



LLG Performance Assessment

LLG Performance Assessment

Ojilai

(Vote Code: 273866)

Score 63/100 (63%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: A. Functionality of Parish Administrative Structures				
1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	0	The LG had fully constituted PDCs for all the parishes. The sub county has three parishes namely Ojilai, Funge , and Bumanda parishes. Composition for Bumanda parish 1. Chairperson – Obbo Emmanuel 2. Secretary – Owere Joseph 3. NRM – Ofeno Wilberforce 4. Women –Aketch Sylvia 5. PWD –Ochwo valatino 6. Eldery – Odoi Lawrence 7. Youth – Oketcho Mark John Fungwe parish 1. Chairperson – Othieno Joseph 2. Secretary – Odongo Henry Maloba 3. NRM – Kadiri Juma 4. Women –Aketch Jane 5. PWD –Opio Magala 6. Eldery – Oyango gidion 7. Youth – Oketcho David Ojilai parish 1. Chairperson –Oyana Moses 2. Secretary –Awor Anna 3. NRM –Okumu Samuel 4. PWD –Ochwo Apollo 5. Elderly –Obboth Gedion 6. Women –Agali Ochieng 7. Youth –Obbo Patrick Andrew The LG availed minutes of meetings for Bumanda parish. The two parishes of Fungwe and Ojilai did not provide minutes for

			the meetings
			There was evidence the the LLG submitted list of proposals for the revolving funds
			Fungwe parish
			Cassava, fishing, maize and soya beans
			Bumanada parish
			Cassava, maize, fishing,soya beans and g.nuts
			Ojilai parish
			Fish, soya beans, cassava and maize
			The LLG did not provide minutes for vetting/appraisal for all the parish
2	LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines. Maximum score is 2	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	0
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0 ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	0 There was no mapping report of the NGO, CBO and SCO operating in the LLG for the previous FY The LLG did not provide guidance to the village executive committees and to PDCs on programmes that has been implemented for the current FY

Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:

2

iii. Priority enterprises that can be implemented in the parish score 2 or else 0

The LLG provided guidance to the village executive committees and PDCs on priority enterprises to be implemented in the current previous year. Meeting was held on 22/05/2024

Assessment area: B. Planning and Budgeting

4

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines

Maximum score is 6

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

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

1

There was evidence that prioritized investments in the work plan were derived from the development plan. Culvert installation of Patumba- Bumanda road on page 6 in the annual workplan and page 133 in the development plan.

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

ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.

1

There was evidence that the LLG incorporated parish priorities from all the respective parishes as per the letter dated 24/10/2023

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

iii. Is based on the outcomes of the budget conference; score 1 or else 0

1

There was evidence of budget conference report dated 30th /8/2023 that includes installation of culverts.

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

1

There was evidence that the LLG budget include the investments on page 4 installation of culverts on Patumba – Bumanda 2km community access road

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

The LLG did not prepare project profiles for the current FY

vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0

1

The LLG submitted the budget to the district on the 14/5/2024 as per the submission letter

5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	2	There was evidence to show that the LLG prepared and submitted the procurement plan to CAO on 14/4/2024.
6	Compliance of the LLG budget to DDEG investment menu for the current FY Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	2	There was evidence to ascertain that all the DDEG grant was spent on eligible projects as per the DDEG guidelines. Installation of culverts on Patuma -Bumanda 2.5km community access road at 8.1m Nutrition (2%) 203,000 Monitoring of DDEG projects -1,017,502

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	AFS for the previous FY not availed during assessment.
8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	0	There was no AFS provided to ascertain OSR for the previous year
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	there was no AFS and payment vouchers to determine OSR remittance to the the LG administrative units
		Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	0	There was no evidence provided

Evidence that the LLG:

iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0

0

The LLG did not spend OSR on operation and maintenance

Evidence that the LLG:

iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.

0

The LLG did not publicize OSR on the notice board

Assessment area: D. Financial Management

10

The LLG submitted annual financial statements for the previous FY on time
Maximum score is 4

Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0

4

There was evidence to show that the LLG submitted Annual Financial Statement to auditor general on 30/8/2024

11

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format
Maximum score is 6

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

1

There was sufficient evidence showing timely submission of quarterly financial and physical progress reports to CAOs office

i. Q1 by 15th October score 1 or else 0

Q1 submitted on the 11/10/2024

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

1

Q2 quarterly reports submitted on 12/1/2024

ii. Q2 by 15th January score 1 or else 0

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

1

Q3 financial and physical reports submitted on 11/4/2024

iii. Q3 by 15th April score 1 or else 0

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

3

Q4 submitted on 09/07/2024

iv. Q4 by 30th July score 3 or else 0

All quarterly reports were submitted with the timeframe

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

12	Appraisal of all staff in the LLG in the previous FY	Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	2	There was evidence to show that the LLG staff had been appraised during the previous FY. Appraisal forms provided. Odongo Henry Malaba parish chief fungwe appraised on 26/06/2024 Awor Anna parish chief Ojilai parish appraised on 30/06/2024
			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	There was evidence showing that the LLG had appraised HT in public primary schools 1. Osanyu John HT ojilai p/s was appraised on 11/1/2023 2. Obbo Walter HT Fungwe p/s was appraised on 11/12/2023 3. Akello Jane Rose Bumanada p/s was appraised on 11/12/2023
			Evidence that the SAS/Town Clerk appraised staff in the LLG: (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	2	This evidence that the LLG appraised Health workers for the two health facilities. Mwamula Stephen In-charge Fungwe HCII was appraised on 26/6/2024
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 LLG displayed staff structure and staff list on the office notice board

The LLG produced monthly analysis of staff attendance as indicated below;

