



LLG Performance Assessment

LLG Performance Assessment

Soni

(Vote Code: 273855)

Score 69/100 (69%)

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		There was evidence PDCs composition PDM guidelines for all the parishes. PDC composition for Soni parish 1. Chairperson – Owot Henry 2. Secretary – Nyachwo Lydia 3. NRM – Awino Teddy 4. Women –Athieno rose 5. PWD –Nyapendi Rosemary 6. Eldery – Onyango Adolf 7. Youth – Owor Charles PDC composition for Nagoke parish 1. Chairperson – Katandi Wildrod 2. Secretary – Maloba Henry 3. Women –Awinjo Gladys 4. PWD –Athieno Rose 5. Eldery – Onyango Siliveria 6. Youth – Qwor Teddy PDC composition for Chawolo Parish 1. Chairperson – Owor Patrick 2. Secretary – Ochieng Julius 3. NRM – Opino Stephen 4. PWD –Oketcho Makaler 5. Eldery – Olowo Vicent 6. Youth – Odoi Vicent PDC composition for Mifumi Parish 1. Chairperson – Owor Patrick 2. Secretary – Obbo Charles 3. NRM – Othieno

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

- Vicent
4. Women –Akello Mary Salume
 5. PWD –Ochwo luka
 6. Eldery – Ogolla Okia
 7. Youth – Ondue Samson

Minutes of community mobilization for individuals and groups to participate in government programmes for all the parishes for the following parishes seen.

Soni Parish meeting held on 12/12/2023

Nagoke Parish meeting held on 21/05/2024

Minutes for Mikaya were copied from Soni parish while Mifumi minutes for meetings were missing

List of proposals for the revolving funds for all the parishes during the previous FY in place

Soni parish

Poultry, piggery and cassava growing

Nagoke parish

Poultry, cassava and dairy

Chawolo parish

Rice piggery and cassava

Mifume Parish

Poultry, cassava and piggery

Minutes of appraisal/ vetting meeting for one parish availed instead of four parishes.

1. Mifumi parish meeting held on 7/6/2024
2. Mwello parish meeting held on 30/6/2024
3. Mikiya Parish meeting held on

1/6/2024

4. Chawolo parish
meeting held on
28/01/2024

Vetting minutes for
Soni, and Nagote not
seen

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.

2

Data has been availed
disaggregated by
village , gender, age
and economic activity

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

2

Mapping of NGO's,
CBO's and CSO's for
the previous seen.
NGO's include Mifumi
project, Africa water
solution, Hope for kids
international.

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

There was no evidence
of meetings with the
PDC and village
executive to discuss
activities implemented

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

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

2

There was evidence
minutes of meeting
with the PDC and
village executive held
on 16/12/2023 and
13/6/2024 on Priority
enterprises that can
be implemented in
the parish

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

In the annual work plan, protection of two spring wells (Wang owino and Wang buteri) on page 4 and in development plan on page 93

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

Evidence of parish meeting not availed

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 provided to show that the LLG held a budget conference on the 10th /10/2023 and recommends protection of spring wells

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

1

There was no linkage between the annual workplan. Protection of spring wells not mentioned 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

Project profiles for spring well were prepared

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

1

There was no evidence of submission of the budget to the district

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

There LLG did not prepare a procurement plan for the current FY

6	Compliance of the LLG budget to DDEG investment menu for the current FY			Projects in the annual workplan include;
	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	Protection of 2 spring ells at Chawolo and Nagoke Procurement of 33 three-seater desks for Mifumi, Nagwoke and St. Stephen Budaka p/s

Assessment area: C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)			Local Revenue budget -5,470,454
	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	Actual collection OSR- 1/460/231 Performance - 26% Variation - 73% The LLG OSR collection was less not within +/- 10% of the budget
8	Increase in LLG own source revenues from last financial year but one to last financial year.			Actual OSR collection for 2023/20234 - 1,460,231
	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	Actual OSR for 2022/2023 - 1,260,000 The LLG realized an increment in OSR by 15%
9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	0	No remittance of Local revenue to the administrative units.
	Maximum score 4			
		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	20% of 1,260,000 L.R = 252,000 Actual spent on council allowances - 3,398,000. This expenditure was beyond the 20%

