



## **LLG Performance Assessment**

Budaka District

(Vote Code: 571)

<b>LLG Name</b>	<b>LLG Performance Assessment</b>
Budaka Subcounty	<b>57%</b>
Budaka Town Council	<b>90%</b>
Iki-Iki Subcounty	<b>51%</b>
Iki-Iki Town Council	<b>74%</b>
Kabuna Subcounty	<b>41%</b>
Kachomo Subcounty	<b>62%</b>
Kachomo Town Council	<b>59%</b>
Kaderuna Subcounty	<b>56%</b>
kadimukoli Subcounty	<b>66%</b>
kakoli Subcounty	<b>50%</b>
Kakule Subcounty	<b>53%</b>
Kameruka Subcounty	<b>62%</b>
Kamonkoli Subcounty	<b>43%</b>
Kamonkoli Town Council	<b>82%</b>
Katiira Subcounty	<b>55%</b>
Lyama Town Council	<b>59%</b>
Mugiti Subcounty	<b>66%</b>
Naboa Town Council	<b>72%</b>
Nansanga Subcounty	<b>82%</b>
Tademeru Subcounty	<b>70%</b>

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>A. Functionality of Parish Administrative Structures</b>				
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 for the 04 parishes were formed for Nampangala, Gadumire, Chali and Sapiri in accordance to the PDM guidelines.</p> <p>Minutes for PDCs 02 parishes of Nampangala and Gadumire in place.</p> <p>Lists of proposals submitted for revolving fund in place for Nampangala and Gadumire parish.</p> <p>Mobilisation report for PDCs and PDM in place for the the two parishes.</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>Community data was collected on household and village profile only.</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> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>The LLG had mapped report of Action Aid and Mufumi/heroes program.</p> <p>The NGO trained communities on Gender Based Violence and as well sensitised them on PDM.</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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The LLG had included parish priorities in their annual work plan and budget to be implemented in FY2022/23.</p>	2
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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>The LLG had included the PDCs and Village Executive Committees activities in their annual work plan to be implemented in the next FY2022/23.</p>	2
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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>There was no evidence of Approved development plan</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>There was no evidence of parish priority submissions</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>The budget conference was not conducted</p>	<b>0</b>
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>	<p>The budget had investments to be financed by the LLG and these included supply of desks, rehabilitation of the market and tree seedlings</p>	<b>1</b>
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>	<p>There was no evidence of project profiles developed since there was no development plan.</p>	<b>0</b>
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>There was no evidence of submission of the budget to the district before 15/05/2022. it was submitted on 30/06/2022.</p>	<b>0</b>

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 was no evidence of submission of procurement plans to the District.	<b>0</b>
	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	There was no evidence that LLG Budget complies with the DDEG Grant guidelines. The DDEG Budget for the current FY is 18,414,081 and 80% is 14,731,265. The expenditure seen totaled to 12,700,000.	<b>0</b>
	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 only collected 47% (1,465,900) of own source revenue of the approved budget of Ugx 3,129,000 of FY2021/22	<b>0</b>
	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	LLG had no evidence of increased OSR collected	<b>0</b>
	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.	LLG had remitted OSR to the administrative units of Voucher number of 1/11/2021, 5/11/2021, 5/5/2022 and 16/5/2022	<b>1</b>
	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	LLG only spent 16.4% of 1,465,900 collected OSR on councilors allowances	1
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	LLG had no evidence of expenditure of OSR on O&M	0
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.	LLG had publicised the OSR and how it was used for the FY2021/22	1

**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	LLG submitted annual financial statement on 23/8/2022	4
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 8/10/2021	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>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 13/1/2022	1
Maximum score is 6				
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>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 15/4/2022	1
Maximum score is 6				
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>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 11/7/2022	3
Maximum score is 6				

**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	All staff in the lowe local Government and extension workers were not appraised by the SAS in the previous financial year.  The staff also did not have personal files at the sub county.	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:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	There were no performance appraisal forms for primary school headteachers in public schools signed by the SAS	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	There were no performance appraisal forms of the Health Centre III Incharge signed by the SAS	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 Sub county had a publicised staff list.  The staff at the subcounty do not have personal files  The sub county also has an attendance register  The subcounty had staff performance reports with activities were produced and available	0
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	The LLG had no monthly analysis of attendance done	0

## 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	LLG spent 80% of its DDEG on eligible projects	2
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15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	LLG didn't deviated it budget for any project.  spent 93% of its budget on the approved projects and activities	2
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.	LLG planed projects were completed at 88%	2

### 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	Projects that were implemented were not screened.	0
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	No complaints desk officer designated to handle grievances, no complaints log book , no complaints referl path displayed at the LLG	0
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	No publicized grievance redress mechanism in place for the aggrieved parties to report their cases and get redress	0

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	Area land committee in place and awaiting approval by the district council	1
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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	Awareness campaigns and parent's mobilization for improvement of education service delivery was conducted by CDO as highlighted in the report dated 09/12/2021, 03/02/2022, 24/03/2022.	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	there was no evidence that LLG 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:	0
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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	LLG have functional school management committee, minutes are submitted to DEO through the sub county.	3
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**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	There was no evidence for awareness campaigns and community mobilization for improvement of primary health care.	0
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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	No Evidence that LLG monitored aspects of health service delivery during the FY2021/22.	0
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	LLG had functional Health unit Management Committee for all Health Facilities in the LLG	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 that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY .	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	There was evidence of the report dated 30/12/ 2021	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	LLG had functional Water and Sanitation Committees for all water sources.	2

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	SAS had an updated lists on all its water and sanitation facilities
	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  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 (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	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.	1. LLG had Consolidated production statistics and submitted to DPO on 11/7/2022	2	
Maximum score is 2	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	1. LLG had complied awareness campaign reports submitted to the DPO 11/7/2022	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	1. LLG had Quarterly consolidated monitoring report submitted to DPO on 12/4/2022	2
Maximum score is 2	37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	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.	1. LLG had Complied Field farmer training reports submitted to DPO	2
Maximum score is 2	38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	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	1. LLG had complied farmer visit reports and Hands on training submitted to DPO	2
Maximum score is 2					

## 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>WDCs for the 05 wards were formed for Budaka, Namengo, Naweyo, Macholi and Bwase in accordance to the PDM guidelines.</p> <p>Minutes for the 05 WDCs in place and enterprises were identified and enterprise groups formed and trained.</p> <p>Lists of proposals submitted for revolving fund in the previous FY in place.</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>Community data was collected on household profile, village profile, landownership, crops, animals and poultry etc.</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> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGO's which were formed included Mufumi, Safri, Caff and Sao and Chesha.</p> <p>This NGO's mobilised PWDs to join PDM groups and they as well trained members on gender based violence as they were sensitising them on PDM.</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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The PDCs were identified activities/enterprises to be implemented and this included; Dairy, piggery, poultry, fruit growing as well as road maintainance and garbage management.</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>Enterprises were identified and recommended for funding using PRF and a total of 235 were formed and recommended to the SACCO for funding.</p>	2
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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 development plan exists and prepared as per the planning guidelines projects captured in the plan</p>	1
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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>Evidence of submissions of priorities from the wards was in place</p>	1
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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>The budget conference was not in place so they scored zero</p>	0
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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 lower local government budget included the investments to be financed	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	There was evidence of project profile in the work plan which indicated projects for funding	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	There was evidence of submission of the budget by 15th may however the lower local government submitted the budget by 14th of may 2022.	1
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	There was evidence of submission inputs into the procurement plan for all the procurements to be made in the current year 2022/2023 the lower local government submitted by 14th/April/2022.	2
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There was evidence that the approved budget for the current FY comply to the DDEG grant guidelines and implementations as 80%(abattoir, completion of market shade, extension of water to the headquarters officer and others).	2

### C. Own Source Revenue Mobilization and Administration

7	<p>LLG collected local revenue as per budget (Budget realization)</p> <p>Maximum score is 1</p>	<p>Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.</p>	<p>The annual budget was 96,033,635</p> <p>The actual received was 71,551,850</p> <p>so in terms of percentages the lower local government 25% so scored 0 the town council claims that they correct local revenue basing on the calendar year that it becomes hard to correct revenue</p>	1
8	<p>Increase in LLG own source revenues from last financial year but one to last financial year.</p> <p>Maximum score 1</p>	<p>Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0</p>	<p>There was increase in local revenue they increased at 59%</p> <p>previous year 2020/2021 they got 42,485,200</p> <p>previous year 2021/2022 they received 71,551,850</p> <p>so there was an increase</p>	1
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>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p>	<p>There was no evidence of transfer.</p>	1
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>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</p>	<p>There was evidence of of 20% on councilors allowance as seen below</p> <p>voucher 22/03/2022 amount 400,000</p> <p>vr 34/2/2022 amount 700,000</p> <p>vr 45/2/2022 amount 700,000</p> <p>vr 36/2/2022 amount 800,000</p> <p>vr 10/04/2022 amount 400,00</p> <p>vr 26/8/2021 amount 1,800,000</p> <p>vr 4/9/2021 amount 800,000</p> <p>vr 2/10/2021 amount 700,000</p> <p>vr 21/10/2021 amount 1,800,000</p> <p>vr 56/11/2021 amount 400,000</p> <p>vr 4/12/2021 amount 1,800,000</p> <p>scored 1 did not spend more then 20% the total expenditure was 10,700,000 on 71,551,850</p>	1

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	There was evidence of operation and maintenance  Voucher number 13/11/2021  amount 770,000	1
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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.	There was evidence of publication of OSR on the notice board and it showed that they received 71,551,850 and expenditure was	1
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**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	There was evidence of submission of annual financial statement by 29th/08/2022	4
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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	There was evidence of submission of 14th/10/2021	1
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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>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>There was evidence of submission of 13/01/2022</p>	1
<p>Maximum score is 6</p>				
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>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>	<p>There was evidence of submission of 14th/04/2022</p>	1
<p>Maximum score is 6</p>				
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>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>	<p>There was evidence of submission of 15/07/2022</p>	3
<p>Maximum score is 6</p>				

**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	The Town Clerk appraised all the staff for the previous financial year  The extension workers were appraised by the District Production Officer not the Town Clerk	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:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	There five primary public schools in the Town Council and they were appraised by the Town Clerk	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	The health Centre IV Incharge was appraised by the DHO and not the Town Clerk	0
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (j) Publicized the list of LLG staff: score 3 or else 0	The Town Council staffs have personal files  The Town Council also had apublicised staff list  The Town Council had a staff attendance register in place  The Town Council also had staff performance reporrts with actitivties produced and in place	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	There was monthly analysis of staff attendance by the Town Clerk for the previous financial year	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	Evidence seen they spent on eligible capital development and follwed the DDEG Guideline the spent 37,094,872 and the 80% of the annual budget was 42,129,654 so they they spent at 88%	2
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15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	There was no deviation the lower local government executed the budget as planned	2
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.	There was evidence of completion certificates, physical progress reports .	2

### 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	LLG did not carry out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects,	0
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	Budaka TC designated a complaints desk officer who is a CDO.  Has a complaints log book in place with four grievances forwarded for action and resolved respectively.  Has a complaints referral path in place and displayed on the notice board of the Town Council.	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	The Town Council publicized the grievance redress mechanism, with aggrieved parties aware about where to report their cases.	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	Area Land Committee comprising of 05 members in place with submissions made to the district council for approval.	1
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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	LLG conducted awareness campaigns and parent's mobilization for improvement of education service delivery dated 22/02/2022,	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	LLG monitored schools at least once per term and issues were discussed in the committee.  Dated 23/05/2022, 16/02/2022,9/02/2022	4
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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	LLG have functional school management committees in all schools dated 11/02/2022, 18/10/2021	3
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**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	LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery	3
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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	Reports on health service delivery monitoring submitted by the SAS/Town Clerk dated 20/12/2021	4
	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	LLG have functional Health unit Management Committee for all Health Facilities in the LLG and minutes are in place dated 15/09/2021, 13/jan/2022, 28/04/2022	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	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	
	Maximum score is 3		

27	The LLG has monitored water and environment services delivery during the previous FY	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	
	Maximum score is 3		

28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	
	Maximum score is 2		



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
	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  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	There was evidence of fully constituted members of Physical Planning Committee, with 4 Sets of quarterly PPC minutes submitted to Ministry of Lands, Housing and urban development on 16/9/2022  The building Plan Registration Book was in place with the investment plans registered in	<b>1</b>
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	There was no evidence of approved Action Area Plan	<b>0</b>
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	There was evidence of list of new investment approved by the PPC but without compliance certificate	<b>0</b>
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	There was no evidence of implemented workplan for street naming and plot numbering, computerized street naming	<b>0</b>

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	There was evidence of functionalised Development control team of Physical Planer , Engineer assisstant and Health Inspector with approved annual work plan	1
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	There was evidence of Quarterly Monitoring on the waste managemnet in the Town council which are prepared by Musa Byatalo Health Inspector	1
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	There was evidence on awareness campaign reports of Quarter 4 of FY2021/22	1
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	there was evidence of prepared infracture inventory of 15/7/2022	1
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	There was evidence approved annual workplan of FY2022/23	1
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	There was no evidence of Own source expenditure on O\$M activities in the previous FY	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.	LLG had compiled quarterly production statistics report on agro processing,agro-input dealers,supplies for OWC input to farmers and CSO/NGOs and companies engaged in agriculture and submitted to the DPO on 17/11/2021 and 08/10/2021.	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	LLG had compiled awareness report on enterprise selection,Ekibalo,training report on disease control in crops like vegetables production and management and submitted to DPO.	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	LLG had consolidated quarterly monitoring and supervision report on OWC heifers supplied from 2016 to 31st August 2021.	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.	There was training report on ecto-parasite control and improved agronomic practices in Namengo.	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	There was evidence of farm visit reports in Budaka Town Council .	2

