



LLG Performance Assessment

LLG Performance Assessment

Pajwenda Town Council

(Vote Code: 273852)

Score 22/100 (22%)

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	There was no evidence that the LG had fully constituted PDCs for all the parishes. The LLG has four wards namely pajenda, Amori, Panyirenja and Bira ward. In place were WDC composition for the four wards. Composition for Amori ward 1. Chairperson – Ochwo Denis 2. Secretary – Akello Mercy 3. NRM – Amalla Casmier 4. Women –Auma Suzan 5. PWD –Osuna William 6. Eldery – Ochieng Olenge Panyirenja Ward 1. Chairperson – Okongo Partick 2. Secretary – Olowo Charles 3. NRM – Owor mwendi 4. Women –Akello Phoebe 5. PWD –Osingili Silver 6. Eldery – Owor Oliwa 7. Youth – Okongo Alfred Pajwenda Ward 1. Chairperson – Okungu Wilberforce 2. Secretary – Medi Constatino 3. NRM – Ofwono Yofisa 4. Women –Achieng sylvia Oloko 5. PWD –Babirye Hawa 6. Eldery – Othieno Nafatal 7. Youth – Okoth Arthur Bira Ward 1. Chairperson – Wanyenda Damali Fego 2. Secretary – Okello Michael 3. NRM – Ochwo John 4. Women –Auma Janife 5. PWD –Okongo Stephen 6. Eldery – Ochwo Jackson 7. Youth – Oburu Alex Evidence on WDC community mobilization activities for individuals and groups to participate in development activities for Amori held on

10th /6/2024 presented.
Minutes for the three wards
not availed.

The LLG provided List of
proposals for the all the four
wards

Bira Ward. piggery - poultry
and cassava

Pajwenda ward - piggery,
poultry and cassava

Amori ward- piggery, poultry
and cassava

Panyirenja ward - cassava,
poultry and piggery

There was evidence to show
that the LLG held appraisal
and vetting of proposals
submitted for the revolving
funds for three wards.

Pajwenda appraisal meeting
was held on 27/06/2024, ,
Amori meeting was held on
2/7/2024, Panyirenja
meeting was held on
11/5/2024. Vetting/ appraisal
minutes for Bira not seen at
the time of assessment.

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.

0

The column of economic
activity was missing in the
data generated.

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

There was evidence on
mapping of the NGO, CBO
and SCO for the previous FY
and their involvement in
awareness creation about
PDM and planning cycle
presented. Report on
mapping of the following
CBOs; rural women, youth
employment, Bira saving
group, Auro foundation.

Maximum score is 6

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

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

0

This evidence was not provided

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

0

This evidence was not provided

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

Assessment area: B. Planning and Budgeting

4

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

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

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

0

According to the annual work plan, the LLG procured 40 three seater desks for inyoriang p/s, maintenaca of panyirenja-lwala community access roadon page 8. However these projects are not in the development plan

Maximum score is 6

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

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

0

There was no evidence to show that the LLG held meetings at the parish level.

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

0

The budget conference has no prioritized investments mentioned

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

0

The evidence provided show that the roads in the annual work plan are different from those in 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

The LLG did not develop project profiles for capital investments 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 19th/4/2024.

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	0	The procurement plan provided is for FY 2022/2023 instead Of 2023/2024
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	0	This evidence was not provided.

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	This evidence was not provided.
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	This evidence was not provided.
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. 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 iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	0 0 0	This evidence was not provided. This evidence was not provided. This evidence was not provided.

Evidence that the LLG:

iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0. 0 OSR not pubilized

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 0

Submission of Annual financial statement to Auditor General not yet done

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 evidence showing that the LLG submitted quarterly financial and physical progress reports to CAOs office on time.

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

Q1 report submitted on the 6/10/2024

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 report submitted on the 0/1/2024

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 report submitted on the 15/4/2024

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 report submitted on the 8/7/2024

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

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

12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0 0	The LLG had not appraised all staffs in the FY 2023/2024. 1. Athieno Jackson CDO on 30/06/2024 2. Akello Mercy ward agent on 29th /06/2024 3. Medi constantino ward agent on 29/6/2024. Appraisal for two ward agent missing i.e. Olowo Charles and Okello micheal
		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 0	The LLG appraised the following Head teachers. 1. Achieng jane francis 2. Onyango eric 3. Okumu jimmy ambrose 22/11/23 4. Aboth mary 14/11/2023 Appraisal forms for two head teachers missing.
		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	The LLG appraised the health in-charge of Pajwenda HC III. Apprraisal of Madam Nyafwono Christine done
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 0	The LLG did not display the staff structure neither did they publicize the staff list on the notice board
		Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0 0	This evidence was not availed

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 0	This evidence was not provided
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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	This evidence was not provided
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	0	This evidence was not provided

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	0	This evidence was not provided
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	0 0	This evidence was not provided 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	0	This evidence was not provided

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	0	This evidence was not provided
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	1	The LLG did not provided sufficient evidence of school monitoring for the last three terms in the previous FY. 1. Lwala p/s monitoring report dated 04/12/23 and 06/02/2, 2. Amor p/s was monitoring report dated 27/05/24 and 05/02/2024 3. Pajwenda p/s monitoring report dated 06/05/2024 4. lyoriang were monitoring report dated 06/05/2024 The LLG is required to monitor schools at least once per term in the previous three terms
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	The LLG availed only on set of minutes for SMC for three schools. 1. Pajwenda p/s meeting held on 05/03/2024, 2. Amor p/s meeting held on 3/7/24, 3/10/23 3. Lwala p/s meeting held on 19/3/24,07/08/2023.

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 provided
24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	0	This evidence was not provided

25	Existence and functionality of Health Unit Management Committee	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	0	This evidence was not provided
	Maximum score is 3			

Assessment area: K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0	0	This evidence was not provided. This due to absence of staffs to handle urban planning i.e. physical Planner and town engineer.
	Maximum score 2			
		(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:		
		20% in 2022/23	0	This evidence was not provided
		30% in 2023/24		
		40% in 2024/25		
31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	0	This evidence was not provided
	Maximum score 3			
		(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0	0	This evidence was not provided
		(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	0	This evidence was not provided
32	The LLG has developed and implemented a solid waste management plan	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0	0	This evidence was not provided
	Maximum score 2			

	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	0	This evidence was not provided	
33	Operation and Maintenance of infrastructure	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0	0	This evidence was not provided
	Maximum score is 3			
		(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	0	This evidence was not provided
		(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	0	This evidence was not provided

Assessment area: L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	2	There was evidence that production statistics data on crop production, livestock production, productive entomology , fish farming, post harvest handling and storage, agro-processing, value addition and marketing facilities was collected, analysed and submitted to DPO on 05/4/2024 and 05/07/2024.
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings Maximum score is 2	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	2	Awareness creation report on PDM and U-gift micro irrigation availed. Report received by DPO on the 04/07/2023
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	2	Reports on monitoring of agricultural extension activities provided during assessment. Consolidated report submitted to DPO on 04/07/2024

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	2	The LLG conducted training of PDM farmers on agronomic practices and good farm management, enterprise selection, and business planning. Consolidated reports were submitted to DPO on 05/04/2024 and 05/07/2024 Attendance lists and training programs were attached
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	2	There was evidence of reports on extension support to farmers through farm visits. Reports compiled and submitted to DPO on 05/04/2024 and 11/7/2024. Sampled one farmer named Ochieng Gerald