Evidence that the LLG:		No evidence of expenditure on operational and maintenance
iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	0	
Evidence that the LLG:		OSR posted on the notice board
iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	1	

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	Final Accounts submitted to Auditor General on the 30/08/2024
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: 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: 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: 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: iv. Q4 by 30th July score 3 or else 0	0 1 0 0	The evidence provided show that the LLG submitted only Q2 financial and physical progress report CAOs office on time.Q1 and Q3 reports missing. Q1 report missing Q2 submitted on the 3/4/2024 which is within the timeframe Q3 report missing Q4 submitted on 29/07/2024 which is beyond the deadline

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

All LLG staffs had been appraised in the FY 2023/2024.

Appriaisal forms the following staffs availed.

1. Obbo Charles parish chief appraised on 28/06/2024
2. Ochieng Julius parish chief appraised on 30/06/2024
3. Nyachwo Esther parish chief appraised on 28/06/2024

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

Health In charge had been appraised.
Ogwang Bony Enrolled Nurse appraised on 28/06/2024 and Alello Irene Enrolled Nurse appraised on 28/06/2024

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 0 2

All school Head Teachers had been appraised

1. Ofwono Moses H/T -31/12/2023
2. Owor Charles H/T -31/12/2023
3. Owino Aggrey H/T – 31/12/2-23
4. Athieno Betty Mary H/T – 31/12/2023
5. Ofamba Jane H/T -31/12/2023
6. Ochwo Domic H/T - 31/12/2023

13

Staff duty attendance Evidence that the LLG has

Maximum score is 6

(i) Publicized the list of LLG staff: score 3 or else 0 3

Staff structure and staff list displayed on the office notice board

		Monthly staff attendance analyzed as follows;
		1. June 2024 dated 9/7/2024 received on 9/07/2024
		2. May 2024 8/6/2024 received on 21/06/2024
		3. April 2024 3/05/2024 received on 6 /05/2024
		4. March 2024 3 /04/2024 received on 3 /04/2024
		5. February 11/03/2024 received on 3 /04/2024
Evidence that the LLG has		6. January dated 7/02/2024 received on 8/02/2024
(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	3	7. December 2023 dated 7/1/2024 received 8/01/2024
		8. November 2023 dated 05/12/2023 received 07 /12/2023
		9. October 2023 dated 3/11/2023 received 03/11/2023
		10. September 2023 dated 10/10/2023 received 12/10/2023
		11. August 2023 dated 04/09/2023 received on 12/10/2023
		12. July 2023 dated 3rd /08/23 received in 8th /08/2023

Assessment area: F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	2	There was evidence to show that the LG spent all the DDEG funds on capital investments; Opening of Omalla Okello Pamike via Posimbo 2.5km road, Procurement of 5 chaires and 1 cupboard, Procurement of 100 tree seedlings
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	Total budget – 37,993,584 Actual not availed
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	The LLG Opened omali Okello pa mike via Posimbo 2.5km road, procured 1000 tree seedlings, 5 chairs and 1 cup board

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	Environment social and climate change screening form for Po Omali Okello pa mike via Posimbo 2.5km road seen - 11,500,000.
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	This evidence was evidence of grievance log book with clear information provided during assessment. Information displayed on the notice board. 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

Appointments letters members of area land committee provided.

1. Nyachwo Lydia appointment letter dated 3 /03/2023
2. Okello Godfrey appointment dated 3 /03/2023
3. Oloka Charles appointment dated 3 /03/2023
4. Oyuki Ignatius appointment dated 3 /03/2023
5. Owor Pius appointment dated 3 /03/2023
6. Nyadoi Scovia appointment dated 3 /03/2023

Minutes of area land committee meetings seen. The meetings were held on the 18/07/2023, 12/12/2023, 05/04/2024 and 2/05/2024 as per the minutes 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

3

There was awareness creation report dated 10/02/2024 on improvement of education services at Nagoke p/s.

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

According to the monitoring reports, the LLG monitored all its schools. However, monitoring was not on termly basis as of the namual.