## A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards	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.	No minutes for PDCs, no field mobilisation reports though had lists for PDCs for the 02 parishes of Kadenghe and Bunamito and as well had proposals submitted for revolving funds for previous FY.	0
Maximum score is 2	LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Community data was collected on household and village profile and submitted to PDMIS.	2
Maximum score is 2	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	Mapped report for the NGO in place for Sam and Liliane foundation Limited  This NGO supported the community in thematic areas and as well mobilised communities to join PDM.	2
Maximum score is 6	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG 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	The LLG had included parish priorities in their annual work plan and budget to be implemented in the FY2022/23.	2
Maximum score is 6				

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>The LLG had included the PDCs and Village Executive Committees activities in their annual work plan to be implemented in the next FY2022/23.</p>	2
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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>There was evidence that the approved development plan was in place and was consistent with the AWPB.</p>	1
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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>Parish priority submissions from one parish were seen and one priority was incorporated in the AWPB</p>	1
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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>There was no evidence of budget conference report</p>	0
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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	There was evidence that the LLG Budget includes investments to be financed by the LLG. The projects includes supply of desks, Establishment of a demonstration garden and maintenance of a road under URF.	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	There was evidence that the project profiles for the capital investments to be implemented by the LLG in the current FY were developed.	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The LLG Budget was submitted to the district but after 15th/05/2022. It was submitted on 13th/07/2022	0
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	There was no evidence of procurement plan submissions to the district.	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There was evidence that the LLG Budget complies with the DDEG Grant guidelines. The DDEG budget for the current FY is 12,225,378 and 80% is 9,780,302. All these funds were put on establishment of demonstration garden 5,876,129 and supply of desks to schools 4,278,882	2

### 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.	There was no evidence that the LLG Collected OSR for the previous FY above 90%. The annual Budget was 3,460,000 and the actual collected was 2,213,000 which was 64% therefore it was less than 90%	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	There was evidence that OSR increased from the previous FY but one. The actual collected in 2021 was 1,900,000 and the actual collected was 2,213,000.	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.	There was evidence that the LLG remitted OSR to the LG and administrative units.	1
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 councillors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	There was no evidence to show that the LLG did not spend more that 20% of OSR on councillors allowances.	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	There was evidence that the LLG used OSR funds on operation and maintenance.	1

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>There was no evidence that the LLG Publicized OSR on the notice board.</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>There was evidence that the LLG submitted Annual Financial Statements on 30th/08/2022 to the office of the Auditor General.</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>There was no evidence of submission of Q1 report</p>	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>ii. Q2 by 15th January score 1 or else 0</p>	<p>There was no evidence of submission of Q2 report</p>	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>There was no evidence of submission of Q3 report</p>	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>	<p>There was no evidence of submission of Q4 report.</p>	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>The SAS appraised all staff in the LLG</p> <p>The extension workers were appraised for the previous financial year by SAS of another LLG</p>	2
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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>The head teachers of the Public primary schools were appraised by the SAS in the previous financial year. Bugolya Primary School and Kadenge Primary Schools.</p>	2
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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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The LLG had no health facility was qualified it to earn the score of 2	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 staff in the LLG did not have personal files  The LLG had a publicized staff list  The LLG did not have a staff attendance register for the previous financial year  The LLG had reports of activities that they had done in the previous financial year	0
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	There was no monthly analysis of attendance done for the previous financial year	0

#### 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	LLG spent 100% of its DDEG budget on the Eligible projects	2
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	LLG spent 94% of it budget on the approved annual work plan	2
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.	LLG had completed 99.9% of its investment projects as planned	3

## 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	LLG did not carry out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects,	0
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	No complaints desk officer designated to handle grievances , no complaints log book , no complaints referral path displayed at the LLG	0
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	No publicized grievance redress mechanism in place for the aggrieved parties to report their cases and get redress.	0
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	Area land committee was in place and awaiting approval by the district council	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	no evidence that LLG conducted awareness campaigns and parent's mobilization for improvement of education service delivery	0
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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	There was no evidence that LLG 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:	<b>0</b>
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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	LLG had functional school management committees in all schools	<b>3</b>
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**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	No Reports on awareness campaigns and community mobilization for improvement of primary health care	<b>0</b>
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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	There was no evidence that LLG monitored aspects of health service delivery during the previous FY	<b>0</b>
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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	LLG did not have a facility	<b>3</b>
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**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	There was no evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY	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	There were no reports on water and environment monitoring/supervision reports submitted by the SAS/Town Clerk and check whether new and old facilities were covered.	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	There was no evidence for establishment and operations of Water and Sanitation Committees in all projects.	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	SAS did not have updated lists on all its water and sanitation facilities (public latrines) and functionality status.	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
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- 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 (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 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. 1. LLG had complied quarterly production statistics submitted to DPO on 4/10/21,5/1/2022, 4/4/2022 and 4/7/2022 **2**

Maximum score is 2

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 1. LLG had complied awareness campaign reports submitted to DPO on quarterly, Q1 on 2/10/2021 and Q4 on 4/7/2022 **2**

Maximum score is 2

36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>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</p>	<p>1. LLG had consolidation Quarterly Monitoring reports submitted to DPO on 4/10/2021 for Q1, 5/1/22 for Q2, 4/4/2020 for Q3 and 4/7/2022 for Q4</p>	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>1. LLG had complied farmer training reports submitted to DPO on 5/1/2022</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>1. LLG had complied field hands on training farmers reports submitted to DPO on 4/7/2022, 4/4/2022, and 22/10/2021</p>	2

**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>1. WDC meetings were conducted at the Ward level and minutes were prepared and submitted to the LLG.  2. LLG had lists of WDCs in place for all 4 wards of Town Council.  3. LLG had minutes of WDCs for approval of the proposals of revolving funds in the Town Council.</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>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>1. Reports on ward statistics were compiled and submitted to town clerk on 28/6/2022 for Buloki ward, 20/6/2022 for Petete, 19/6/2022 for Kantangoli and 24/6/2022 for Iki-Iki ward</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> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>1. LLG had NGOs, CBOs &amp; CSO mapped reports. 2. LLG had Sensitization reports at village level 3. LLG had Approved work plan and budget for current FY reflecting parish activities</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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>1. LLG had lists of Parish priority enterprises which were included in the LLG annual work plan.</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>1. LLG provided guidance and information to the Village Executive Committees and to PDCs on Financial management and PDC group formation which was conducted through village meetings and PDC council Meetings</p>	2

**B. Planning and Budgeting**

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  i. Is consistent with the LLG approved development plan III; score 1 or else 0	The approved development plan was in place and it was consistent with the LLG AWPB.	1
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  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.	There was evidence of ranked parish priority submissions and some of them were incorporated in the AWPB.	1
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  iii. Is based on the outcomes of the budget conference; score 1 or else 0	There was evidence that the budget conference was conducted and the priorities in the AWPB were based on the outcomes of the budget conference as seen in the report.	1
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	The budget includes investments to be financed by the LLG which include retention on Solar lights.	1
Maximum score is 6				

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	There were no project profiles developed because there is no capital investment being implemented this current FY	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	There was evidence that the LLG Budget was submitted to the district on 13/05/2022	1
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	There was no evidence of procurement plan submissions because there were no procurements to be made this current FY	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There was evidence that the LLG Budget for the current FY Prioritized investments comply with the DDEG Grant implementation guidelines because the budget of 1,901,000 was put on retention payment for solar lights supplied.	2

### 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.	There was No increase in OSR the LLG Worked at 66% (52,977,904/80,295,290*100) so the OSR was below the mark	0
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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	There was increase in OSR at a percentage rate of 46% (24,390,000/52,977,904*100)	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.	There was evidence of transfer to the administrative units on the voucher no 05/01/2022 amount 1,250,000	1
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	There was evidence of 20% of councilors allowance they spent 4,378,000 (52,977,904 of 20% = 10,595,580.8 )	1
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	There was evidence of O&M voucher no 04/06/2022 of 450,000, vr no 01/4/2022 of 640,000	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.	There was evidence of publication of OSR on the notice board of the Town council	1

## 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	There was submission of the annual report of 30th 08/2022	4
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	submitted by 15th oct	1
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: ii. Q2 by 15th January score 1 or else 0	submitted by 15th Jan	1
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: iii. Q3 by 15th April score 1 or else 0	submitted by 15th April	1

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	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	Submitted by 30TH July 2022	3
	Maximum score is 6			

### 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	The Town Clerk appraised only 1 staff in the LLG.	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:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The Town Council has three primary schools but there was no evidence of the Town Clerk having appraised the primary school head teachers in public primary schools. Bugoola Primary School, Iki-Iki Town ship Primar School and Iki -Iki intergrated Primary School	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	The Town Clerk did not have evidence to show that he had appraised the the Health Centre III Incharge	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 did not have personal files at the Town Council  The Town Clerk had a publicised staff list of staff in the LLG  The Town Council had an attendance register  The Town Council did not have performance reports withbactivities that had been produced	0

13	Staff duty attendance	Evidence that the LLG has	There was no monthly analysis of attendance done for the previous financial year	<b>0</b>
	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	There was evidence of spending on the eligible projects of DDEG as per vr no 08/1/2022 amount 6,134,000, vr no 01/06/2022 amount 12,960,000	<b>2</b>
	Maximum score is 2			

15	The LLG spent the funds as per budget	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	There was no deviation in the execution of the LLG Budget and Workplan	<b>2</b>
	Maximum score is 2			

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) :	There was evidence of completion of the planned projects at 79% (19,094,000/24,138,019*100)	<b>2</b>
	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	LLG did not carry out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects,	<b>0</b>
	Maximum score is 2			

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	Have designated a complaints desk officer to handle grievances, have a complaints log book and a complaints referral path in place displayed on the notice board of the town council	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	Have publicised a grievance redress mechanism with aggrieved parties aware about where to report their cases for redress	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	Area land committee in place and submissions done to the district council for approval	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	There was evidence of reports on awareness campaigns and parents' mobilization for improvement of education service dated 30/08/2021	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:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	LLG monitored schools as per report dated 13/4/2022	4



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	Minutes of school management committees were prepared as dated 2/02/22, 22/08/2022	3
	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	Reports on awareness campaigns was in place as dated 31/08/2021	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	There was no evidence of reports on monitoring of health service delivery in the LLG	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	LLG had functional Health unit Management Committee in place with meeting minutes dated 12/04/2022,22/05/2022, 26/06/2022	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	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		
	Maximum score is 3			

27 The LLG has monitored water and environment services delivery during the previous FY  
 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  
 Maximum score is 3

28 Existence and functionality of Water and Sanitation Committees  
 Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0  
 Maximum score is 2

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  
 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  
 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  
 1. Town Board Plan was in place and functional  
 2. Building Plan Registration Book was in place and investments were registered  
 3. Sets of Physical planning Committee minutes were in place but not submitted to MLHUD

1

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  
 1. There was no evidence of approved action area plan

0

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	<ol style="list-style-type: none"> <li>1. List of new investments was in place</li> <li>2. PPC meetings were conducted and sets of minutes were prepared but not submitted to the Ministry</li> <li>3. there was no compliance certificate</li> </ol>	1
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	<ol style="list-style-type: none"> <li>1. There was no evidence of Named streets and numbered plots</li> </ol>	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	<ol style="list-style-type: none"> <li>1. LLG had a functional development control team</li> <li>2. Team had three members of Physical Planner, Assistant Engineer and health Assistant</li> <li>3. LLG had operational annual work plan</li> </ol>	1
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	<ol style="list-style-type: none"> <li>1. LLG had no approved waste management Plan</li> <li>2. LLG had status reports on the waste management awareness campaign conducted in the Town areas of the Town Council but not the implementation of waste management Plan</li> </ol>	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	<ol style="list-style-type: none"> <li>1. LLG had reports on the waste management awareness campaign conducted in the Town areas of the Town Council</li> </ol>	1
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	<ol style="list-style-type: none"> <li>1. LLG had Annual Infrastructure inventory and condition survey report</li> </ol>	1

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	1. LLG approved annual work had O&M component which was generated from the annual infrastructure inventory of the Town council	1
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	1. LLG had spent own source revenues of 21% on O&M	1

**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.	1. Up to date data on crop agriculture was collected, analyzed and reported to DPO office on 31/5/2022	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	1. Quarterly consolidated performance report of 31/5/2022 had awareness campaign reports on the post harvest management and crop management together with the attendance list of farmers	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	1. Extension Officer had quarterly monitoring reports submitted to the DPO office on 30/6/2022	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.	1. Farmers were trained through demonstrations and farmer field visit as highlighted in the quarterly consolidated performance report submitted to DPO on 30/6/2022	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	1. Hands on training of farmers was conducted through demonstration garden and farmer's field visits	2

#### A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards  Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	PDCs for the 04 parishes were formed for Kotia, Kabuna, Kaperi and Mutukula in accordance to the PDM guidelines.  No minutes for the PDCs in place and enterprises were identified and enterprise groups formed and trained.  Lists of proposals submitted for revolving fund in the previous FY in place.	2
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.	Data was collected at household and institutional levels using PDMIS where house and village profiles were captured.	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> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGOs that were mapped included RHITES-E and Charity Focus Uganda.</p> <p>This NGOs do community mobilisation and sensitive in development planning and identification of priorities.</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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Communities were supported during enterprise selection and group formation</p> <p>Enterprises were identified and recommended for funding using PRF and a total of 74 were formed and recommended to the SACCO for funding.</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>The following enterprises were formed and they included;poultry,piggery,fish farming,citrus,dairy and identification of strategic infrastructures.</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>there was no likenage between the approved annual work plan and the budget and the development plan</p>	0
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  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.	There was No evidence of ranked priorities from all its respective parishes	0
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  iii. Is based on the outcomes of the budget conference; score 1 or else 0	There was no Budget conference in place	0
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	there was evidence of investments to be financed because the budget had figures of the projects	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	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	There was no evidence of project profile in the development plan for capital investments	0

Maximum score is 6

Maximum score is 6

Maximum score is 6

Maximum score is 6

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	There was no evidence of submission of the budget by 15th may	0
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Maximum score is 6

