



LLG Performance Assessment

LLG Performance Assessment

Osia

(Vote Code: 273862)

Score 74/100 (74%)

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			There was evidence that all the four parishes, though some members are shared among parishes, in Osia sub-county had PDCs duly constituted as per the PDM guidelines. The list of PDCs by parish (Kagwara, Katerema, Osia and Umeme) is attached.
	Maximum score is 2			The composition of PDCs at Osia sub-county was as follows: Kagwara Parish Okumu John Patrick, LC2 Chairperson Akello Everline, Chairperson Parish Women Council Magara Peter, Chairperson Parish Youth Council Onyango Nicos, Chairperson Parish Disability Council Papa Asa, Chairperson Parish NRM Obbo S Maweale, Chairperson Parish Older Persons Council Onawe Geoffrey, Parish Chief Katerema Parish Okumu John Patrick, LC2 Chairperson Akello Everline, Chairperson Parish Women Council Onyango Collins, Chairperson Parish Youth Council Owor G Nathan, Chairperson Parish Disability Council Papa Asa, Chairperson Parish NRM Okoth Jasper Nasan, Chairperson Parish Older Persons Council Nyachwo Irene Joan, Parish Chief Osia Parish Okumu John Patrick, LC2 Chairperson Akello Everline, Chairperson Parish Women Council Ogwen Henry, Chairperson Parish Youth Council Onyango Nicos Chairperson Parish Disability Council Papa Asa, Chairperson Parish NRM
		Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	2	

Okware Gregory, Chairperson Parish
Older Persons Council

Ofumbi Francis, Parish Chief

Umeme Parish

Okumu John Patrick, LC2 Chairperson

Akello Everline, Chairperson Parish
Women Council

Obbo Moses, Chairperson Parish Youth
Council

Ochieng Alex, Chairperson Parish
Disability Council

Papa Asa, Chairperson Parish NRM

Onyango George, Chairperson Parish
Older Persons Council

Athieno Josephine, Parish Chief

There was also evidence that the PDCs were functional by holding quarterly meetings in line with what they were supposed to do in their respective parishes. For example, review of the minutes showed that Kagwara PDC held a meeting on 9/12/2023; Katerema PDC held 3 meetings on 29/11/2023; Osia PDC held a meeting on 6/12/2023; and Umeme PDC held a meeting on 29/11/2023 where all PDCs discussed on issues to do with PDM, among other development activities in their parishes.

However, there was no evidence of minutes presented to proof that PDCs appraised all proposals submitted for revolving funds. This was because the appraisal of proposals for the revolving funds was no longer the responsibility of the PDCs but it was the responsibility of the PDM SACCO Loan Committees.

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

Although all the four parish chiefs of Osia sub-county had compiled parish data through PDMIS, there was no evidence of updated data and their analysis disaggregated by village, gender, age and economic activity, among others.

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

Although mapping of NGOs, CBOs and CSOs was reportedly done, there was no evidence on file for a mapping report of NGOs, CBOs and CSOs operating in Osia sub-county. One NGO that was operating in Osia sub-county it is no longer active was Revival Charity, which had never been involved in raising awareness about PDM and planning cycle.

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

ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0

Although all 4 parishes of Osia sub-county did not have parish development action plans for FY 2024/2025, there was an approved sub-county work plan and budget for FY 2024/25 by Council under minute 06/11/06/2024 page 5 in the meeting held on the 11th June 2024.

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

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

All the 4 parishes had their respective parish priority enterprises, which were as follows: Kagwara parish (Poultry, Cassava and Piggery); Katerema parish (Poultry, Piggery and Cassava); Osia parish (Soybean, Cassava and Piggery); and Umeme parish (Poultry, Piggery and Cassava).

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

Working on Ochwo Aswa road is in the development plan Pg 83, AWP Pg 12 and in the budget Pg 7 hence the documents are consistent

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.

Parish ranked priorities for Katerema, Umeme, Osia, & Kagwara are included in the planning and budgeting eg a road called Ochwo Aswa in Katerema parish is planned and budgeted for.

