence and  
functionality of  
School  
Management  
Committees

Maximum score is  
3

- **Monitoring report dated 18/4/2023.**

- **Key findings**

1. Need to Prioritize funds for the repair of the latrines especially the roofs.
2. Need to also complete the fencing of the school
3. Need to Urgently call for the parents meetings to address feeding and abseentism.

- Term Two

- Monitoring report dated 28th June, 2023

- **Key aspects noted**

1. Need to prioritize repair of deks and blackboard.
2. Need to prioritize re-roofing of the two latrines.

- Term Three

- Monitoring report dated 18/10/2023

- LLG have Functional SMCs in all schools operating in the LLG

- **UTRO Primary School**
- **SMC Composition**

1. Opoya Francis: Chiaperson
2. Ayano Rose: Local Government Representative.
3. Okware Paul: Local Council Executive Committee Representative.
4. Oleti Simon Grace: Sub County Representative
5. Oda Moses: School Parent's Representative.
6. Eitit Richard:: School Staff Representtaive
7. Mwanika Lazaro: Old Boys/Girls' Representative.

- LLG availed SMC minutes
- SMC Minutes dated 2/05/2023.

- **Key actions;**

1. Parents to provide Uniform
2. Parents to provide Instructional Materials
3. Parents to encourage regular attendace of Learners
4. Rennovating Staff Quarters
5. Planting live fence

- SMC Minutes dated 30th June, 2023

- **Key action points.**

1. A deleagtion of four to meet the CAO over the issue of

Evidence that the LLG have functional school management committees in all schools; score 3, else score 0 3

handing the classroom block to the school to consume(utilize) among which include; Chairperson SMC, Headteacher, Madam Mutonyi Area Counselor for Kasipodo Parish

- SMC Minutes dated 28th November, 2023.
- SMC minutes dated 15th August, 2023.
- SMC Minutes dated 19th July, 2023.

- **Kasipodo Priamry School**
- **SMC Composition**

1. Arojo Christopher: Chiaperson
2. Etyang Linus: Local Government Representative.
3. Amollo Dorothy: Local Council Executive Committee Representative.
4. Oleti Simon Grace: Sub County Representative
5. Emengo Boniface: School Parent's Representative.
6. Omongor George: School Staff Representtaive
7. Ekwaro Sam Osito: Old Boys/Girls' Representative.

LLG availed SMC Minutes dated 4th October, 2023.

**Key action points.**

1. All teachers were accomodated in UTRO quarters 1.5km from Kasipodo Primary fees of Change.
2. Teachers to write apologies for their misconduct in one week

- **Buyemba Primary School**
- **SMC Composition**

1. Ekwaro Julius: Chiaperson
2. Papakol James: Local Government Representative.
3. Nawasike Ziporah: Local Council Executive Committee Representative.
4. Opio Andrew: Sub County Representative
5. Ekatan Stephen: School Parent's Representative.
6. Mungou Kiborit Pramuel: School Staff Representtaive
7. Walimbwa Johnson: Old Boys/Girls' Representative.

- LLG availed SMC Minutes dated 4th August, 2023.

- **Key action Points.**

1. Teachers to be met on Tuesday 8th August, 2023 by

- Multipurpose committee
- 2. 30% welfare and 70% for school development and percentage for administration scrapped effective term 2023
- 3. Transport refund of 30,000 for SMC meeting. Cook wage increased from 60,000 to 100,000

SMC Minutes for Buyemba Primary School.

**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 conducted awareness campaigns and mobilized communities for improved primary health care service delivery.

LLG availed Integrated report on community mobilization and promotion of Health services in Kayoro Sub County dated 18/06/2024

**Key issues campaigned on;**

1. Awareness campaigns of different vaccinations in schools, funerals, meetings and radios.
2. Encouraging community/water user committees to protect their water sources and also use of chlorine for safe water.

Awareness campaigns were conducted in facilities of St. Athony Hospital Tororo, St. Johns Health Centre II Kayoro, Kayoro Health Centre II;

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

LLG did not monitor aspects of health service delivery during the previous FY,

LLG did not avail reports on health service delivery monitoring submitted by the SAS to the Executive Committee to check whether health issues on health centres were covered.

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 availed composition of HUMC  
members

LLG availed appointment letters for  
the HUMC members dated 6th  
October, 2023

1. Mr.Obuku Edmond Emokol:  
Chairperson
2. Mrs. Grace Emoit: Member
3. Mr. Anjela Oguti: Member
4. Mr.Emunyet Tadeo: Member
5. Mr.Olale Charles : Member

LLG availed HUMC Minutes

HUMC minutes dated 19/2/2024

### **Key action Points**

1. Update financial Books of  
accounts
2. Lobby Health centre
3. Swearing in of some members
  - HUMC minutes dated 20th  
December, 2023.
  - **Key action Points.**
1. Madam Veronica said for  
James to access the Laptop let  
it be time tabled.
  - HUMC Minutes dated  
21/2/2023.
  - **Key action Points.**
1. The staff room to be kept  
clean always
2. To have tap water in the  
facility
3. To connect power to health  
centre; need to follow up by  
writing a letter to them.

**Assessment area:** J. Water & Environment Services Management

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

- SAS submitted in writing requests to the DWO for consideration in the planning of the current FY.
- Request letter dated 23rd September, 2023.
- Letter entailed request for allocation and repair of boreholes in the current FY.