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	No evidence of procurement inputs submitted to the accounting officer by 30th april	0
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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	The evidence was there but the budget did not follow the 80% of the DDEG guidelines	0
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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.	There was evidence that the sub county collected OSR of 537,000 and budget was 600,000 in 2021/2022. Therefore, $537,000/600,000 * 100 = 90\%$ and this was in the range of +/-10%	1
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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	Actual OSR of 2020/2021 was 257,000 and 2021/2022 was 537,000. Therefore, there was an increase between 2020/2021 and 2021/2022 by 129% basing on the trend	1
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Maximum score 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.	There was no evidence of transfer to parishes	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	there was no evidence of 20% of OSR on councilors allowance	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	There was no evidence of 5% on operation and maintenance	0
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.	There was no evidence of published OSR	0

#### **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	There was evidence of submission, the LLG submitted Annual Financial Statement by 30th oct 2022 to the office of auditor general	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>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>There was no evidence no reports submitted at all by 15th of oct including PDM funding</p>	0
	<p>Maximum score is 6</p>	<p>i. Q1 by 15th October score 1 or else 0</p>		
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>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>No evidence of the report submitted by 15th Jan 2022</p>	0
	<p>Maximum score is 6</p>	<p>ii. Q2 by 15th January score 1 or else 0</p>		
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>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>There was no submission of report by 15th of April</p>	0
	<p>Maximum score is 6</p>	<p>iii. Q3 by 15th April score 1 or else 0</p>		

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:  iv. Q4 by 30th July score 3 or else 0	There was no evidence of Submission by July 30th	0
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### 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	The SAS did not appraise any staff in the previous financial year	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:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The LLG has two public primary schools but the SAS did not appraise any primary school public head teachers in the subcounty	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	The LLG does not have any health facility. Therefore, it qualifies for the full mark of 2	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 staff did not have personal files at the sub county  The LLG had publicized staff list  The LLG had a staff attendance register in place  The LLG also had staff performance reports of activities done produced and available	0

13	Staff duty attendance	Evidence that the LLG has	The LLG had not done monthly analysis of attendance for the previous financial year	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	There was evidence of expenditure on eligible projects such as purchase of materials for nangada kaderuna bridge Voucher number 11/2/2022 , purchase of fuel for building materials voucher no 4,995,000 and purchase of tree seedlings 1,190,000	2
	Maximum score is 2			

15	The LLG spent the funds as per budget	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	There was no deviation of more than the sector ceiling and programs	2
	Maximum score is 2			

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) :	There was no evidence of progress reports, completion certificates	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	LLG did not carry out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects,	0
	Maximum score is 2			

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	No officer designated to coordinate response to feed-back,no complaints log book for onward action,no defined complaints referral path and public display of information at the subcounty.	0
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	The LLG had not publicised the grievance redress mechanisms for aggrieved persons to report their cases.	0
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	Area Land Committee of 05 members was in place awaiting approval by the district council.	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	LLG conducted awareness campaigns and parent's mobilization as dated 17/02/2022	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:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	Only one shool was Monitored,	1

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	Minutes of school management committees were not in Place	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	LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery dated 24,june 2022, 23/08/2021, 14/02/2022	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	LLG does not have a health facility.	4
	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	LLG had no healty facility.	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	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 was submitted on 21/03/2022	3
	Maximum score is 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	No reports on water and environment monitoring/supervision reports submitted by the SAS/Town Clerk and check whether new and old facilities were covered.	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	There was no evidence for establishment and operations of Water and Sanitation Committees in all projects	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	There were no Updated reports submitted showing the water and sanitation status of the Sub County for all facilities	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.
- There was no evidence of reports on production statistics compiled.            **0**
- 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
- There was no evidence of awareness and mobilisation campaigns on all aspects of agriculture.            **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
- Monthly and supervision reports were not in place at the time of assessment.            **0**

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.	There was no evidence of training program, reports and attendance sheets in place during assessment time.	0
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	There was no evidence of field reports on extension support.	0

#### A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards  Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	PDCs for the 02 wards were formed for Kodiri and Kotinyanga in accordance to the PDM guidelines.  Minutes for the 02 PDCs in place submitted to the LLG.  Lists of proposals submitted for the revolving fund in the previous FY in place.	2
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.	Community data was collected on household profile, village profile, gender, special interest groups, crops and animals	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> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>No CABO,NGO and CSO's mapped in the LLG.</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>The LLG had included parish priorities in their annual work plan and budget to be implemented in FY2022/23.</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>The LLG had included the PDCs and Village Executive Committees activities in their annual work plan to be implemented in the next FY 2022/23.</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>The development plan did not include projects that have been included in the budget and annual work plan therefore it is not consistent with the AWPB.</p>	0
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  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.	There was no evidence of any parish priority submissions.	0
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  iii. Is based on the outcomes of the budget conference; score 1 or else 0	The budget conference was conducted and the report includes discussions of projects in the Budget.	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	The approved budget and work plan included investments to be financed by the LLG which include supply of desks and routine road maintenance under URF.	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	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	There was no evidence of project profiles developed for capital investments to be implemented in the current FY.	0
	Maximum score is 6			

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	There was evidence that the LLG submitted the budget before 15th/05/2022	1
	Maximum score is 6			
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 was no evidence of procurement plan submissions to the district.	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	The LLG Budget for the current FY did not comply to the DDEG Grant implementation guidelines. The DDEG Budget is 16,547,647 and 80% is 13,237,600. However, only desks were planned at a cost of 5,000,000 and plant clinic 3,706,393.	0
	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.	Budget was 150,000 Actual 160,000 $160,000/150,000*100$	1
	Maximum score is 1		The LLG collected OSR over and above the approved budget by 7%	
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	There was no evidence of increase in collection of OSR	0
	Maximum score 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.	There was no evidence of transfer of OSR to other administrative units	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	There was no evidence of 20% of the councilors allowance of OSR	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	There was no evidence of operation and maintenance	0
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.	There was no evidence of publication of OSR on the notice board	0

#### **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	There was submission of annual financial statements by 30th 8/2022	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>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>There was no evidence of submission of qtr one report by 15th oct 2021</p>	0
	<p>Maximum score is 6</p>	<p>i. Q1 by 15th October score 1 or else 0</p>		
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>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>There was no evidence of submitted report by 15/ Jan/2022</p>	1
	<p>Maximum score is 6</p>	<p>ii. Q2 by 15th January score 1 or else 0</p>		
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>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>There was no evidence of submission of report by 15th April 2022</p>	1
	<p>Maximum score is 6</p>	<p>iii. Q3 by 15th April score 1 or else 0</p>		

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	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	Quarter 4 was submitted on 30th July 2022	3
	Maximum score is 6			

### 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	The SAS had appraised all staff including extension workers in the previous financial year	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:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The SAS had appraised all the three public primary school head teachers in the sub county . Kodiri Primary School, Kotinyanga Primar School and St Kaloli Primary School	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 0	The LLG had no health facility	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 had a publicized the staff list  The LLG also had a staff attendance register in place  The LLG also had staff performance reports of activities done in place	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	There was no monthly analysis of attendance done for the previous financial year	0

### 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	There was evidence of expenditure on the eligible projects for example on plant clinic , Funiture ,tree seedlings and the road at Buseta ,and animal clinic	2
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	There was no deviation in the execution of the budget in the previous financial year	2
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.	There was no evidence of completion the score was at 42.272( 21,550,000/50,978,300*100)	0

### 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	There was no evidence of Environmental and Social Screening (E&S) Form/ESMP	0
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	There was evidence of designated an officer to handle grievances, have a complaints log book and a complaints referral path in place displayed on the notice board of the subcounty.	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	Had publicised the grievance redress mechanism with aggrieved parties aware about where to report their cases for redress.	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	Area Land Committee in place and submissions done to the district council for approval.	1
<b>H. Basic (Pre &amp; Primary) Education services Management (in public and private schools)</b>				
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	There are no Reports on awareness campaigns and parents' mobilization for improvement of education services	0
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	There was no evidence of Monitoring reports	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	There was evidence of Minutes of school management committees.	3

### 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	There were no Reports on awareness campaigns and community mobilization	0
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	LLG did not have a health facility.	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	LLG did not have a health facility.	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	There was no evidence of requests from the LLGs for consideration in the current FY	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	There was evidence of reports on water and environment monitoring/supervision	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	There was evidence for establishment and operations of Water and Sanitation Committees in all projects	<b>2</b>
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	There was no evidence of updated reports submitted showing the water and sanitation status of the Sub County for all facilities	<b>0</b>

**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 (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                      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.                      1. Up to date data on agriculture and irrigation was collected, analyzed and reported to DPO on 31/3/2022                      **2**

Maximum score is 2

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                      1. Farmer awareness and mobilization campaigns was carried out through farmer field days and awareness meetings were reports and minutes were submitted to 22 and 27/10/2021                      **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                      1. Monitoring activities on production activities for crops, animals and fisheries were monitored and reports were submitted to DPO 31/3/2022                      **2**

Maximum score is 2

37                      Farmer trainings through training farmer field schools and demonstrations organized and carried out                      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.                      1. Farmer trainings through training farmer field schools and demonstrations was organized and carried out on pest and disease management, post harvest management and market linkage                      2. Report was prepared and submitted to DPO on 29/9/2021                      **2**

Maximum score is 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>1. Hands-on extension support services was provided to farmers and farmer organizations / groups on Quarterly basis on 29/9/2021</p>	2
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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>WDCs for the 04 wards were formed for Bulalaka, Kadenghe, Kachomo and Burweta in accordance to the PDM guidelines.</p> <p>Minutes for the 02 WDCs were in place for Kachomo and Bulalaka ward dated 21/07/2022.</p> <p>Lists of proposals for revolving fund for the previous financial year were submitted</p> <p>Sensitisation and mobilisation report on PDM was in place for Kadenghe and Burweta dated 20/06/2022.</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>Community data was collected on household and village profile.</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> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Mapped report for NGOs in Burweta and Kachomo ward were in place dated 15/04/2022, which included John 4:14 and Evidence Action.</p> <p>They repaired boreholes in the community and supported them with chlorine to purify water and as well sensitised them on PDM.</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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The LLG included parish priorities in their annual work plan and budget to be implemented in FY2022/23.</p>	2
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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>The LLG included the PDCs and Village Executive Committees activities in their annual work plan to be implemented in the next FY2022/23.</p>	2
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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 development plan was in place but not linked to the AWPB.</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>There was no evidence of parish priority submissions therefore we could not ascertain whether they were incorporated in the AWPB.</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>Their budget conference report did not discuss the priorities in the AWPB.</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>	<p>The LLG Budget included investments,project of construction of administration block under start up funds to be financed.</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>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>	<p>There was evidence that the LLG developed project profiles for the investments to be implemented.</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>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>There was no evidence that the budget was submitted to the District before 15th/05/2022 but rather submitted on 5th/07/2022</p>	0
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>There was no evidence of procurement plan submissions.</p>	0

6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There was evidence that the LLG Budget complied with the DDEG Grant Implementation guidelines. The DDEG Budget was 1,910,824 and 80% was 1,528,659. It was put on development projects like retention for construction of 2stance lined pit latrine.	2
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**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.	There was OSR collected (Actual collection 2022 was 5,183,034 and budget 5,000,000) which gave a 104% increment.	1
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	The town council had no comparative figure of 2020/2021 because they came on board in FY 2021/2022 final accounts	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 of Transfer.	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	There was evidence of not more than 20% of OSR collected.	1

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	The LLG spent 60,000 on O&M as evidenced on the vr no 05/12/2021.	1
	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 evidence that the OSR was publicised.	1
	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 evidence of submission of AFS to the Auditor General by 30/08/2022.	4
	Maximum score is 4			

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	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	The quarterly reports were submitted by 15th/10/202.	1
	Maximum score is 6			

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>Q2 report was submitted by 13/01/2022.</p>	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3 report was submitted by 12/04/2022.</p>	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>	<p>Q4 report was submitted by 18/07/2022.</p>	3

**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	There was no evidence to show that the Town Clerk assessed any staff at the Town Council. Some staff had appraisal forms that were not fully signed.	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:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The Town Council has three public primary schools and the Town clerk appraised the three primary school headteachers respectively	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	The Town Clerk didn't appraise the incharge of Kachomo Health Centre III but was appraised by the DHO.	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 LLG had a publicised staff list on the notice board.  The LLG had an attendance register for the previous financial year.  The Town Council also had staff performance reports for activities produced in the previous financial year.	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	There was no monthly analysis of attendance in place for the previous financial year.	0

#### 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	There was evidence of expenditure on eligible projects on vr no 5,508,475 and 01/04/2022.	2
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15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	There was no deviation for any of the sectors(83,327,806/131,000,000*100) henceforth giving a 64% increment.	2
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.	The completion level was 13,000,831/15,840,000*100 giving raise of 82% .	2

### 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	Environmental and Social Screening (E&S) Forms/ESMP were not filled.	0
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	The Town Council had designated a complaints desk officer to handle grievances,had a complaints log book in place for onward action and as well had a complaints referral path displayed on the notice board.	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	The Town Council had publicised a grievance redress mechanism where aggrieved parties report and get redress.	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	Area land committee was in place awaiting approval by the district council.	<b>1</b>
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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	Reports on awareness campaigns and parents' mobilization were not evidenced.	<b>0</b>
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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 reports were in place.	<b>1</b>
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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	Minutes of school management committees were evidenced.	<b>3</b>
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**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 were not in place.	<b>0</b>
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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	There were no reports on health service delivery monitoring.	<b>0</b>
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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	There was evidence for establishment and operations of Health unit Management Committees.	<b>3</b>
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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	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
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Maximum score is 3

27	The LLG has monitored water and environment services delivery during the previous FY	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
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Maximum score is 3

28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0
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Maximum score is 2



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
	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  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	<ol style="list-style-type: none"> <li>1. LLG had a list of the members of the Physical Planning Committee comprised by the Physical planner, Environmental Officer, Kaley Deo private practitioner, Moko Richard Ag health inspector and Daka Aramathan Ag town engineer.</li> <li>2. LLG had a building Plan registration book.</li> <li>3. The LLG had no sets of Minutes of the physical planning committee</li> </ol>	<b>1</b>
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	<ol style="list-style-type: none"> <li>1. The LLG had no detailed physical development plan but with a town board.</li> <li>2. The Town Council had not implemented the area action Plan.</li> </ol>	<b>0</b>
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	<ol style="list-style-type: none"> <li>1. LLG had no list of new investments.</li> <li>2. LLG had no sets of minutes of the Physical Planning Committee.</li> <li>3. LLG had no Planning compliance certificate.</li> </ol>	<b>0</b>
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	<ol style="list-style-type: none"> <li>1. LLG had no Street/plot and road database.</li> </ol>	<b>0</b>