Evidence that the LLG has

(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0

3

1. June dated 20/06/2024 and received on 02/08/2024
2. May dated 03/06/2024 and received on 03/06/2024
3. April dated 1/05/2024 and received on 02/05/2024
4. March dated 5/04/2024 and received on 05/04/2024
5. February dated 1/03/2024 and received on 02/03/2024
6. January dated 05/02/2024 and received on 05/02/2024
7. December dated 07/01/2024 and received on 12/01/2024
8. November dated 05/12/2023 and received in December 2023
9. October dated 07/11/2023 and received in November 2023
10. September dated 02/10/2023 and received in October 2023
11. August dated 13/09/2023 and received in September 2023
12. July dated 07/08/2023 and received in August 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	2	The AFS and quarterly reports show that DDEG grant for previous FY was spent on eligible projects as the DDEG guideline. Installation culvert - 4,403,541 Plastic chair - 990,000 Filling cabin - 1,820,000 Office tables - 990,000 Operation 10% - 1,025,193 Monitoring 5% - 512,597 Data collection 3%- 305,558 Nutrition2% - 205,039
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	The LLG did not provide AFS and payment vouchers
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	3	As per the progress reports provided, the LLG completed most of the planned investments projects except for culverts installation. Installation of culverts at 90% Plastic chairs supplied 100% Filling cabin supplies paid 100% Office table supplied paid 100%

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	The LLG presented Environment, social and climate change screening forms for Patumba to bumanda (installation of culverts) and Patumba B, Bumanda A&C CAR
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0 (ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	1 0	The the LLG provided a complaints log book with clear referral pathway during assessment. This evidence was not provided
19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	1	The LLG provided appointment letters for Area Land Committee members dated 27/11/2023 Appointments for the following members seen; 1. Ofwono Yoweri 2. Isa Mubale 3. Awor Grace 4. Oboth Gideon 5. Atte Edirisa The LLG held committee meeting only once in the previous year. Meeting was held on 07/09/2023

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	There was evidence that the LLG conducted awareness campaigns and mobilized parents for improvement of education services. the meeting was held on 20/02/2024 at the subcounty Headquarters.
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0	4	The LLG monitored schools in the previous 3 terms as per monitoring reports provided. 1. Ojilai p/s monitoring report dated 21/06/2024, 14/03/2024, 25/08/2023 2. Mounawe p/s monitoring report dated 5/6/2024, 04/03/2024, 30/08/2023 3. Bumanda p/s monitoring report dated 25/08/23, 21/6/2024, 4/3/2024
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	0	Minutes for SMC meetings for schools availed. SMC minutes Bumanda dated 14/09/23, 17/09/2023 and 14/07/23 Mpungwe minutes dated 19/06/2024, 12/10/2023 and 27/2/2024 Ojilai minutes dated 28/09/2023, 9/2/2024
Assessment area: I. Primary Health Care Services Management				
23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	0	This evidence was not availed
24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	4	Reports on monitoring of health service delivery provided. Monitoring reports dated 27/10/23, 28/07/2023 and 24/06/2024

25	Existence and functionality of Health Unit Management Committee				The evidence provided was not sufficient to ascertain the functionality of HUMC.
	Maximum score is 3				Appointment letters of two HUMC members seen. Mr. Okoth Gideon dated 5/04/2022 and Mr. Oburu Silver dated for 5/04/2022
		Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	0		There was evidence showing that the HUMC held meetings on 2/11/2023, 15/03/24, 24/06/2024 and 08/09/2023

Assessment area: J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	0		This evidence was not availed
	Maximum score is 3				
27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	0		A report of monitoring of water and environment for Nyemera parish provided. Monitoring reports for water and environment for Ojilai and Bumanda not availed
	Maximum score is 3				
28	Existence and functionality of Water and Sanitation Committees				Composition of water sources and sanitation include C/P, Vice C/P, secretary, treasurer, mobilizer, care taker and 2 members.
	Maximum score is 2				Minutes for water user committee seen for Namayun A, Fungwe B, Baganaga C, Bumanda D, Bumanda A and Patuba B. However, there was no evidence of community contribution for water source maintenance
		Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	0		

29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	2	The LLG provided reports showing the water sources and the their functionality status.
	Maximum score is 2			

Assessment area: L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported	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	The LLG compiled production statistic and submitted to DPO on 6/5/2024
	Maximum score is 2			
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	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	0	Awareness creation report on new disease situation in the subcounty. Report submitted on 06/05/2024
	Maximum score is 2			Awareness creation report for crop missing.
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	2	Monthly and Quarterly Monitoring reports provided. Monitoring of cassava farmers, Monitoring of PDM groups, Mobilization of farmers for Rabies vaccination, .Q1 report was submitted on 9/10/2023 Q2 report was submitted on 19/12/2023 Q3 report was submitted on 5/4/2024 Q4 report was submitted on 28/6/2024
	Maximum score is 2			

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out			The LLG extension staff carried out farmer training on pest and disease management in maize and rice. Report submitted on 11/1/2024.
	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	Trained farmers on pest and disease contrl, feed formulation, shelter establishment. report submitted to DPO on 18/03/2024 Established a Demo of piggery in Bumanda C at Athieno Agnes home Training program was attached to the training reports Attendance lists seen
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups			The LLG extension staff provide extension support to farmers and farmer groups for example Odal from Buganga Parish, Oketch Mike, Odoi Joseph Atheinoagnes etc. reports complied and submitted to DPO on 18//3/2024
	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	Carried out pest surveillance and disease managment in maize and ground nut and report submitted on 3/04/2024 Field report on extension support to farmers on enhancing soil fertility and water conservation