



LLG Performance Assessment

LLG Name: Kasodo Subcounty

Pallisa District

(Vote Code: 919)

Assessment	Scores
LLG Performance Assessment	39%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
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A. Functionality of Parish Administrative Structures

1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>List for PDCs for 5 parishes formed and on file. Composition of 7 members with the following posts filled chairperson, Secretary , Chairperson women, chairperson disability, chairperson youth, chairperson older persons, opinion leader and NRM chairperson of the parish as per PDM guidelines, in the listed parishes of Najeniti ,kainja ,Kasodo,Nabitende and Nangodi .</p> <p>PCS minutes for Kainja parish dated 17/8/2021, Najeniti minutes dated 15/8/2021, Kasodo minutes dated 13/8/2021, Nabitende minutes dated 16/8/2021,Nangodi minutes dated 12/8/2021.</p>	2
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2	<p>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.</p>	<p>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.</p>	<p>The parish had not compiled ,analyzed village data.</p>	0
	<p>Maximum score is 2</p>			
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG:</p> <p>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</p>	<p>Report on mapping of NGOs,CBOs and CSO in place dated</p> <p>There is no evidenece of involment of CSOs on awareness creation.</p>	0
	<p>Maximum score is 6</p>			
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>No evidence provided.</p>	0
	<p>Maximum score is 6</p>			

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	No evidence provided	0
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B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The annual workplan indicated construction of a 5 stance pit-latrine in Najeniti primary school also reflected in the Development plan page 40.</p> <p>Routine maintenance of Nabitende-Kisoko reflected in annual workplan as well as the Development plan page 39</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>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.</p>	<p>There is evidence of the inclusion of the Parish priority of Nabitende parish for the maintenance of Nabitende - Kisoko road indicated in the AWP submitted by the parish, and submissions endorsed by the Parish</p>	1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	No evidence provided	0
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	No evidence seen	0
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>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</p>	No evidence seen	0
	<p>Maximum score is 6</p>			

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>No evidence of submission</p>	<p>0</p>
5	<p>Procurement planning for the current FY: submission of request for procurement</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0</p>	<p>No evidence provided</p>	<p>0</p>
6	<p>Compliance of the LLG budget to DDEG investment menu for the current FY</p> <p>Maximum score is 2</p>	<p>Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0</p>	<p>No compliance.</p>	<p>0</p>

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.	Local Revenue Budget shs : 2,800,000 Actual collection shs: 372,000 $372,000/2,800,000*100$ 13.3% 13.3-100% -86.7%	0
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	OSR FY 2020/2021 : Actual = No ascertained (no financial record) FY 2021/2022 :Actual = 372,000	0
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.	There is no evidence of remittance	0
9	The LLG has properly managed and used OSR collected in the previous FY 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	No evidence provided	0

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	No evidence provided.	0
	Maximum score 4			

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	There was no evidence seen on the notice board	0
	Maximum score 4			

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time	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	There was no evidence of submission.	0
	Maximum score is 4			

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	No evidence of submission.	0
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	No evidence of submission.	0
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	No evidence provided	0
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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: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	No evidence provided.	0
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: (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	No evidence of appraisal.	0
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	The staff list with name,titles and contacts posted on the notice board. Attendance book in place and signed by staff.	3
13	Staff duty attendance 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	No evidence provided	3

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	projects implemented included,renovation of staff house at the sub-county headquarters,Installation of a gate at Kasodo HCIII,Opening of Nangodi - Kabegere Road,Construction of a 5 stance pitlatrine at Najeniti primary school ,Installation of power at the sub-county headquarters.	2
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15	<p>The LLG spent the funds as per budget</p> <p>Maximum score is 2</p>	<p>Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2</p>	<p>Pit-latrine = no records provided</p> <p>Gate installation = no records provided</p> <p>Renovation of staff = no records provided</p> <p>No vouchers seen</p>	0
16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>No certificate seen and vouchers ,the accountant reported the financial records were being used to prepare the final accounts</p>	0