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	1. LLG had no functional Development Control Team.	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	1. LLG had no approved Solid waste management plan. 2. LLG had no Status Report of the implementation of solid management plan	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	1. LLG had no report on awareness activities conducted.	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	1. LLG had no evidence of annual Infrastructure inventory and condition survey report.	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	1. LLG had no evidence of O&M annual Work Plan.	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	1. LLG had no evidence of spent expenditure on O&M annual work plan	0

## L. Production Services Management

34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>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.</p>	<p>1. LLG had no Production statistics report submitted to DPO office.</p>	0
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>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</p>	<p>1. The Town Council had a consolidated awareness report submitted to DPO office on 18/3/22.</p>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>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</p>	<p>1. LLG had monitoring reports compiled and submitted to DPO on 18/3/22.</p>	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>1. LLG had farmer training reports submitted to DPO on 24/6/2022</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>1. LLG had field visit reports submitted to DPO's office on 14/4/2022 and 18/1/2022</p>	2

## 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>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 for the 04 parishes were formed for Kaderuna, Kiryolo, Naugholi and Kebutain accordance to the PDM guidelines.</p> <p>Minutes for the 04 PDCs dated 22th -24th Feb 2022 in place and enterprises were identified and enterprise groups formed and trained.</p> <p>Lists of proposals submitted for revolving fund in the previous FY in place.</p> <p>Field mobilisation report on COVID-19 mass accelerated vaccination for Kiryolo parish.</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>Community data was collected on household profile, village profile and gender and submitted to PDMIS.</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>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGO which were formed included; evidence action. This NGO encouraged groups to embrace PDM program.</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>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>Enterprises were identified and recommended for funding using PRF and a total of 20 were formed and recommended to the SACCO for funding.</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>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>Priority enterprises to be implemented included; Dairy, poultry, piggery and citrus farming.</p>	2
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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>There was no evidence of approved development plan III.</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>There was no evidence of ranked parish priority submissions</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>There was evidence that a budget conference was conducted and a report was seen.</p>	1
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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>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>There was evidence that the budget includes investments to be financed by the LLG that is the budget includes routine maintenance of roads.</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>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>	<p>There was no evidence that project profiles were developed since the development plan was not in place.</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>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>The LLG Budget was not submitted before 15th May 2022.</p>	0
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>There was no evidence that procurement plan submissions were made.</p>	0
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>There was evidence that prioritized investments under DDEG Grant comply with the DDEG implementation guidelines. The Budget for DDEG is 18,414,081 and 80% is 14,731,200 and all the money was budgeted to maintain roads.</p>	2

### 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.	The LLG only collected 60% of the approved OSR budget 2021/2022	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	There was no percentage increase it was at 119% decrease  2020/2021 761,000  2021/2022 641,700 below the mark	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.	Evidence was seen on the voucher number 2/6/2022 of the amount 192,900 to the parishes	1
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	There was no evidence because they did not show the vouchers	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	No evidence of expenditure on O&M	0
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.	No evidence of publication of local revenue on the notice board.	0

## 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>There was evidence of Submission by 31/8/2022</p>	<b>4</b>
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 of submission by 15th oct</p>	<b>0</b>
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>Q2 was submitted by 15th JAN 2022</p>	<b>1</b>



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>	<p>Q3 was Submitted by 15th April 2022</p>	1
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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>	<p>Q4 was Submitted by 30th July 2022</p>	3
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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>There was evidence that the SAS appraised all of the staff at the LLG including the extension workers</p>	2
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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>The LLG has three primary schools but there was no evidence that the SAS appraised the public primary schools in the subcounty</p>	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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The LLG has a health facility but the appraisals of the in charge were not signed by the SAS although the incharge was appraised by the DHO	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 LLG had a publicized staff list on the notice board of the sub county  The LLG also had an attendance register in place  The LLG had staff performance reports of activities carried out and produced	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	There was no monthly analysis of staff attendance for the previous financial year.	0

#### 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	There was evidence of expenditure of 80% on eligible projects/activities	2
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	There was no deviation in spending of funds in the previous year	2
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.	There was evidence that 80% of projects were completed	2

#### 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	There was no evidence of Environmental and Social Screening (E&S) Form/ESMP in place	0
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	Had a complaints desk officer in place designated to handle grievances  Had a functional complaints log book  Had a complaints referral path displayed for the public.	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	There was evidence of publicised grievance redress mechanisms to enable aggrieved parties report their cases.	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	Area Land Committee composed of 05 members in place with submissions made to the district council for approval.	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 were not evidenced	0
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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	There was only one school Monitored.	<b>2</b>
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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	Minutes of school management committees were in place.	<b>3</b>
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**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	Awareness campaigns and community mobilization was not carried out.	<b>0</b>
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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	There was no evidence that LLG monitored aspects of health service delivery during the previous FY	<b>0</b>
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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	There was evidence for establishment and operations of Health unit Management Committee of Kebula HCII	<b>3</b>
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**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.	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	water and environment monitoring/supervision reports were not in place.	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	there is no evidence for establishment and operations of Water and Sanitation Committees in all projects	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	There was no updated reports submitted showing the water and sanitation status of the Sub County for all facilities	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		
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- 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  
 (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.  
 1. Up to date data on agriculture and irrigation was collected, analyzed and reported as the forth Quarter of FY2021/22 submitted to DPO **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  
 1. Farmer awareness and mobilization campaigns were carried out on Quarterly basis through farmer field days and awareness meetings as per report dated 30/3/2022 **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	1. Quartrely monitoring was conducted and reports were prepared and submitted to DPO on 30/3/2022	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.	1. Farmer trainings through training farmer field schools and demonstrations were organized and carried out on quarterly Basis and submitted to DPO	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	1. hands-on extension support to farmers on disease Management was provided and reports submitted to DPO	2

#### A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards  Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	PDCs for the 04 parishes were formed for Kadimukoli, Nachewu, Kositi and Sekulo in accordance to the PDM guidelines.  Minutes for the 04 PDCs and lists of proposals submitted for the revolving fund.in the previous FY in place.	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>Community data was collected on household and village profiling, land ownership, crops and animals.</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:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Had mapped NGOs and CBOs in the LLG and include Sekulo farmers group, John 4:14 and Hines Kamonkoli.</p> <p>This NGOs and CBOs mobilised farmers to join PDM and as well trained farmers in a number of farming activities.</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:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The LLG had included parish priorities in their annual work plan and budget to be implemented in FY2022/23.</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:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>The LLG had included the PDCs and Village Executive Committees activities in their annual work plan to be implemented in the next FY2022/23.</p>	2
	<p>Maximum score is 6</p>			

**B. Planning and Budgeting**

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  i. Is consistent with the LLG approved development plan III; score 1 or else 0	The approved development plan was in place and was consistent with the AWPB.	1
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  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.	There was evidence of ranked parish priority submissions and some of them were incorporated in the AWPB.	1
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  iii. Is based on the outcomes of the budget conference; score 1 or else 0	There was no evidence of budget conference conducted.	0
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	There was evidence that the LLG Budget includes investments to be financed by the LLG. The projects include supply of desks, routine maintenance of roads and supply of tree seedlings	1
Maximum score is 6				

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	There was evidence that the project profiles for the capital investments to be implemented in the current FY were developed.	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The budget was submitted to the district but after 15th may 2022. It was submitted on 11th July 2022.	0
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	There was no evidence of procurement plan submissions made for procurements to be made in the current FY.	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The LLG Budget for this current FY Complies with the DDEG Grant implementation guidelines. The budget for DDEG is 18,708,781 and 80% is 14,967,025. All these funds were injected into projects which included supply of desks, Procurement of tree seedlings and Routine maintenance of roads.	2
<b>C. Own Source Revenue Mobilization and Administration</b>				
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.	The sub county collected OSR below the mark (budget 1,170,000, actual 1,500,000) giving 78%	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	There was increase in local revenue from the two previous financial year (2021 357500, 2022 1,170,000) giving raise of 31%	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 of transfer	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	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	No evidence of expenditure on O&M	0
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.	There was evidence of publication of OSR on the notice board	1

#### 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 evidence of submission annual Financial Report submitted by 22/08/2022	4
	Maximum score is 4			
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	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	No evidence of submission of the report by 15th oct	1
	Maximum score is 6			
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	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	No evidence of submission of the report by 15th Jan	0
	Maximum score is 6			

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>	<p>There was evidence of submission of the report</p>	1
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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>	<p>Q4 was submitted by 13/7/2022</p>	3
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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>There was no evidence that the SAS appraised all staff in the LLG for the previous financial year</p>	0
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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>The LLG has three public primary schools Kadimukoli Primary School, Namuago Primary School and Sekulo Primary School but the SAS onl appraised one primary school headteacher</p>	2
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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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The LLG had no health facility	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 staff at the LLG had personal files at the sub county  The LLG had a publicised staff list on the notice board of the Subcounty	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	There was no monthly analysis of attendance done for the previous financial year	0

#### 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	There was evidence of spending on eligible projects	2
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	There was no deviation in the implementation of the approved annual work plan	2
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.	There was evidence of completion of planned projects within 70-90%	2

#### 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	Environmental and Social Screening (E&S) Form/ESMP forms were not in place.	0
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	No complaints desk officer designated to handle grievancies, no complaints log book , no complaints referral path displayed at the lower local government	0
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	No publicised grievance redress mechanism in place for the aggrieved parties to report their cases and get redress	0
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	Area land committee in place with submissions made for approval by the District Council	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 not in place	0
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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	There was evidence of monitoring report in place	2
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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	Minutes of school management committees were in place dated 20/08/2021	3
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### 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	Awareness campaigns and community mobilization for improvement of primary health care were not conducted and reports were not in place.	0
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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	There are no reports on health service delivery monitoring in place	0
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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	LLG did not have a health facility.	3
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### 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 Requests from the LLGs for consideration in the current FY was submitted to 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	Reports on water and environment monitoring/supervision reports were in place as dated 8/05/2022	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	There was evidence for establishment and operations of Water and Sanitation Committees in all projects.	2
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	There was Updated report submitted showing the water and sanitation status of the Sub County for all facilities dated 21/03/2022	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		
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- 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  
 (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  
 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.  
 Maximum score is 2  
 1. Extension staff had Quarterly consolidated Production statistics report submitted to DPO on 4/4/2022 and 4/7/2022 **2**

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  
 Maximum score is 2  
 1. LLG had Quarterly consolidated report on the awareness and mobilisation campaign conducted on vegetable and coffee growing and management submitted to DPO 7/01/2022 **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	1. LLG had Quarterly consolidated Monitoring Reports submitted to the DPO office on 4/7/2022	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.	1. Quarterly Consolidated Farmer training reports were prepared and submitted to DPO on 4/1/2022	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	1. Quarterly Technical support was provided to farmers on the farm demonstration and report was prepared on 30/9/2021 and submitted to DPO on 2/10/2021	2

#### A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards  Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	PDCs for the 04 parishes were formed for Nyanza, Kakoli, Kavule and Kabyonga in accordance to the PDM guidelines.  Minutes of PDCs in place submitted to the LLG.  Mobilisation reports not in place for all the parishes.  Lists of proposals submitted for the revolving funds during the previous FY.	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>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>Community data was collected on ousehold profile,village profile,land ownership,crops and animals.</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> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGOs that were mapped included Action Aid and John 4:14.</p> <p>These NGOs provided chlorine to the communities and sensitised them on PDM.</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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The LLG had included parish priorities in their annual work plans and budgets to be implemented in the FY2022/23.</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>The LL had included the PDCs and Village Executive Committees activities in their annual work plans to be implemented in the next FY2022/23.</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>The approved development plan was in place and it was consistent with the AWPB.</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>some of the parish priorities that were seen were not signed by the chairperson of the PDC therefore we could not ascertain whether they are correct.</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>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>The budget conference was not conducted therefore we could not ascertain whether the AWPB is based on the outcomes of the budget conference.</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>	<p>There was evidence that some investments in the LLG budget includes investments to be financed by the LLG like maintenance of Roads under URF.</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	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	There was a project profile for the Road that was supposed to be maintained.	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	There was no evidence that the LLG budget was submitted to the district.	0
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	There was no evidence of procurement submissions to the district	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The projects under DDEG were not captured in the budget.	0

**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.	the percentage rate was at 82% so they scored below the mark  Budget 800,000  660,000 actual  $660,000/800,000*100=82\%$	0
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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	There was no increase in OSR from 2021 to 2022  2021 actual was 1,150,000  2022actual was 660,000	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 was remittance of OSR to the administrative units on voucher no 02/02/2022 amount 290,000	1
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	There was no evidence of 20% councilor allowance	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	There was no Expenditure on operation and maintenance of OSR	0
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.	There was evidence of OSR publicized on the notice board	1

#### 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>The LLG submitted AFS to the office of Auditor general by 29/8/2022</p>	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>i. Q1 by 15th October score 1 or else 0</p>	<p>There was no evidence of submission of quarter one</p>	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>	<p>There was no evidence of submission of quarter 2 reports</p>	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>	<p>There was no evidence of submission of report for quarter three</p>	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>iv. Q4 by 30th July score 3 or else 0</p>	<p>There was no evidence of submission of reports for quarter 4</p>	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>There were no appraisal forms for any of the staff at the LLG signed by the SAS including the extension workers.</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>(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>There two Primary public primary schools but there were no appraisals signed by the SAS for the two primary school head teachers.</p>	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	The LLG was no health facility in the LLG	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 staff at the sub county do not have personal files  The LLG had publicized staff lists on the notice board  the LLG also had an attendance register for the previous financial year  The LLG also had staff performance reports with activities done and available for the previous financial year	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	There was no monthly analysis of staff attendance to duty for the previous financial year	0

