



LLG Performance Assessment

LLG Name: Puti-Puti Subcounty

Pallisa District

(Vote Code: 919)

Assessment	Scores
LLG Performance Assessment	46%

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>PDCS formed and lists on file for the following parishes, Mpongi, Budaula, PutiPuti and Nagule parish.</p> <p>Minutes of Mpongi parish PDC meeting held on 15th /06/2022 signed by kirenzi Hassan the secretary, Budula PDC held on 2nd /06/2022 signed by Nkolwa Dan and kamutono GW the Chairperson, putiputi parish PDC minutes held on 1/06/2022 signed by Akiding Scovia the secretary and kirya fred the chairperson, Nagule Parish PDC meeting held on 30th /06/2022 signed by Namuge Edisa the secretary and Ogeu Richard the Chairperson.</p> <p>Sensitization report on file dated 22/2/2022 with attendance attached</p> <p>All PDCs are formed as per the PDM guidelines</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>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>LLG has compiled ,updated and analysed data for the following parishes(Budaula,Mpongi,Nagule and Puti-Puti).The report is on file.</p>	2
	<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: 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>There was evidence of mapping report of NGOs,CBO and CSOs dated 8/4/2022 prepared by CDO .</p>	2
	<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: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>No evidence that the LLG has approved programmes /activities to be implemented within the parish for the current FY.</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>	<p>There is no evidence that the LLG Provided guidance to the village executive committees and to PDCS the priority enterprises that can be implemented in the parish.</p>	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>xxxx</p>	0
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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>No evidence seen</p>	0
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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>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>No evidence of budget conference conducted</p>	0
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>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	xxxxxx	0
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>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>	xxxxxxx	0

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</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 seen</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>80% is allocated for road opening</p> <p>10% is allocated for parish planning</p> <p>10% is allocated for investment servicing -BOQs,Monitoring,EIA.</p> <p>All the allocations are within the eligible menu.</p>	<p>2</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.	OSR budget was shs 350,000 OSR actual realized was shs 45,000 $45,000/350,000*100 = 12.8\%$ performance	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 2020/2021 = shs 30,000 OSR 2021/2022 = shs 45,000 $45,000-30,000 = 15,000$ $15,000/30,000*100 = 50\%$ performance. There was increase of +5%	1
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.	No evidence seen	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 seen	0

9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0</p>	<p>No evidence seen</p>	0
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9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	<p>No evidence seen</p>	0
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D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>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</p>	<p>Final Accounts prepared and submitted to OAG on 31/8/2022 dully endorsed and stamped</p>	4
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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>i. Q1 by 15th October score 1 or else 0</p>	<p>No evidence seen</p>	<p>0</p>
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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>ii. Q2 by 15th January score 1 or else 0</p>	<p>No evidence seen</p>	<p>0</p>
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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>iii. Q3 by 15th April score 1 or else 0</p>	No evidence seen	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 seen	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>	<p>8 staff appraisal forms staff seen and dully completed</p> <p>Nalumansi Getrude Okot - Agricultural Officer</p> <p>Omoding Charles - AAHO</p> <p>Akiding scovia - parish chief</p> <p>Nkolwa Dan - parish chief</p> <p>Kirenzi hassan Juma - parish chief</p> <p>Akello Amina - SAA</p> <p>Namuge Edisa - parish chief</p> <p>Musubika Rosemary - Assistant fisheries officer</p> <p>Kantono Martha - CDO</p> <p>All dated 30/6/2022</p>	2
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>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>No evidence seen</p>	0
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>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>No evidence seen</p>	0

13	Staff duty attendance	Evidence that the LLG has	LLG staff list was publized and attendance book in place	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		
13	Staff duty attendance	Evidence that the LLG has	No evidence seen	0
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Phase2 construction administration block Fencing of Mpongi HCIII 3 stance pit-latrine at sub-county headquarters All the above were in eligible areas	2
	Maximum score is 2			

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%:</p> <p>Score 2</p>	<p>Phase 2 of administration block budget was shs 35,000,000 actual expenditure 31,594,118 (90.2%%) -100% = -9.8%</p> <p>3 stance pit-latrine budget was shs 12,000,000 actual expenditure 10,862,408 (90.5) - 100% = -9.5%</p> <p>Fencing of Mpongi HCIII budget was shs 35,000,000 actual expenditure 37,147,329 (106.1%)-100% = 6.1%</p> <p>3 stance pit-latrine at limoto ps budget was 12,000,000 actual expenditure was 11,882,042 (99.0)-100 = -1%</p> <p>The LLG didnt deviate beyond acceptable.</p>	2
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>Phase 2 of administration block was at100% as per the interim payment certificate</p> <p>3 stance pit-latrine at sub-county headquarters was rated at 90% as per interim payment certificate.</p> <p>Fencing of Mpongi HCIII was at (77.9%)</p> <p>On average the performance was 89.3%</p>	2

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	Environmental and social screening was done for the following projects ,tree planting ,Admin block ,pit latrine at the LLG headquarters and fencing of Mpongi HCIII	2
	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	Complaints log book in place and referal person in charge of complaints kantono martha the CDO	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	grievance handling path way described on the notice board.	1
	Maximum score is 2			

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	No evidence seen	0
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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	Community sensitization report on girl child education conducted on 6/7/2021 prepared by CDO with attendance list attached.	3
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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	Monitoring report of Mpongi primary school on file dated 2/12/2021 compiled by Kirenzi Juma.	0
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22	Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	SMC for one school presented for mpongi primary school dated 2nd /06/2022	0
	Maximum score is 3			

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 score 3, else score 0	A wareness report dated 3/9/2021 issues of sanitation were discussed,avoiding communicable diseases like TB Minutes of community meeting held on 25/8/2021.	3
	Maximum score is 3			

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	monitoring report for mpongi HCIII dated 7/12/2021 compiled kirenzi Hassam parish chief mpongi. No minutes of Subcounty executive committee seen.	0
	Maximum score is 4			

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	Health unit management committee was established and chaired by Nangaga John with Namusoke shamim the secretary. The HUMC is functional with evidence of minutes dated 30th/06/2022.	3
	Maximum score is 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	No evidence seen	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	only one report(dated 21st /02/2022)for mpongi parish. Report on water and sanitation available on file dated 18/5/2022 prepared by the 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 seen	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	No evidence seen	0

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
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
- 31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3
- (iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
- 32 The LLG has developed and implemented a solid waste management plan
Maximum score 2
- (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
- 32 The LLG has developed and implemented a solid waste management plan
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

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.
 Report on livestock data was available dated 14/5/22 compiled by Omoding charles Assistant Animal Husbandry 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	Report on training on Animal Husbandry dated 16th /12/2021 compiled by Omoding Charles, attendance list and program attached. The report covers only one aspect of animal Husbandry and lacks crop and fisheries.	0
	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	only one report evident on monitoring of Agricultural activities across the subcounty in the 2nd quarter dated 30/12/2022 compiled by Omoding Charles the Animal Husbandry Officer	2
	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>Exchange field visit report dated 04/8/2021 compiled by Omoding Charles the Animal Husbandry Officer ,received by the LG production office on the same date.</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>Exchange field visit report dated 04/8/2021 compiled by Omoding Charles the Animal Husbandry Officer ,received by the LG production office on the same date.The report only covers Animal Husbandry does not cover fisheries and crop.</p>	0