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	0	A budget conference was not held
iii. Is based on the outcomes of the budget conference; score 1 or else 0		
iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	1	On OSR they planned to install electricity at shs 1,000,000
v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	1	Yes the project profiles were prepared and were attached to the development plan on Pg 83.
vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	1	The approved budget was submitted on 30/5/2024

5

Procurement planning for the current FY: submission of request for procurement

Maximum score is 2

Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0

2

The procurement plan for opening of Ochwo Aswa CAR was submitted to DPU on 3/4/2024

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

Total investment for opening of Ochwo Aswa CAR, purchase of trees is shs.9,635,001 out of the total budget of shs 12,002,089 representing 80% hence complying with the DDEG guidelines.

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

✖ Did not avail approved budget for previous FY

✔ Availed Annual Financial Statements for previous FY submitted to AG – Mbale on 28th/08/2024

8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0 1	✎ Availd Annual Financial Statements for previous FY submitted to AG – Mbale on 28th/08/2024 OSR Actual FY 2023/24 <u>3,631,464</u> x 100 OSR Actual FY 2022/23 1,950,471 = 186% Percentage rise of LR is 86%
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0. 0 Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0 0 Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0 1 Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0. 1	✎ Did not budget for sharing and therefore no evidence of OSR remittance to the District or Local Councils ✎ Spent more than 20% of OSR on councilor’s allowances without authorization. ✎ Budgeted for OSR and funds used on operation & maintenance. ✎ There is evidence of Publicizing OSR and how it was used for the previous FY as seen 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	✎ Provided evidence of submission of AFS for previous FY to AG – Mbale on 28th/08/2024
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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

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

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

1

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

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

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

Availed a signed copy of PBS Q1 submitted to CAO's office and to other relevant authorities on 13th/10/2023

Availed a signed copy of PBS Q2, submitted to CAO's office on 11th/01/2024 and to other relevant authorities.

Availed a signed copy of PBS Q3, submitted to CAO's office on 15th/04/2024 and to other relevant authorities.

Availed a signed copy of PBS Q4, submitted to CAO's office on 09th/07/2024 and to other relevant authorities.

Reported PDM funds and how they were spent.

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

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

Parish Chiefs(4), Accounts,Agric and Vet are assigned- Staff appraised by 01/07/2024

Madam Achieng Mary head teacher o Katerema P/S appraised on 4/12/2023 and Keko Mary Gority head teacher Osia P/S was appraised on 30/12/202.

	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	I/C for Osia Hc 2 appraised and submitted on 08th/
13	Staff duty attendance		
	Evidence that the LLG has		
	(i) Publicized the list of LLG staff:	3	Staff list presented and publicised
	Maximum score is 6		
	Evidence that the LLG has		
	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	3	12 monthly analysis of staff attendance prepared ie August 2023-submitted Sept 2023,September 2023-submitted October 2023,November 2023-submitted on 04th/12/2023,December 2023-submission not clear, Jan 2024 submitted 07/02/2024, Feb 2024-submitted 11/03/2024,March 2024 submitted03/04/2024,April 2024-submitted on 15th/05/2024, May 2024 submitted 04/06/2024,June 2024-submitted 01/07/2024. July 2023 submitted on 31/07/2023 and October 2023 submitted on 3rd/11/2023 and comments made too

Assessment area: F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	2	The total spent on investment projects ie (Metallic waiting chairs, opening of Amagoro to Katerema road) was shs 9,862,859 out of the total budget of shs 11,924,954 representing a performance of 83% hence complying with the DDEG guidelines.
	Maximum score is 2			
15	The LLG spent the funds as per budget	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%:	2	The LLG did not deviate. the funds were used as planed eg all the 11,924,954 budgeted under DDEG were utilised as planed
	Maximum score is 2	Score 2		

16	Completion of investments as per annual work plan and budget	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :		
	Maximum score is 3	If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	3	The LLG completed all the projects in Q4 on 9/5/2024 indicated by a payment voucher of allowances to the district engineering team.