#### 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	There was no evidence of expenditure on the eligible projects/activities	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	There was evidence of deviation in budget execution because the details of expenditure was not seen	0
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.	There was no evidence of completion of projects	0

## 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	There was no evidence of environmental and Social Screening (E&S) Form/ESMP.	0
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	Had not designated a complaints desk officer in the LLG, no complaints log book in place for onward action and no complaints referral path displayed on the notice board of the subcounty.	0
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	No publicised grievance redress mechanisms where aggrieved parties report their cases and get redress.	0
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	Area Land Committee in place evidenced in the LLG council minute awaiting approval by the district council.	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	Awareness campaigns and parents' mobilization for improvement of education services were not conducted.	0
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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	There was evidence of Monitoring reports on schools.	<b>4</b>
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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	Minutes of school management committees were in place  Dated 13/01/2022, 10/01/2022 and 3/02/2022	<b>3</b>
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**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	No Reports on awareness campaigns and community mobilization were submitted	<b>0</b>
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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	No reports on health service delivery were submitted	<b>0</b>
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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	LLG did not have health facility	<b>3</b>
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**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 submission was made to DWO for consideration .	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	Reports on water and environment monitoring/supervision reports were submitted	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	There was no evidence of functional Water and Sanitation Committees	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	Updated reports were submitted showing the water and sanitation status of the Sub County for all facilities	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		
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- 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  
 (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.  
 1. Up to date data on agriculture and irrigation was collected, analyzed and reported on 4/4/2022 **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  
 1. Farmer awareness and mobilization campaigns was carried out through farmer field days and awareness meetings were reports were prepared and submitted to DPO on 26/9/2022 **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	1. Monitoring activities on production activities for crops, animals and fisheries were monitored and reports were submitted to DPO on 26/9/2022	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.	1. Farmer trainings through training farmer field schools and demonstrations were organized and carried out on post harvest and disease management in the LLG and reports were submitted to DPO on 26/9/2022	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	1. Hands-on extension support services to farmers was provided and reports were submitted to DPO on 7/7/2022	2

#### A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards  Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	1. PDCs for the 05 parishes were formed for Lerya, Namusita, Kasuleta, Kakule and Kaperi in accordance to the PDM guidelines. 2. Minutes for the PDCs were in place, enterprises identified and enterprise groups formed and trained. 3. Field mobilisation reports of PDC members were in place. 4. Lists of revolving funds were submitted to the Subcounty Chief for the previous FY.	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>Community data was collected on household profile,village profile and gender.</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:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>No NGOs,CBOs and CSOs were mapped in the subcounty.</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>Enterprises were identified and recommended for funding using PRF and a total of 86 were formed and recommended to the SACCO for funding.</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:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Priority enterprises were included in the annual work plan and they included; dairy,piggery,poultry,fish farming and citrus as well as road maintenance.</p>	2
	<p>Maximum score is 6</p>			

## B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  i. Is consistent with the LLG approved development plan III; score 1 or else 0	There was evidence that the approved development plan was consistent with the AWPB	1
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  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.	There was no evidence of ranked parish priority submissions.	0
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  iii. Is based on the outcomes of the budget conference; score 1 or else 0	The budget conference report was not in place.	0
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	There was evidence that the investments to be financed by the LLG were included in the LLG Budget.	1
Maximum score is 6				

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	There was evidence that project profiles for all capital investments to be implemented this current FY were developed.	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	There was no evidence that the budget was submitted to the district before 15th/05/2022.	0
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	There was no evidence of a procurement plan submitted to the District.	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There was evidence that the prioritised investments on DDEG Projects complied with the DDEG Implementation guidelines. The Budget for DDEG was 20,000,000 and 80% was 16,000,000. The projects were supply of desks at 10,000,000 and Fencing of Namusita p/s at 8,000,000.	2

### 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.	Budget 2021/2022 was 2,400,000  Actual 2021/2022 was 843,000  percentage  $843,000/2,400,000*100$  the score was 35% which was below the +/-10%	0
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8	<p>Increase in LLG own source revenues from last financial year but one to last financial year.</p> <p>Maximum score 1</p>	<p>Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0</p>	<p>Actual 2020/2021 was 984,500</p> <p>Actual 2021/2022 was 843,000</p> <p>in terms of percentage  <math>984,500/843,000*100</math></p> <p>scored 12% decrease</p>	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>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p>	<p>There was no evidence of remittance</p>	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>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</p>	<p>There was no evidence of expenditure on councilors allowance</p>	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>There was no evidence of Operation and maintenance.</p>	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>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	<p>There was evidence that the LLG got shs 843,000 of OSR and reflected on the notice board.</p>	1

#### 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>There was evidence of annual financial statements submitted by 31/08/2022.</p>	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>i. Q1 by 15th October score 1 or else 0</p>	<p>There was no evidence of submission of Q1 reports by 15th Oct 2021.</p>	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>	<p>There was evidence of submission of Q2 reports by 15th Jan 2022.</p>	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>There was no evidence of Q3 reports submitted by 15th April 2022.</p>	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>	<p>There was evidence of Q4 report submitted by 30th July 2022.</p>	3
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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>There was no evidence that the SAS appraised all staff in the LLG but they were only appraisals for the extension worker.</p>	0
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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>There were no appraisals forms signed by the SAS for the public primary school head teachers in the subcounty</p>	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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The LLG had one health facility but the SAS did not sign the appraisal forms of the Health Centre III in charge.	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 LLG had publicized staff list on the notice board.  The LLG also had a staff attendance register for the previous financial year in place  The LLG also had staff performance reports for activities in place.  The staff in the LLG had no personal files at the subcounty	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	There was no monthly analysis of attendance for the previous financial year.	0

#### 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	There was evidence that the LLG spent on eligible major projects.	2
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	There was no deviation in the execution of the budget in the previous FY of the sectors.	2
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.	The computation of investment as per annual work plan and budget was based on the calculation seen below  $25,757,500/48,000,000*100$  the worked at 54% which was below 70% so the score was 0	0

## 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	Environmental and Social Screening (E&S) Forms/ESMP were not filled.	0
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	The LLG had designated a person to coordinate response to feedback.  The subcounty had no complaints log book for onward action.  The LLG had a defined complaints referral path.	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	The LLG had no publicised grievance redress mechanisms for aggrieved parties to report their cases.	0
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	Area Land Committee of 05 members was in Place awaiting approval by the district Council.	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 in place dated 6/June/2022.	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 was in place dated 9/09/2021.	1
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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	Minutes of SMC were in place.	3
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**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	There were no reports on awareness campaigns and Community mobilisation.	0
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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	There were no monitoring reports submitted on health service delivery.	0
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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	There was evidence for establishment and operations of Health unit Management Committees.	3
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**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	There was no request submission of consideration to DWO in the current FY	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	Water and environment monitoring/supervision reports were not submitted	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	There was evidence for establishment and operations of Water and Sanitation Committees in all projects.	2
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	There were no updated reports submitted showing the water and sanitation status of the Sub County for all facilities.	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
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- 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  
 (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  
 (i) 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.  
 Maximum score is 2  
 1. Quarterly statistical report was prepared and submitted to DPO on 4/7/2022

2

35 Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings  
 (i) 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  
 Maximum score is 2  
 1. Awareness campaign reports were prepared on quarterly basis and submitted to DPO on 4/7/2022, 4/4/2022, and 21/3/2022

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	1. Quarterly Monitoring reports were prepared and submitted to DPO on 4/7/2022, 4/4/2022 and 21/3/2022	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.	1. Farmer trainings through training farmer field demonstrations were organized and carried out on quarterly basis as per the report dated 11/1/2022.	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	1. Hands-on extension support to farmers was Provided through Farm visits and demonstration	2

#### A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards  Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	PDCs for the 05 parishes were formed for Lerya,Kameruka,Bupuchai,Nabugalo and Nanzala in accordance to the PDM guidelines.  Minutes for the PDCs for Nanzala and Bupuchai in place submitted to the LLG.  List of proposals submitted for revolving fund in the previous FY in place.	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>Community data was collected on household and village profile ,crops and animals .</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:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGOs were formed included John 4:14 and Development Effort for women,youth and children organisation.</p> <p>This have mobilised women and youth to join PDM and as well gave basic needs to the children and women.</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:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The LLG had included parish priorities in their annual work plan and budget to be implemented in the FY 2022/23.</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:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>The LL had included the PDCs and village Executive Committees in their annual work plan to be implemented in the next FY2022/23.</p>	2
	<p>Maximum score is 6</p>			

## B. Planning and Budgeting



4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  i. Is consistent with the LLG approved development plan III; score 1 or else 0	The approved development plan was in place and it was consistent with the AWPB.	1
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  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.	There were no parish priority submissions	0
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  iii. Is based on the outcomes of the budget conference; score 1 or else 0	There was no evidence of Budget conference report	0
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	There was evidence that the LLG Budget includes investments to be financed by the LLG. They include supply of desks and routine maintenance of roads under DDEG and URF.	1
Maximum score is 6				

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	There was evidence of project profiles developed for the capital investments to be implemented in the current FY.	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	There was no evidence of submission of the Budget at the district.	0
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	There was no evidence of procurement plan submitted to the CAO	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The approved budget for DDEG is 23,423,983 and 80% is 18,739,187. However the projects budgeted costed to the tune of 15,339,186. Therefore, the LLG Budget for the current FY did not comply with the DDEG Grant implementation guidelines of 80% in to investments.	0

### 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.	The LLG only collected 32% of the approved OSR budget  Budget 2,300,000  actual 736,000	0
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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	There was evidence of increase of OSR by 22% (actual 2021 895,000 , actual 2022 736,000)	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.	There was no evidence of transfer to the administrative units	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	There was evidence of more than 20% expenditure of OSR on Councilor allowance	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	There was no evidence of expenditure on O&M	0
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.	There was no evidence of Publicised OSR	0

#### 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>The LLG submitted AFS by 31/08/2022</p>	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>i. Q1 by 15th October score 1 or else 0</p>	<p>There was no evidence of submission of Q1</p>	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>	<p>There was no evidence of submission of Q2</p>	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>	<p>There was no evidence of submission of Q3</p>	<b>0</b>
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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>	<p>There was no evidence of submission of Q4</p>	<b>0</b>
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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>The SAS appraised all staff in the LLG including extension workers for the previous financial year</p>	<b>2</b>
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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>There four public primary schools in the sub county and the SAS appraised three public primary school head teachers in the previous financial year</p>	<b>2</b>
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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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The SAS did not sign appraisal forms for the health centre III incharge but the incharge was appraised by the DHO	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 in the LLG have personal files at the subcounty  The LLG had apublicised staff list on the notice board  The LLG also had a staff attendance register for the previous financial year  The LLG also had staff performance reports with activities done for the previous financial year	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	There was no monthly analysis of attendance done for the previous financial year	0

#### 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	There was evidence of expenditure on eligible projects of DDEG EG opening of road kameruka bukomolo, and others	2
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	There was no deviation for any of the sectors	2

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) :	There was evidence of completion of planned projects at 91%( 48,032,000/52,36,966*100)	3
	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	There was no evidence of Environmental and Social Screening (E&S) Form/ESMP.	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	Had designated a complaints desk officer , had a complaint referral path in place displaed on the noticeboard but with no complaint registered on the complaints log book	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	The subcounty had a publicized grievence redres mechanism displayed with aggrieved parties aware about where to report their cases for redress	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	The area land commitee was in place and submissions were made to the district council for approval	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 was conducted.	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:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	There was no evidence of Monitoring reports	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	Minutes of school management committee were in place.	3

### 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 were submitted to SAS.dated 7/3/2022	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	There was no evidence of Health service delivery monitoring report	0



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	There was evidence of functional Health unit Management Committee	3
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**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	There was no evidence of requests submitted to DWO	0
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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	Reports on water and environment monitoring/supervision were submitted to DWO	3
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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	There was no evidence of functional Water and Sanitation Committees	0
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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	Updated reports showing the water and sanitation status of the Sub County for all facilities were in place	2
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**K. Urban Planning and Management (Applicable to Town Councils and Divisions only)**

30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(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</p>
30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(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:</p> <p style="margin-left: 20px;">20% in 2022/23</p> <p style="margin-left: 20px;">30% in 2023/24</p> <p style="margin-left: 20px;">40% in 2024/25</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(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</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(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</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0</p>

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 (i) 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.