1. Mifumu p/s monitoring report dated 04/05/2024
2. Soni Kayinja p/s monitoring reports dated 6/3/2024, 4/06/2024
3. St. Stephen Budaka monitoring reports dated 3/03/2024, 13/05/2024, 17/08/2023
4. Soni p/s reports dated 13/07/2023, 13/02/2024, 06/06/2024
5. Nyabanja p/s 13/07/2023, 13/02/2024, 06/06/2024

Monitoring reports for Nagoke p/s missing

22	Existence and functionality of School Management Committees					The SMC held termly meetings for five schools.
	Maximum score is 3					1. Mifumi p/s SMC meetings held on 23/11/2023, 6/03/2024, 2/08/2024 2. Soni Kainja SMC meetings held on 3/08/2023, 20/10/2023, 17/04/2024 3. Nagoke p/s SMC meeting held on 13/11/2023, 27/11/2023, 14/10/2023 4. Soni p/s SMC meeting on 13/07/2023, 13/02/2023, 06/06/2024 5. Nybanja p/s SMC meeting held on 03/08/2023, 14/10/2023, 04,05,2024
		Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	0			
						Minutes for St. Stephen p/s missing.

Assessment area: I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery	3			There was evidence of awareness creation and mobilization report dated 10/06/2024 and submitted to CAO on the 10/06/2024 on improvement PHC
	Maximum score is 3	score 3, else score 0				
24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	4			Monitoring reports for health units provided. monitoring reports for Soni and Chawolo health centre dated 10/11/2023, 7/01/2024, 2/5/2024 and 10/08/2023
	Maximum score is 4					

25	Existence and functionality of Health Unit Management Committee Maximum score is 3		Composition of HUMC seen Appointments for Soni Kirewa dated 30/june 2024 1. Achieng Betty 2. Okumu Fred 3. Norigiyesu Peter 4. Alupo Harriet 5. Obbo Rophings Appointments for Soni Health centre II 1. Odoi Adome 2. Oleme Peter 3. Nakabirwa Juliet 4. Akello Irene 5. Omitta Stephen Evidence of HUMC meetings of Soni H/C II-18/03/2024, 5/4/2024, 18,12,2023, 18/09/2023, Chawolo HC II-19/09/2023, 15/12/2023, 12/01/2024 ,15/04/2024
	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	3	
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	Consolidated request letter by SAS for water sources for wanyaka A, Nyabanja central, lyopoki B,Chawolo Central, Kwoyo A and B, Kisera central, Kisera and Nyakatoke East submitted to CAO's office on the 15/5/2025
		3	
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	Report of monitoring of water and environment services availed. The LLG monitored all the water sources, perdhila wetland on 19/12/2023, tree sampling at the subcounty headquarters, Soni kyaija p/s, Mifumi p/s, Nagoke and St.stephen
		3	

28	Existence and functionality of Water and Sanitation Committees	Composition of water use committee seen include CP, treasurer, secretary, 2 caretakers
	Maximum score is 2	Minutes of water user committee for one water source seen (Mifumi Cetral)
	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	There was evidence of community contribution towards the maintenance of water sources not seen
		0
29	Functionality of investments in water and sanitation facilities	Updated report on all water sources and functionality status seen
	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	
		2

Assessment area: L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported	There was evidence that production statistics data was collected, analyzed and submitted to DPO on 10/1/2024.
	Maximum score is 2	Data collected on Agro-input dealers, farming hose holds, disease incidences, crop, live stock and fisheries production levels, prices of live stock and crop products etc.
	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
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	The LLG conducted sensitization on farmers and farmer groups on PDM, Rabbits prevention and control. Report submitted to DPO on 26/6/2024
	Maximum score is 2	Attendance list attached
	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

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	Monitoring report of PDM, OWC, PRDP farmers. Monitoring report dated 21/12/2023 and submitted to DPO on 19/07/2024
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 participated in training on farmers and farmer groups on pest and diseases prevention and control in poultry on 17/5/2024 at the subcounty headquarter, 20/5/2024 at Odoi's home in Nagoke zone, 21/5/2024 at chawolo store Training of farmers on pig rearing using IMO technology and report submitted to DPO ON 19/7/2024 Training of farmers on good system of rearing pigs and housing done on 24/6/2024 Attendance lists and training programs seen
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 field reports on extension support to livestock farmers. Reports submitted to DPO on 19/07/2024