G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0</p>	<p>Evidence of ESPM forms seen ,prepared by Samuka Muhammed -DNRO</p>	2
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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 feedback, 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	There was evidence of Log book for grievance,Refferal path way displayed on the notice . The officer in-charge is Mpande Ibrahim.	1
18	The LLG has an Operational Grievance Handling System 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	Officer in-charge displayed on the notice board. Refferal pathway displayed on the notice.	1
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	The commitee not constituted ,the nominated persons were rejected by the District council	0

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

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>There was a report on education awareness creation and mobilization dated 14/6/2022 prepared by Nyomera Halima CDO</p> <p>The program for the exercise attached.</p> <p>Report on awareness campaign and sensitization of parents and value of education dated 9/6/2022 .</p>	3
21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>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:</p> <p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>Annual report for monitoring of school in place for 2021/2022</p> <p>page 2 of the report had term which was conducted on 2/2/2022 - 10/2/2022 for (Kasodo ps,Najeniti ps,Nabitende,Nakibakiro).</p> <p>2 nd term 6/7/2022(Kasodo ps,Najeniti ps,Nabitende,Nakibakiro).</p>	0
22	<p>Existence and functionality of School Management Committees</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional school management committees in all schools; score 3, else score 0</p>	<p>There were no minutes for respective SMCs presented</p>	0

I. Primary Health Care Services Management

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>Report on community dialogue on malaria prevention at Nakibakiro village dated 5/4/2022</p> <p>Report dated 10/5 2022</p> <p>Report dated 23/5/2022</p> <p>Report dated 6/6/2022</p> <p>Photos and attendance lists attached</p> <p>all compiled by Okiror Emmanuel ,Health Assistant</p>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>No evidence seen</p>	0
25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0</p>	<p>HUMC is in place</p> <p>minutes for the HUMC for Kasodo HCIII dated 7/3/2022,12/11/2022 signed by kayango martha secretary of the committee,Maswe peter is the chairperson</p>	3

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	A requests dated 15/6/2022 ,28/6/2022 by Okiror Emmanuel the Health Assistant	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	Monitoring reports in place dated 29/6/2022,30/9/2021 by Okiror Emmanuel Health assistant	3
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	No evidence was availed.	0
29	Functionality of investments in water and sanitation facilities Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	Report on the progress of water and sanitation in Kasodo sub-county prepared by Halima Nyomera CDO.	2

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

30 Development of the Physical Development Plans as per guidelines
Maximum score 2 (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

30 Development of the Physical Development Plans as per guidelines
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
30% in 2023/24
40% in 2024/25

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (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

31 Implementation of the physical planning and building control measures as per guidelines (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
Maximum score 3

31 Implementation of the physical planning and building control measures as per guidelines (iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
Maximum score 3

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
Maximum score 2

32 The LLG has developed and implemented a solid waste management plan (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
Maximum score 2

- 33 Operation and Maintenance of infrastructure
Maximum score is 3 (i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
- 33 Operation and Maintenance of infrastructure
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
- 33 Operation and Maintenance of infrastructure
Maximum score is 3 (iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

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.
- Statistical report dated 23/2/2022 by Omasuke Peter the Agricultural Officer

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	Awareness report dated 30/6/2022 by Pandere George extension worker Training report on cassava production by Omasuke Peter	2
	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	No Monitoring report seen	0
	Maximum score is 2			

37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>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.</p>	<p>A report on training of farmers on agribusiness in place dated 30/6/2022 compiled by padere George (Assistant Animal Husbandry Officer).</p> <p>A report on training in post harvest handling of fish in place 15/7/2021 compiled by Musubika Rosemary (Assistant Fisheries Officer).</p> <p>A report on training and demonstration of farmers on farm fish feed formulation in place dated 5/4/2022.</p> <p>A report on training of farmers on fish farming systems dated 23/7/2021.</p>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>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</p>	<p>No evidence provided</p>	0