



LLG Performance Assessment

LLG Name: Kiyanga Subcounty

Mitooma District

(Vote Code: 893)

Assessment	Scores
LLG Performance Assessment	63%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
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>PDM guidelines and PDCs were available. Minutes for PDCs were also available evidenced by those dated 16/4/2023 for Kashasha, 6/6/2023 for Kiyanga and Bukiriro parishes.</p> <p>Lists of proposals submitted for PRF were available evidenced by those dated 29/4/2023 for Kashasha and 14/4/2023 for Kiyanga and Bukiriro</p> <p>Field mobilisation reports were also available dated 29/8/2022, 30/9/2022 and 27/1/2023 for Iraramira and Kaburara</p>	2
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>Maximum score is 2</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>Parish chiefs collected data and updated it on the noticeboard</p>	2
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:</p> <ul style="list-style-type: none"> 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>The LLG had Raising The Village and Accord but there were no mapping reports</p>	0

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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Approved programmes to be implemented with in parishes were available in the AWP and Budget evidenced by completion of a two classroom block and Ruhungye p/s, Kagarama church school and Nyakishenyi p/s on page 10 of the budget and page 3 of the AWP.</p>	2
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>	<p>List of priority enterprises were available dated 30/9/2022 for Bukiriro, 18/2/2023 for Kashasha, 30/9/2022 for Iraramira and 3/10/2022 for Kaburara</p>	2

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>Planning and budgeting guidelines were available. Approved Development Plan III was also available and its activities were consistent with the AWP and Budget evidenced by completion of a two class room block at Ruhungye p/s, Kagarama p/s and Nyakishenyi p/s on page 43 & 44 of the DP III, page 3 of AWP and page 10 of the Budget</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>Ranked priorities were incorporated in the AWP and Budget evidenced by priorities dated 9/9/2022.</p>	1

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:

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

There was no budget conference due to inadequate funds.

1

Council minutes approving the budget were also available dated 10/5/2023

4

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

Maximum score is 6

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

The LLG budget included investments to be financed by the LLG

1

4

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

Maximum score is 6

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

Project profiles were not available

0

4

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

Maximum score is 6

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

LLG budget was submitted to the planner on 11/5/2023

1

5	Procurement planning for the current FY: submission of request for procurement	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	There were no pdu files	0
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	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	DDEG guidelines were available DDEG was to be used on construction of a two stance latrine at Burambika weekly market evidenced by the LLG budget for the current FY	2
	Maximum score is 2			
C. Own Source Revenue Mobilization and Administration				
7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	LLG collected OSR for the previous FY within +/- 10% of the budget evidenced by the AFS and budget for the previous FY	1
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	The OSR collected increased from previous FY but one to previous FY by 17.7% evidenced by AFSs.	1
	Maximum score 1			
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.	The LLG has remitted OSR to the administrative units evidenced by payment voucher dated 3/7/2023, No. 1/7, AWp and AFS for the previous FY	1
	Maximum score 4			

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	The LLG spent more than 20% of OSR on councilors allowances evidenced by payment vouchers, AWP and AFS for the previous FY 0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	The LLG budgeted and used OSR funds on operational and maintenance in previous FY as planned evidenced by payment vouchers and AFS for the previous FY 1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	The LLG Publicised the OSR and how it was used for the previous FY on the noticeboard 1
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	The LLG submitted its Annual Financial Statement to the Auditor General after 31/8/2023 0
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	Q1 was submitted on a date after 15th October 2022 0

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>ii. Q2 by 15th January score 1 or else 0</p>	Q2 was submitted on a date after 15th January 2023	0
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>	Q3 was submitted on a date after 15th April 2023	1
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>	Q4 was submitted on a date after 30th July 2023	3
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>	All staff in the LLG including extension workers in the previous FY were appraised evidenced by appraisal for Asiimwe John who was appraised on 30/6/2023	2

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: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Primary School Head teachers in public primary schools in the previous school calendar year were appraised evidenced by Headteacher for Iraramira p/s who was apprasied on 28/9/2022	2
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	Incharges are not always appraised by SAS. They are appraised by the DHO	2
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 LLG stafflist was publicised on the noticebaord, staff attendace register and staff perfomance reports were also available	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	Monthly analysis of staff attendance was not done	0
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	The LLG didnot spend all the DDEG for the previous FY on eligible project	0
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	The execution of budget in the previous FY deviated more than 10% from sector ceilings and programs	0

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) :	The investment project planned in the previous FY were not completed	0
	Maximum score is 3	If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.		
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	The LLG did not carry out environmental, social and climate change screening	0
	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	The LLG has specified a system for recording, investigating and responding to grievances evidenced by the committee and the complaint log book available	1
	Maximum score is 2			
18	The LLG has an Operational Grievance Handling System	(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	It was publicised on the noticeboard	1
	Maximum score is 2			
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	Area land committee was available with minutes	1
	Maximum score 1			

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

Reports on awareness campaigns and parents' mobilization for improvement of education services were available dated 30/10/2022 and 30/1/2023

3

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:

Monitoring reports on education were available evidenced by those dated 30/1/2023, 27/9/2022 and 30/9/2022 for Iraramira p/s

4

If all schools (100%) - score 4

If 80 – 99% – score 2

If 60 to 79% score 1

Below 60% score 0

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

SMC minutes were not available

0

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

Reports on awareness campaigns and community mobilization for improvement of primary health care were available

3

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

The SAS monitored aspects of health service delivery during the previous FY evidenced by reports dated 27/12/2022

4

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

HUMC committees were available with minutes dated 26/6/2023, 24/3/2023 and 5/12/2022

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

Requests from the LLGs for consideration in the current FY were not submitted to the DWO

0

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

The SAS didnot monitor all aspects of water in the previous FY

0

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

The LLG didnot have functional Water and Sanitation Committees

0

29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	Updated reports submitted showing the water and sanitation status of the Sub County for all facilities were not available	0	
	Maximum score is 2				

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	
	Maximum score 2		

30	Development of the Physical Development Plans as per guidelines	(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: Maximum score 2 20% in 2022/23 30% in 2023/24 40% in 2024/25
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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 Maximum score 3
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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
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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

(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0

Maximum score is 3

33

Operation and Maintenance of infrastructure

(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

Maximum score is 3

33

Operation and Maintenance of infrastructure

(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

Maximum score is 3

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.

The LLG Reports on production statistics were available dated 31/5/2023, and 30/12/2022

2

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

Awareness reports on aspects of agriculture were available dated 30/12/2022, and 30/11/2022

2

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

Monitoring reports were also available evidenced by one dated 30/3/2023

2

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.

Training reports were also available dated 30/3/2023 14/11/2022 and 11/11/2022 and attendace sheets dated 30/12/2022, 14/11/2022 and 11/11/2022

2

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

Field reports and field visits were available dated 20/12/2022, 21/12/2022, 17/10/1011 and 15/10/2022

2