Maximum score is 2

1. Up to date data on agriculture and irrigation was collected, analyzed and reported to DPO on 7/7/2022

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	1. Farmer awareness and mobilization campaigns were carried out through farmer field visits and awareness campaign meetings which were conducted and reported to DPO on 24/6/2022	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	1. The LLG has carried out monitoring activities on production activities for crops, animals and fisheries and monitoring reports were prepared and submitted to the DPO on 31/3/2022	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.	1. Farmer trainings were conducted by the extension staffs of LLG through training farmer field visits and demonstrations organized and reports submitted to DPO on 26/1/2022	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	1. Hands-on extension support services were provided to farmers and farmer organizations / groups in the LLG 2. Activity reports were submitted to DPO on 26/1/2022	2

## 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>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 for the 02 parishes were formed for Jami and Bunyolo in accordance to the PDM guidelines</p> <p>Minutes for the 02 PDCS in place with the lists of proposals submitted for the revolving fund.</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>Community data was collected on household and village profile only.</p>	2
Maximum score is 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>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>John 4:14 was the only NGO mapped in the LLG.</p> <p>This NGO mobilised communities to join PDM and as well built boreholes in the communities.</p>	2
Maximum score is 6				
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>The LLG had included parish priorities in their annual work plan and budget to be implemented in the FY2022/23.</p>	2
Maximum score is 6				

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>The LLG had included the PDCs and Village Executive Committee activities in their work plan to be implemented in the next FY2022/23.</p>	2
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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 development plan is not consistent with the LLG approved annual work plan and budget.</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>There was no evidence of Parish priority submissions to SAS</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>There was no evidence of budget conference report</p>	0
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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	There was evidence that the LLG Budget includes investments to be financed by the LLG which include supply of desks and routine maintenance of roads under DDEG and URF.	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	There was no evidence of project profiles for capital investments to be implemented in the current FY.	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	The budget was submitted to the district but after 15th may 2022. It was submitted on 13th/07/2022	0
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	There was no evidence of procurement plan submissions for procurements to be made in the current FY	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There is no evidence that the LLG Budget complies with the DDEG grant implementation guide lines. the Budget for DDEG is 21,754,016 and the 80% is 17,403,213. However the only expenditure totals to 14,052,410 under investments.	0

### 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.	The sub county collected OSR of 560,000 out of the budget of 18,742,000 giving 3% below the score	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	There was no evidence of OSR increment	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 was no evidence of remittance to the administrative units	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	There was no evidence of 20% expenditure on the councilors allowance	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	There was no evidence of OSR expenditure on Operation and maintenance	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.	There was no evidence of publication of the OSR on the notice board	1
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**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	There was evidence of submission to the auditor general submitted on 30th/ 08/2022	4
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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 12/10/2022	1
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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:  ii. Q2 by 15th January score 1 or else 0	No evidence of submission of the report	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3 was submitted on 11/04/2022</p>	1
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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>	<p>There was no evidence of submission</p>	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>There was no evidence that the SAS appraised all staff in the LLG in the previous financial year including extension workers.</p>	0
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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>There two public primary schools in the LLG but theres no evidence that the SAS appraised the public primary school head teachers .</p>	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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The LLG had no health facility	<b>2</b>
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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 had publicized staff list on the district notice board  The LLG also had a staff attendance register in place for the previous financial year  The LLG also had staff performance reports for activities done in the previous financial year  The Staff in the LLG did not have personal files.	<b>3</b>
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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	There was no monthly analyse of a staff attendance carried out in the previous financial year	<b>0</b>
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**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	There was no evidence of eligible projects	<b>0</b>
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15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	There was evidence of deviation from the execution of budget	<b>0</b>
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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) :	There was no evidence of completion of projects	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	There was no evidence of Environmental and Social Screening (E&S) Form/ESMP	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	No complaints desk officer designated to handle grievances , no complaints log book ,no complaints referral path displayed at the lower local government	0
	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	No publicised grievance redress mechanism in place for the agrrieved parties to report their cases and get redress	0
	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 in place and awaiting approval by the distict council	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	There was no evidence of reports on awareness campaigns and parents' mobilization for improvement of education services submitted	0
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	There was evidence of Monitoring report submitted, Dated 21/09/2012	2
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	There was evidence of Minutes of school management committees submitted, Dated 26/05/2022	3

### 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	There was no evidence of reports on awareness campaigns and community mobilization submitted	0
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	There was no evidence of reports on health service delivery monitoring submitted	0

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	LLG did not have health facility	<b>3</b>
	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	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	There was no evidence of request submitted	<b>0</b>
	Maximum score is 3			

27	The LLG has monitored water and environment services delivery during the previous FY	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	There was no evidence of reports on water and environment monitoring/supervision submitted	<b>0</b>
	Maximum score is 3			

28	Existence and functionality of Water and Sanitation Committees	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 no evidence for establishment and operations of Water and Sanitation Committees in all projects.	<b>0</b>
	Maximum score is 2			

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	There was no evidence of updated reports submitted showing the water and sanitation status.	<b>0</b>
	Maximum score is 2			

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

30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(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</p>
30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(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:</p> <p style="margin-left: 20px;">20% in 2022/23</p> <p style="margin-left: 20px;">30% in 2023/24</p> <p style="margin-left: 20px;">40% in 2024/25</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(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</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(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</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0</p>

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 (i) 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.

Maximum score is 2

1. Quaretrly consolidated production Statistics reports were submitted to DPO on 4/7/2022 and 4/4/2022



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	1. Quarterly consolidated awareness and mobilisation campaign on Rice, coffee and Narocas I cassava farming was complied and submitted to the DPO on 20/7/2022	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	1. Quarterly consolidated monitoring report was prepared and submitted to DPO on 20/12/2021	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.	1. Quarterly consolidated reports on farmer trainings were complied and submitted to DPO on 25/08/2022	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	1. Quarterly consolidated reports on farmer hands on training through demonstration was complied and submitted to DPO	2

## 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>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>WDCs for the 02 wards were formed for Kamonkoli South ward and Kamonkoli North ward in accordance to the PDM guidelines.</p>	2
	<p>Maximum score is 2</p>		<p>Minutes for PDCs for the 02 wards were in place with lists of proposals submitted for the revolving funds during the previous FY.</p>	
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>Community data was collected on household and village profile only.</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 &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGOs mapped in the Town Council included Hines Uganda, Evidence Action and Ministries bearly childrens home.</p>	2
	<p>Maximum score is 6</p>		<p>The NGO's constructed boreholes, provided sponsorship to children undergoing education, provided health services and promoted proper feeding in communities, pscho-social support as well as sensitised communities on PDM.</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>The LLG had included parish priorities in their annual work plans and budget to be implemented in FY2022/23.</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>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>The Town Council had included the PDCS and Village Executive Committees activities in their annual work plan to be implemented in the next FY2022/23.</p>	2
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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>There was evidence that the approved development plan was consistent with the AWPB.</p>	1
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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>There was evidence of ranked priorities from parish submissions and some of them were incorporated in the AWPB.</p>	1
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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>The Budget conference was not conducted henceforth could not establish whether the AWPB was based on the outcomes of the budget conference.</p>	0
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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	There was evidence that the LLG included investments to be financed by the LLG which included installation of street lights, dust bins and surveying of Land.	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	There was evidence that the LLG developed project profiles for all the capital investments in the AWPB	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The budget was not submitted to the district in time.	0
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	The procurement plans were not submitted to the district.	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There was evidence that the LLG Budget complied with the DDEG guidelines.	2

### 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.	The LLG collected OSR at 100% (58,058,200/58,058,200*100).	1
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	There was increase in local revenue by 63%(2021 actual 36,147,500/2022 actual 58,058,200*100).	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.	There was evidence of transfer made to the administrative units vr no 1,514,000	1
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	There was evidence of 20% spent on councilors allowances.	1
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	There was evidence of expenditure of Shs50,000 of OSR.	1

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>There was evidence of OSR publication on the notice board by 30/06/2022</p>	1
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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>The annual report was submitted to auditor general submitted on 31/8/2022 as per the requirements.</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>The LLG submitted the quarterly reports by 11/10/2022.</p>	1
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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>Q2 reports were submitted on 11/ 01/2022.</p>	1
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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>	<p>Q3 reports were submitted on 5th/04/2022.</p>	<b>1</b>
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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>	<p>Q4 reports were submitted on 15th 07/2022.</p>	<b>3</b>
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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>Not all staff were appraised by 30th June 2022.</p>	<b>0</b>
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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>The head teachers of the two public primary schools Kamonkoli mixed Primary school and Nyanza II Primary School were appraised by the Town Clerk</p>	<b>2</b>
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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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The incharge of Kamonkolii Health Centre III was not appraised by the Town Clerk	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 Town Council staff list was publicised as dated 20th September 2022 on the Town Council notice board.  Staff at the Town Council had personal files  The Town Council had staff attendance register in place  There were staff performance reports of activities in place for the previous financial	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	There was no montly analysis of attendance with reccomendations to CAO made	0

#### 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	There was evidence of expenditure on eligible projects	2
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	There was no deviation for any of the sectors	2



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) :	There was completion of projects between 70%-90%	<b>2</b>
	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 Environmental and Social Screening (E&S) Form/ESMP were not filled	<b>0</b>
	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	Had designated a complaints desk officer,, had a complaints log book in place for onward action , ha a complaints referral path in place displayed on the notice board of the Town Council.	<b>1</b>
	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	Had publicised a grievance redress mechanism where aggrieved parties report and get redress	<b>1</b>
	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 in place and awaiting approval by the district council.	<b>1</b>
	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 were submitted	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:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	Monitoring reports were submitted	4
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	Minutes of school management committees were submitted on 15/06/2022, 10/05/2022,	3

### 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 were submitted on 26/07/2021	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	reports on health service delivery, monitoring were submitted on 15/06/2022, 30/05/2022 and 28/3/2022	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	There was evidence for establishment and operations of Health unit Management Committee submitted on 31/3/2022, 30/01/2022 and 28/09/2021
	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	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	
	Maximum score is 3		
27	The LLG has monitored water and environment services delivery during the previous FY	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	
	Maximum score is 3		
28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	
	Maximum score is 2		
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	
	Maximum score is 2		

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

30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(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</p>	<ol style="list-style-type: none"> <li>1. LLG had a fully constituted physical planning committee of Physical Planner, Town Ag Engineer and Health assistant</li> <li>2. LLG had a Building plan ,Registration book with registered investment</li> <li>3. LLG had 4 Quarterly sets of PPC minutes but not submitted to the MLHUD</li> </ol>	1
30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(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:</p> <p>20% in 2022/23</p> <p>30% in 2023/24</p> <p>40% in 2024/25</p>	<ol style="list-style-type: none"> <li>1. LLG had no detailed physical development plan but had a town board plan but communicated to the MLHUD for support in developing the physical development plan</li> </ol>	0
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(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</p>	<ol style="list-style-type: none"> <li>1. LLG implemented infrastructure investment but in accordance with Town Board Plan</li> <li>2. LLG approved the new investments according to the PPC minutes</li> <li>3. LLG had no PDP, therefore had no compliance certificate</li> </ol>	0
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(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</p>	<ol style="list-style-type: none"> <li>1. LLG had no evidence on named streets and plot numbers</li> <li>2. LLG had no evidence of implemented annual workplan</li> <li>3. LLG had no evidence of computerized data recorded</li> </ol>	0
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0</p>	<ol style="list-style-type: none"> <li>1. LLG had functionalized Development Control Team comprised of Physical Planner, Town Ag Engineer and Health assistant</li> <li>2. LLG had operational Annual Workplan</li> </ol>	1

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	1. LLG had prepared status report on the implementation of the solid waste management	1
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	1. LLG had coordinated and conducted awareness campaign on solid waste management	1
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	1. LLG had consolidated annual infrastructure inventory and condition survey report	1
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	1. LLG had prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey	1
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	1. LLG had spent own source revenues of 1.7% on O&M	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.	1. LLG had Quarterly Consolidated production statistics analysed, compiled and submitted to DPO on 4/7/2022	2
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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	1. LLG had Quarterly consolidated awareness campaigns on field farm visit reports which were submitted to DPO on 26/6/2022	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	1. LLG had Quarterly consolidated monitoring reports submitted to DPO on 30/5/2022	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.	1. LLG had Farmer training reports consolidated on quarterly basis submitted to DPO on 17/7/2022	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	1. LLG had complied Field farmer's hand on training reports submitted to DPO on 20/6/2022	2

## 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>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>	<ol style="list-style-type: none"> <li>1. LLG had List of PDCs members for each parish composed as per the PDM guidelines</li> <li>2. Minutes of PDCs were prepared and submitted to the LLG</li> <li>3. LLG had a List of proposals submitted for the revolving funds</li> </ol>	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>	<ol style="list-style-type: none"> <li>1. Parish Chiefs had collected Data on economic activities from their respective parishes was analysed and used for formation of the PDC enterprises</li> <li>2. PDC data was collected and submitted to PDMIS under supervision of Sub county Chief</li> </ol>	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>Evidence that the LLG:</p> <ol style="list-style-type: none"> <li>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</li> </ol>	<ol style="list-style-type: none"> <li>1. LLG had reports on mapped NGOs, CBOs &amp; CSO operating in the LLG which included Action Aid providing colrine in the community</li> </ol>	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>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <ol style="list-style-type: none"> <li>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</li> </ol>	<ol style="list-style-type: none"> <li>1. LLG had approved annual work plan which includes PDC activities to be implemented in the FY2022/23</li> </ol>	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>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>1. LLG had approved annual work plan with priority enterprises from the PDCs Committees and Village Executive Committee</p>	2
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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>There was evidence the development plan was consistent with the approved budget and workplan</p>	1
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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>There was no evidence of ranked priorities from PDCS and parish chiefs</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>There was no evidence of budget conference</p>	0
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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 budget includes the investment activities to be funded for supply of school desks at a cost of 9,000,000	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	There was evidence of project profile for example supply of desks, supply of Furniture in administration department and construction of road Gonsya Kibombo isabirye road	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	There was evidence of submission of budget to the district on 14th may 2022	1
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	There was evidence of submission of inputs of procurements to the CAO	2
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The sub county followed 80% DDEG guidelines to supply furniture and school desks	2

### 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.	LLG only collected 39% of the approved Budget of OSR	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	There was no evidence of local revenue increase from 2020/2021 to 2021/2022 instead there was a decrease of 149.01%  actual 2020/2021 was 1,174,862  actual 2021/2022 788,415  Below the percentage	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 was no evidence of remitted OSR to other administrative units	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	There was no evidence of 20 % expenditure of OSR on councilors allowance	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	There was evidence of O&M voucher Number 06/02/2022 40,000=	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.	There was no evidence of publication of OSR on the notice board	0

## 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>There was evidence of submission of annual financial report to auditor general by 31/8/2022</p>	<b>4</b>
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>There was no evidence of submission of reports</p>	<b>0</b>
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>There was no evidence of submission of reports</p>	<b>0</b>

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>	<p>There was no evidence of submission of reports</p>	<b>0</b>
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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>	<p>There was evidence of submission the quarter report was submitted on 14th/July 2022</p>	<b>3</b>
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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>The SAS had not appraised staff in the LLG for the previous financial year including the extension workers</p>	<b>0</b>
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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>The LLG have three public primary schools but did not appraise the headteachers of the schools namely Kadatumi Primary School, Katira Primary School and Kerekerene Primary school</p>	<b>0</b>
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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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The LLG had a health facility but there was no evidence that the SAS appraised the health centre III in charge however the Incharge was appraised by the DHO	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 at the LLG have personal files  The LLG had publicised the staff list on the notice board  The LLG had a staff attendance register in place  The LLG had staff performance reports with activities for the previous financial year produced and 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	The LLG had not carried out monthly analysis of staff attendance for the previous financial year	0

#### 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	There was evidence of spending on the eligible projects	2
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	There was no deviation in the budget execution	2
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.	There was no evidence of completion of approved projects	0

## 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	There was no evidence of the Environmental and Social Screening (E&S) Form/ESMP	0
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	Had designated complaints desk officer, had a complaints log book in place for onward action with no complaint registered and no grievance referral path displayed on the notice board	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	Had a publicised grievance redress mechanism where aggrieved parties report their cases for redress. .	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	Area land committee was in place and submissions made to the district council for approval	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 were submitted dated 29/01/2022	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	• There was no evidence of Monitoring reports submitted on 14/06/2022,	2
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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	Minutes of school management committees were submitted on 27/01/2022, 09/02/2022, 20/08/2021	3
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**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	There was no evidence of reports on awareness campaigns and community mobilization	0
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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	There was no evidence of reports on health service delivery monitoring was submitted	0
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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	There was evidence for establishment and operations of Health unit Management Committee	3
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**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	There was no evidence of requests Submitted to 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	There was no evidence of reports on water and environment monitoring/supervision reports submitted	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	There was no evidence for establishment and operations of Water and Sanitation Committees in all projects submitted.	2
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	There was no evidence of updated reports submitted showing the water and sanitation status submitted	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		
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- 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 (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 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. 1. LLG had Complied report on production statistics submitted to DPO

Maximum score is 2

**2**

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 1. LLG had complied report on awareness and mobilisation campaign on aspects of agriculture submitted to DPO

Maximum score is 2

**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	1. LLG had evidence of consolidated Monitoring reports on agriculture activities submitted to DPO	2
Maximum score is 2				
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	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.	1. LLG had no evidence on the farmer training	0
Maximum score is 2				
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	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	1. LLG had no evidence of any field report in place	0
Maximum score is 2				

**A. Functionality of Parish Administrative Structures**

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards	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.
Maximum score is 2		

2

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.

Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.

Maximum score is 2

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Evidence that the LLG:

i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0

Maximum score is 6

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Evidence that the LLG 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

Maximum score is 6

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Evidence that the LLG 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

Maximum score is 6

## **B. Planning and Budgeting**

4 The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  
i. Is consistent with the LLG approved development plan III; score 1 or else 0

Maximum score is 6

4 The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  
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.

Maximum score is 6

4 The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  
iii. Is based on the outcomes of the budget conference; score 1 or else 0

Maximum score is 6

4 The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0

Maximum score is 6

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

Maximum score is 6

- 4 The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines
- vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0
- Maximum score is 6
- 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
- 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
- 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.
- 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
- Maximum score 1

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>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p>
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>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</p>
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>
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>

**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>
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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

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

Maximum score is 6

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

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

Maximum score is 6

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

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

Maximum score is 6



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>
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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>
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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>
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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 &amp; II In-charges in the previous FY (by June 30th) – score 2 or else</p>
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13	<p>Staff duty attendance</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG has</p> <p>(i) Publicized the list of LLG staff: score 3 or else 0</p>
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13	<p>Staff duty attendance</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG has</p> <p>(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0</p>
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**F. Implementation and Execution**

14	<p>The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities</p> <p>Maximum score is 2</p>	<p>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</p>
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>
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>

**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>
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(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</p>

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  
 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  
 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  
 Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  
 Maximum score is 3

21 Monitoring of service delivery in basic schools  
 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:  
 Maximum score is 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  
 Evidence that the LLG have functional school management committees in all schools; score 3, else score 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
- 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
- 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
- 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            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
- Maximum score is 3
- 27            The LLG has monitored water and environment services delivery during the previous FY            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
- Maximum score is 3



- 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 (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            (iii) If the LLG has spent own source  
Maintenance of            revenues of not less than 20% on O&M  
infrastructure            score 1 or else 0
- Maximum score is 3

**L. Production Services Management**

- 34            Up to date data on            If the LLG extension staff have collected,  
agriculture and            analyzed and reported data on  
irrigation collected,            agriculture (i.e., crop, animal and  
analyzed and            fisheries) and irrigation activities  
reported            including production statistics for key  
commodities, data on irrigated land,  
Maximum score is 2            farmer applications, farm visits etc. as  
per formats, the reports compiled and  
submitted to LG Production Office score  
2 or else 0.
- 35            Farmer awareness            If the LLG has carried out awareness  
and mobilization            and mobilization campaigns on all  
campaigns carried            aspects of agriculture through farmer  
out through farmer            field days and awareness meetings,  
field days and            exchange visits, reports compiled and  
awareness meetings            submitted to LG Production Office score  
2 or else 0
- Maximum score is 2
- 36            The LLG has carried            If the LLG extension staff has  
out monitoring            implemented monitoring activities on  
activities on            agricultural production for crops, animal  
production activities            and fisheries covering among others  
for crops, animals            irrigation, environmental safeguards,  
and fisheries            agricultural mechanization, postharvest  
handling, pests and disease  
Maximum score is 2            surveillance, equipment installations,  
farmers implementing knowledge from  
trainings, reports compiled and  
submitted to LG Production Office score  
2 or else 0
- 37            Farmer trainings            If the LLG extension staff has carried out  
through training            farmer trainings on irrigated agriculture,  
farmer field schools            agronomy, pests and diseases  
and demonstrations            management, operation and  
organized and            maintenance of equipment, linkage to  
carried out            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.
- Maximum score is 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>
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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>WDCs for the 04 wards were formed for Nakisenye,Buyemba,Suni and Lyama in accordance to the PDM guidelines.</p> <p>Minutes for the WDCs in place and enterprises were identified and enterprise groups formed and trained.</p> <p>Reports for field mobilisation on PDM were in place.</p> <p>List of proposals submitted for revolving fund in the previous FY in place.</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>Community data was collected on household profile,village profile,land ownership,crops grown,land ownership,animals and poultry.</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> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGOs that were formed included John 4:14,MAFOC,JICA,Suni farmers cooperatives SACCO andDevelopment efforts for women,youth and children organisation.</p> <p>This NGO's mobilised youth,women to join village savings ,offered assistance to community groups and also sensitised them on PDM and other programs.</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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Communities were supported during enterprise selection and group formation .A total of 40 enterprises were identified and recommended to the SACCO for funding using PRF.</p>	2
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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>The following enterprises were identified and this included dairy,poultry,fish farming,piggery and as well as road maintenance.</p>	2
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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>There was no approved development plan III at the time of assessment therefore we could not establish whether it was consistent with the AWPB.</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>There were no parish priority submissions</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>There was no evidence of budget conference report.</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>	<p>There was evidence of investments in the LLG Budget that included construction of administration block and routine road maintenance under URF</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>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>	<p>There was no evidence of project profiles because there was no approved development plan III</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>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>There was evidence of budget submission to the district on 13th may 2022</p>	1
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>There was no evidence of procurement plan submissions</p>	0

6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There was no investment budgeted for under DDEG. The IPF for DDEG is 1,910,000 therefore the funds were not enough to put into investments.	0
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**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.	The own source revenue for the previous FY was at 27.4%	0
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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	There was a decrease in the own source revenue as compared to the previous FY but one that is to say in FY 2020/2021 was 2,182,000 as compared to FY 2021/2022 OF 1,292,000. There was a decrease of 169%	0
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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 was no evidence of transfer of funds to Administrative units	0
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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 councillors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	The LLG spent more than 20% on councillors allowances	0
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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	There was evidence that the LLG spent on Operation and Maintenance at a cost of 1,000,000.	<b>1</b>
	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 of publication of OSR on the Notice board.	<b>0</b>
	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 evidence of submission of AFS to the office of Auditor General. It was submitted on 29th/08/2022	<b>4</b>
	Maximum score is 4			

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	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	There was no evidence of submission of Quarter one report	<b>0</b>
	Maximum score is 6			

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>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>There was evidence of submission of the quarter 2 report. it was submitted on 12/01/2022</p>	1
Maximum score is 6				
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>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>	<p>There was no evidence of submission of quarter 3 Financial and Progress report.</p>	0
Maximum score is 6				
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>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>	<p>There was evidence that the LLG submitted Quarter 4 financial and progress report. it was submitted on 12/07/2022</p>	3
Maximum score is 6				

**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	The Town Clerk appraised all staff in the LLG including extension workers for the previous financial year	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:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The Town Clerk had three public primary schools and appraised all the headteachers of the public primary schools.	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	The Town Clerk did not appraise the Health Centre III incharge but however the incharge was appraised by the DHO	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 at the LLG had personal files  The LLG had not publicised the staff list on the notice board  The LLG had a staff attendance register for the previous financial  The LLG had staff performance reports with activities for the previous financial year produced and 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	The LLG did not have a monthly analysis of attendance for the previous financial year	0
<b>F. Implementation and Execution</b>				
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 availed expenditure was to the tune of 25,714,000. The annual budget for DDEG was 54,865,108 and the DDEG guideline requires that 80% is on investments and 80% of 54,865,108 is 43,892,086.	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	There was evidence that the activities were spent as per the budget.	2
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.	The town council did not complete all the projects planned in the previous FY. This was due to delayed procurement exercise. a procurement of 16,500,000 was not completed.as per the annual work plan.	0

### 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	There was no evidence of Environmental and Social Screening (E&S) Form/ESMP.	0
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	Had designated a complaints desk officer.  Had a complaints log book in place for onward action.  Had a complaints referral path in place displayed on the notice board of the Town Council.	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	The Town Council publicised the grievance redress mechanism with aggrieved parties aware about on where to report their cases.	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	Area Land Committee was in place and submissions was done to the district Council for approval.	1
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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	There was no evidence of awareness campaigns and mobilization on education services conducted	0
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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 of service delivery in basic schools was conducted only in 2 private schools. Dated 15/5/2022 but action points were not implemented.	2
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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	There was evidence of school management committees meetings conducted.	3
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**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 submitted	3
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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	LLG monitored aspects of health service delivery during the previous FY	<b>4</b>
	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	LLG had functional Health unit Management Committee	<b>3</b>
	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	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	
	Maximum score is 3		

27	The LLG has monitored water and environment services delivery during the previous FY	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	
	Maximum score is 3		

28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	
	Maximum score is 2		

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
	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  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	No evidence of Fully Constituted physical Planning Committee, PPC minutes and Building Plan Registration Book because of Being newly Functionalised Town council	<b>0</b>
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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	No evidence of Physical Development Plan and action area plan because of it being new and it was coded in FY2022/23	<b>0</b>
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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	There was no evidence of Infrastructural investments registered	<b>0</b>
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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	There was no evidence of Named streets and Numbered plots in the town council	<b>0</b>
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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	There was no evidence of Functional Development Control Team	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	There was no evidence of Status report on waste solid management	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	There was no evidence of awareness campaign report on solid waste management	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	There was no evidence of Prepared Infrastructure inventory	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	There was evidence of O& M annual approved Work plan of FY2022/23 but not based on the approved infrastructure inventory	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	There was evidence of expenditure of 77.4% on O&M of Ugx 1000000/1292000 voucher number 23/09/2021	1

## L. Production Services Management

34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>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.</p>	<p>Quarterly statistical reports were prepared and submitted to Production office on 30/12/2021 and 30/06/2022</p>	2
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Awareness campaign reports on post harvest handling and pest and disease management was prepared and submitted to DPO office on 30/6/2022</p>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Quarterly Monitoring reports on the ventinary and crop activities were prepared by extension officer and submitted on 10/10/2021, 10/12/2021 and 30/6/2022 to production office</p>	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>Traning of farmers at the subcounty Plant Clinic was conducted and report was submitted on 19/3/2022 to DPO office</p> <p>Quarterly Report of 11/4/2022 by Kwetega Iren also inducted that framers were trained in different areas of pest and disease, post harvet management</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>Quarterly Reports of The extension officers submitted to the DPO on 30/6/2022 indicate that technical support was provided to farmers in areas of crop management, animal husbandry, Operation and Maintenance of equipment, post harvest handling,</p>	2

## 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 for the 05 parishes were formed for Nyanza,Nasenyi,Bukaligwoko,Bunamwera and Mugiti.</p> <p>No PDCs minutes for the 05 parishes.</p> <p>List of Proposals submitted for revolving fund in the previous FY in place.</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>Community data was collected on household and village profile,gender,youth women,PWDs,animals and crops.</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> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGOs which were mapped included JICA,MUCOBAD,ACCET,John 4:14 and Uganda Jewish Union.</p> <p>This NGOS Mobilised farmers to embark in rice growing and constructed boreholes in the communities as they sensitised them on PDM.</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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The LLG had included parish priorities in their annual work plan and budget to be implemented in the FY2022/23.</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>The LLG had included the PDCs and Village Executive activities in their annual work plan to be implemented in the next FY 2022/23.</p>	2
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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 approved development plan was in place and was consistent with the LLG Approved AWPB</p>	1
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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>There was no evidence of parish priority submissions.</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>There was no evidence of the budget conference report</p>	0
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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	There was evidence that the LLG Budget includes investments to be finance by the LLG and it includes construction of a slaughter slab and routine maintenance of a road under URF.	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	There was evidence that the project profiles for the capital investments to be implemented in the current FY were made.	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	There was no evidence of submission of the Budget before 15th may 2022. It was submitted on 15/07/2022	0
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	There was no evidence of submission of procurement plans to the district.	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There was evidence that the LLG Budget for the current FY complies with the DDEG Grant implementation guidelines. The DDEG Budget is 19,003,481 and 80% is 15,202,400. The projects under DDEG are slaughter slab 10,352,785 and Retention for construction of a fence.	2