Assessment area: G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY	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 E&S screening forms was filled for opening of Amagoro-Katerema CAR.
	Maximum score is 2			
18	The LLG has an Operational Grievance Handling System	(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	0	The grievance log book not maintained.
	Maximum score is 2			
		(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	0	The grievance redress mechanisms so that aggrieved parties know where to report and get redress not publicized.
19	The LLG has a functional land management system	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	5 members of ALC were appointed on 4/3/2022 under minute No 19/TDLG/C/24/11/2021 and the members are Kirumi-C/person other members are Obonyo Robert, Othieno Nekemiah,Nakimboki Getrude & Ayese Stephen. The minute of their meeting a bout sharing of reports and surveying of land was dated 6/6/2024
	Maximum score 1			

Assessment area: H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	3	Sensitisation meeting conducted on the 29th/11/2023 at PansanKaterema A parish , 108 members attended and minutes fully signed
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	0	Monitored in term 1 and on 07/02/2024 and not shared in the committee responsible. Only one report presented out of three and no evidence of sharing in the committee
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	1)Osia Smc sat on 22nd/08/2023,budget presented,minutes signed and no attendance list, 27/03/2024,financial report discussed,minutes signed and no attendance list, 10th/10/2023, head teacher report discussed, minutes not signed and no attendance list. 2) Katerema SMC- 19th/04/2023 ie planning for school calender, minutes signed and no attendance lists attached, 09/08/2023 ie approval of budget, minutes signed andno attendance list attached. Both SMCs don't provide status reports for issues agreed on.

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	Awareness creation conducted on the 29th/11/2023 at Pansan, Katerema parish
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24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	0	Monitoring conducted once on the 19th/09/2023, report not submitted to CAO and neither was the report shared by the Subcounty Executive Committee
25	Existence and functionality of Health Unit Management Committee Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	0	Osia Humc sat once on 27th/05/2024, minutes not signed and no attendance list, 29th/12/2023, minutes not signed and no attendance list and no status report on actions agreed

Assessment area: J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	3	Request submitted on 2/09/2024 to CAO and copied to Water Officer
27	The LLG has monitored water and environment services delivery during the previous FY Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	3	The LLG conducted the monitoring of the water sources as evidences presented on 19/12/2023, 21/12/2023, 22/12/2023, highlighting the location of the water source, challenges and the recommendations.
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	2	Meetings for Water user committees conducted on 04/04/2024 for Pakapoline, Pakangedavillage , minutes not signed and 22 members attended, Pasaya source held on 28th/06/2024, minutes not signed and 17 members attended ,Pentecoastal church borehole meeting on 29th/05/2024 ,signed and 28 attended, Pokwir well on 3rd/05/2024, signed and 17 members attended, Katerema p/s water sources meeting held on 30th/06/2024 were availed.

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	Updated list of water sources dated 22/12/2023 showing location and status was presented
	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.	0	There was evidence of production statistics reports for season 1 and season 2 FY 2023/2024 crop data produced and submitted to LG Production Office on 5/1/2024 and 29/6/2024. However, livestock data on file was for month of May 2024 only as per the report submitted to LG Production office on 30/6/2024.
	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	2	There was evidence on file where an awareness report on some aspects of agriculture was produced and submitted to LG Production office on 5/12/2023 and 8/4/2024. Awareness meetings focused on PDM, irrigation and Oil seeds project, among others.
	Maximum score is 2			
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	There was evidence that monthly monitoring by extension staff; and supervision by the SAS was done. Monthly monitoring reports found on file and had been submitted to the LG Production office were for the months of July, August, September, October, November, December, January, February, March, April, May and June of FY 2023/2024; and two supervision reports by SAS submitted to LG production office on 5/12/2023 and 30/6/2024.
	Maximum score is 2			

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	2	There was evidence on file that LLG extension workers such as Anyango Villas (Agricultural Officer) and Nyamusime Eseza (Assistant Animal Husbandry Officer) carried out farmer trainings as per attendance sheets on training reports submitted to LG Production office on 28/3/2024 and 11/4/2024,
	Maximum score is 2	score 2 or else 0.		
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	2	There were field reports on extension support found on file that were submitted to LG Production office on 30/6/2024. For filled agricultural extension diaries, MAAIF abolished hard copies of extension diaries and introduced e-extension diaries app in the FY 2022/2023 and in the FY 2023/2024, the app developed a problem whereby it failed to update data to-date.
	Maximum score is 2	score 2 or else 0		