**Allocations to be made in the folwoign Locations**

1. Asinget 'A' in Asinget Parish
2. UTRO 'A' in Aburi Parish
3. Asinget 'B' in Asinget Parish
4. Manakor 'A' in Kasipodo Parish

**Repairs to be made in teh follwoing locations and water sources**

1. Bukedi S.S Borehole in Agolot 'B' Zone in Kasipodo Parish
2. St.Johns Health Centre II Borehole in Asinget 'B' Zone
3. Aburi 'B' Zone Borehole In Aburi Parish

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

LLG availed reports on water and environment monitoring/supervision report(s).

- **Abur Parish**

- Quarter one report dated 20/07/2023.

- **Key findings**

1. Abur A : 1 borehole: Not functioning
2. Abur B:2 boreholes: In use but one broken.
3. Abur C: 1 borehole: Not functional
4. Utro A: i borehole: In good condiciton.

- Quarter one monitoring report.dated 18/11/2023.

Quarter three monitoring report report: dated 9/02/2024.

Kasipodo Parish

Quarter one dated 22/08/2023.

- **Key findings**

1. Agolot A village: 2 boreholes: Functional
2. Agolot B village : 1 Borehole: Functional
3. Kasipodo A village: 2 boreholes: Functional but no barriers.
4. Kasipodo C village: 3 boreholes: Borken donw.

- Quarter two monitoring report dated 17th October, 2023.
- Quarter three dated 3rd January 2024.
- Quarter four dated 18th May, 2024

- 

- **Kayoro Parish**

- **Water sources monitored;**

1. Kayoro B village; I borehole; one unprotected spring well: Functional 1; Non Functional 0;
2. Kayoro C; Borehole 1; 1 unprotected spring well; 2 Functional and 0 non functional
3. Agolia; 3 boreholes; 2 unprotected spring well; 3 Functional; 0 Non Functional

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

LLG have Functional Water and Sanitation Committees.

Kayoro Parish

Kayoro B community borehole water user committee

### Composition

1. Aremi Betty: Chairperson
2. Owori Silver : General Secretary
3. Awino Peres: treasurer
4. Ayet Fred: Member

LLG availed minutes for meeting held on Tuesday

LLG did not avail water and sanitation committees for other zones.

Kasipodo Parish:

### Composition

1. Osiet Atanasi: Chairman
2. Omoit Desterio: Vice Chairman
3. Asio Kevin: Secretary
4. Amoo Florence: Treasurer
5. Okinyal Stephen: Treasurer
6. Onyango Emmanuel: Publicity
7. Ochieng Immaculate: Member
8. Kilande Magalene: Member

LLG did not avail minutes for the water user and sanitation committees to ascertain functionality

LLG did not avail water user and sanitation committees for other parishes and respective zones therein including meeting minutes.

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 updated reports submitted showing water and sanitation status.

**Assessment area:** L. Production Services Management

|    |                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 34 | <p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>                           | <p>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.</p>                                                         | <p>2</p> | <p>Production statistical reports for crop submitted to DPO on 22/04/2024 covering data of ovacado;farmers; in Asinget, Kayoro, Kasipodo, and Oburi.</p> <p>Fish Production statistics submitted to DPO on 9/4/2024 submitted to DPO on 9/04/2024 profiling aquaculture production in kasipodo and Asinge Parishes.</p> <p>Kayoro Subcounty Agricultural data comprising of crops , Livestock, Fisheries for january to march dated 30th June 2024</p> <p>Submitted to DPOs office on 30th June 2024.</p> |
| 35 | <p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p> | <p>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</p>                                                                                                                                                                                  | <p>2</p> | <p>Awareness report submitted to DPO on 30/04/2024 on PDM on enterprise selection for crops and animals.</p> <p>Awareness report submitted on 17/04/2024 on UgiFT.</p>                                                                                                                                                                                                                                                                                                                                    |
| 36 | <p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>  | <p>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</p> | <p>2</p> | <p>Monitoring reorts submitted to DPO on 24/06/2024 on UgiFT supervsion report about installation of irrigation dated 13/05/2024.</p> <p>Joint monitoring report for Micro-scale irrigation beneficiaries conducted in kayoro, Abur Utro submitted to DPOs office on24/June/2024.</p>                                                                                                                                                                                                                     |



|    |                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                 |   |                                                                                                                                                                                                                                                                                                                                                           |
|----|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 37 | Farmer trainings through training farmer field schools and demonstrations organized and carried out | 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 | <p>LLG extension staff carried out farmer trainings.</p> <p>Training reports submitted to DPO on 17/04/2024 for Q4 on farmer trainings on pest and diseases prevention and control.</p> <p>Q4 training report submitted to DPO on 20/06/2024 on PDM training.</p> <p>Training farmers on poultry,piggery management conducted on 15th ,16th May/2023.</p> |
| 38 | The LLG has provided hands-on extension support to farmers and farmer organizations / groups        | 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 | <p>Field reports by Fisheries officer submitted to DPO dated 23/03/2024, 29/02/2024,26/6/2024 to Cofia farm, opoya francis firm adn Alex Awala in Kasipodo C fish farm</p> <p>Follow up of farmers in Kayoro, Kasipodo, and Abur parishes.</p>                                                                                                            |