### 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.	There was evidence that the LLG Collected OSR for the previous FY to the tune of 91%. The annual Budget was 23,550,000 and actual collected was 21,360,500	1
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	There was evidence of OSR Increased by 14% from the previous financial year but one. The actual collected in 2021 was 3,040,000 and the one for 2022 was 21,360,500	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.	There was evidence that the OSR was shared to the administrative units ie to the District 5,326,000 and to parishes 2,795,650	1
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	There was evidence that the LLG did not spend more than 20% of OSR on councilors allowances	1
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	There was evidence that the LLG spent atleast 5% on operation and maintenance ie it was spent on compound cleaning.	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.	There was no evidence that the LLG Publicised OSR	0
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**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	There was evidence that the LLG submitted Annual Financial Statements to the office of the Auditor General.	4
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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	There was evidence that the LLG submitted the Q1 Report on 1st/10/2021	1
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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:  ii. Q2 by 15th January score 1 or else 0	There was no evidence that the LLG submitted q2 report before 15th/01/2022	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>There was evidence that the LLG submitted Q3 report on 13th/04/2022</p>	1
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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>	<p>There was no evidence of submission of Q4 report</p>	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>The SAS appraised all staff in the LLG including extension workers</p>	0
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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>The SAS appraised all the public primary school head teachers in primary schools</p>	2
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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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The SAS did not appraise the in-charge but however the in-charge was appraised by the DHO	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 at the LLG had personal files  The LLG also had publicized a staff list on the notice board  The LLG had a staff attendance register for the previous financial year  The LLG also had produced staff performance reports for activities for last financial year produced	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	The LLG had not produced monthl analysis of staff attendance for the previous financial year	0

#### 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	There was evidence that the LLG budgeted and spent all the DDEG funds for the previous FY on eligible projects	2
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	There was evidence that the execution of the budget in the previous FY did not deviate for any sectors. The annual Budget was 91,643,711 and 88,492,249 was spent therefore it operated at 97%.	2
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.	There was evidence that the investment projects in the previous FY were completed as per work plan. The DDEG budget was 42,784,865 and the expenditure was 34,631,652	2

## 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	There was no evidence of Environmental and Social Screening (E&S) Form/ESMP	0
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	No complaints desk officer designated to handle grievances , no complaints log book,no complaints referral path displayed at the lower local government	0
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	No publicised grievance redress mechanism in place for the aggrieved parties to report their cases and get redress	0
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	Area land committee was in place and awaiting approval by the district council	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	Awareness campaigns and mobilization on education services in last FY was not conducted	0
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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 reports on schools was prepared on 13/3/2022	<b>2</b>
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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	Minutes of school management committees were in place.	<b>3</b>
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**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 were in existence. Dated 4/11/2021	<b>3</b>
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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	There was no evidence of reports on health service delivery monitoring	<b>0</b>
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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	There was evidence of Composition Health Unit Management Committee	<b>3</b>
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**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	There was no evidence of requests from the LLGs to 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	There was evidence of water and environment monitoring/supervision reports submitted	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	There was evidence of all projects have established and operational Water and Sanitation Committees.	2
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	There was evidence of updated reports submitted showing the water and sanitation status of the Sub County for all facilities	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		
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- 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  
 (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  
 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.  
 Maximum score is 2  
 1. LLG had quarterly consolidated production statistics report submitted to DPO on 4/7/2022 and 5/4/2022 **2**

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  
 Maximum score is 2  
 1. Quarterly consolidated awareness campaign report was compiled and submitted to DPO on 17/5/2022 and 20/6/2022 **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	1. Quarterly consolidated monitoring reports were compiled and submitted to DPO on 7/5/2022	2
Maximum score is 2				
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	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.	1. Quarterly consolidated training reports were compiled and submitted to DPO on 8/6/2022	2
Maximum score is 2				
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	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	<ol style="list-style-type: none"> <li>1. Hands on training of farmers was conducted through farm visit and demonstrations</li> <li>2. Rice Farmers of Nyanza rice farmers were visited</li> <li>3. Quarterly consolidated training reports were submitted to the DPO on 4/7/2022</li> </ol>	2
Maximum score is 2				

**A. Functionality of Parish Administrative Structures**

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards	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.
Maximum score is 2		

2

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.

Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.

Maximum score is 2

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Evidence that the LLG:

i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0

Maximum score is 6

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Evidence that the LLG 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

Maximum score is 6

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Evidence that the LLG 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

Maximum score is 6

## **B. Planning and Budgeting**

4 The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  
i. Is consistent with the LLG approved development plan III; score 1 or else 0

Maximum score is 6

4 The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  
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.

Maximum score is 6

4 The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  
iii. Is based on the outcomes of the budget conference; score 1 or else 0

Maximum score is 6

4 The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0

Maximum score is 6

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

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

Maximum score is 6

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

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

Maximum score is 6

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

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

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.

Maximum score is 1

8	<p>Increase in LLG own source revenues from last financial year but one to last financial year.</p> <p>Maximum score 1</p>	<p>Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0</p>
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>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p>
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>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</p>
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>
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>

**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
- Maximum score is 4
- 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
- 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
- Maximum score is 6
- 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
- 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
- Maximum score is 6
- 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
- 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
- Maximum score is 6

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>
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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>
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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>
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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 &amp; II In-charges in the previous FY (by June 30th) – score 2 or else</p>
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13	<p>Staff duty attendance</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG has</p> <p>(i) Publicized the list of LLG staff: score 3 or else 0</p>
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13	<p>Staff duty attendance</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG has</p> <p>(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0</p>
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**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
- 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
- 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.

## 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
- 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



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  
 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  
 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  
 Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  
 Maximum score is 3

21 Monitoring of service delivery in basic schools  
 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:  
 Maximum score is 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  
 Evidence that the LLG have functional school management committees in all schools; score 3, else score 0  
 Maximum score is 3

**I. Primary Health Care Services Management**





- 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 (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                    (iii) If the LLG has spent own source  
Maintenance of                    revenues of not less than 20% on O&M  
infrastructure                    score 1 or else 0
- Maximum score is 3

**L. Production Services Management**

- 34                    Up to date data on                    If the LLG extension staff have collected,  
agriculture and                    analyzed and reported data on  
irrigation collected,                    agriculture (i.e., crop, animal and  
analyzed and                    fisheries) and irrigation activities  
reported                    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.
- Maximum score is 2

- 35                    Farmer awareness                    If the LLG has carried out awareness  
and mobilization                    and mobilization campaigns on all  
campaigns carried                    aspects of agriculture through farmer  
out through farmer                    field days and awareness meetings,  
field days and                    exchange visits, reports compiled and  
awareness meetings                    submitted to LG Production Office score  
2 or else 0
- Maximum score is 2

- 36                    The LLG has carried                    If the LLG extension staff has  
out monitoring                    implemented monitoring activities on  
activities on                    agricultural production for crops, animal  
production activities                    and fisheries covering among others  
for crops, animals                    irrigation, environmental safeguards,  
and fisheries                    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
- Maximum score is 2

- 37                    Farmer trainings                    If the LLG extension staff has carried out  
through training                    farmer trainings on irrigated agriculture,  
farmer field schools                    agronomy, pests and diseases  
and demonstrations                    management, operation and  
organized and                    maintenance of equipment, linkage to  
carried out                    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.
- Maximum score is 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>
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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 style="text-align: right;"><b>2</b></p> <p>WDCs for the 04 wards were formed for Nangeye,Lupada,Naboa and Bunyekero in accordance to the PDM guidelines.</p> <p>Minutes for the 04 WDCs were in place, enterprises identified and enterprise groups formed and trained.</p> <p>Lists of proposals were submitted for revolving fund in the previous FY in place.</p> <p>Mobilisation reports of farmers for parish development group enterprise formation for all the 04 wards were in place.</p>
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 style="text-align: right;"><b>2</b></p> <p>Community data was collected on household profile,village profile,gender,animals and crops which was submitted to PDMIS.</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:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p style="text-align: right;"><b>2</b></p> <p>NGOs which were mapped included Innovation Africa,John 4:14 and Action Aid.</p> <p>This NGOs mobilised women to join PDM groups and they trained communities on Gender Based Violence as they sensitised them on PDM.</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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The Town Council had included parish priorities in their annual work plans and budget to be implemented in FY2022/23.</p>	2
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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>The LLG had included the WDCs and Village Executive Committees activities in their annual work plan to be implemented in the next FY2022/23.</p>	2
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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>There was evidence that the Approved development plan was consistent with the AWPB</p>	1
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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>There was evidence that some of the ranked parish priorities from the parish submissions were incorporated in the AWPB</p>	1
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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>There was evidence that the priorities were discussed in the Budget conference as seen in the budget conference report.</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>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>There was evidence that the Approved budget included investments to be financed by the LLG.</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>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>	<p>There was evidence that the LLG developed project profiles for the capital investments to be implemented this FY.</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>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>There was evidence that the LLG submitted the Budget on 13/05/2022</p>	1
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>There was no evidence of submission of procurement plans to the district.</p>	0



6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The funds for DDEG allocated to the town council were not enough for investments/projects so they budgeted for investment servicing and monitoring under DDEG.	2
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**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.	The LLG budgeted for shillings 5,800,000 in 2021/2022 and received 4,615,255 and scored 80% which was below the mark	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	2020/2021 the LLG received 2,909,759 and in 2021/2022 received 4,615,255 which increased by 63%	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.	There was evidence of transfer to the parishes voucher number 29/08/2021 amount 602,000	1
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 didnot use more than 20% of OSR as seen on the voucher No 33/8/2021 amount 923,000 dated 19/8/2022	1

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	There was evidence of 0% OSR on voucher number 03/8/2021 amount 230,000 dated 08/08/2021	1
	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.	The LLG publicized OSR quarter by quarter and how they spent	1
	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 evidence of submission to the auditor General by 31/8/2022	4
	Maximum score is 4			

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	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	The report was submitted by 15/10/2021	1
	Maximum score is 6			

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>Report was submitted by 15/01/2022</p>	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3 report was submitted by 15/04/2022</p>	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>	<p>Q4 report was submitted by 30th 07 2022</p>	3

**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	There were only 3 staff that were appraised by the Town clerk in the previous financial year  The extension workers were not appraised by the Town clerk but by the SAS of another sub county	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:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The Town Clerk appraised the four head teachers of the public primary schools, Lupada Primary School, Nangeye Primary School and Naboa Parents Primary School and Naboa Primary School.	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 0	The Town Clerk did not appraise the health Centre III Incharge for the previous financial year  The Health Centre III Incharge was appraised by the DHO	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 at the Town Council had personal files  The staff lists were publicized  There was an attendance register in place  There were staff performance reports with activities for the previous FY implemented	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	There was no monthly analysis of staff attendance in place.	0

## 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	There was evidence on the expenditure on the eligible projects	2
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15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	There was no deviation in the execution of the budget for any of the sectors/main program	2
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.	There was no evidence of completion per workplan	0

### 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	Environmental and Social Screening (E&S)/ESMP forms not conducted.	0
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	The Town council had not designated a complaints desk officer,no complaints log book for onward action,no complaints referral path displayed on the notice board of the Town Council.	0
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	The LLG had no publicised grievance redress mechanism where aggrieved parties report their cases and get redress..	0

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 in place comprising of 05 members with a council minute awaiting approval from the district council.	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	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness campaigns and mobilization on education services were conducted in last FY.	3
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Maximum score is 3

21	Monitoring of service delivery in basic schools	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 was conducted in schools dated 26/6/2022.	4
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Maximum score is 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	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Minutes of school management committees were in place dated 6/2/2022.	3
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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	Reports on awareness campaigns and community mobilization were not in place.	0
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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	Reports on health service delivery monitoring were not in place.	<b>0</b>
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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	LLG had a composition of Health Unit Management Committee in place.	<b>3</b>
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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	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
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Maximum score is 3

27	The LLG has monitored water and environment services delivery during the previous FY	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
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Maximum score is 3

28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0
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Maximum score is 2

29                      Functionality of                      Evidence that the SAS has an updated  
investments in water                      lists on all its water and sanitation  
and sanitation                      facilities (public latrines) and  
facilities                      functionality status. Score 2 else 0

Maximum score is 2

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

30                      Development of the                      (i) If the LLG has a functional Physical                      1. Town council had no physical                      0  
Physical                      Planning Committee in place that: (i) is                      development Plan and physical  
Development Plans                      properly and fully constituted; (ii)                      Planning Committee  
as per guidelines                      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                      (i) If the LLG has detailed physical                      1. The Town council had no detailed                      0  
Physical                      development plan(s) or/and area action                      Physical Plan and implemented  
Development Plans                      plan(s) approved by the Council                      area action Plan.  
as per guidelines                      covering at least the percentage below                      2. Town council is among the 5 newly                      coded town council.

Maximum score 2

20% in 2022/23  
30% in 2023/24  
40% in 2024/25

31                      Implementation of                      (i) If all infrastructure investments                      1. Town council had a list of new                      0  
the physical planning                      implemented by the LLG in the previous                      investments consistent to the district  
and building control                      FY: (i) are consistent with the approved                      physical development plan  
measures as per                      Physical Development Plan; and (ii)                      2. It had compliance certificate for the  
guidelines                      have a planning compliance certificate                      implementation of PDP

Maximum score 3

31                      Implementation of                      (ii) Evidence that the LLG has named                      1. Town council had no approved                      0  
the physical planning                      streets, numbered plots, surveyed and                      annual work plan for activities of  
and building control                      demarcated roads as planned (90% or                      street naming and plot numbers  
measures as per                      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  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	1. Town council had a functional development control team comprising of physical planner, assistant engineer and health assistant 2. Town council had operation approved annual work plan for implementation of DCT activities	1
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	1. Solid waste management implementation report was prepared and presented to council for further recommendation	1
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	1. Awareness campaign on waste solid management was conducted on quarterly basis	1
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	1. Annual infrastructure inventory and conditional survey report was prepared by the town ag engineer	1
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	Town council had O&M annual work plan for FY2022/23	1
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	1. 23.1% of the own source revenue was spent on the O&M as per the voucher number 3/8/2021	1

## L. Production Services Management

34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>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.</p>	<p>1. Quarterly statistical reports were prepared and submitted to DPO on 7/7/2022</p>	2
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>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</p>	<p>1. Farmer awareness and mobilization campaigns were carried out through farmer field days and awareness meetings as highlighted in the quarterly performance report submitted to DPO on 4/1/2022, 4/4/2022 and 7/7/2022</p>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>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</p>	<p>1. monitoring activities on production activities for crops, animals and fisheries were monitored and submitted to DPO on 4/1/2022, 7/7/2022</p>	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>1. Farmer trainings through training farmer field schools and demonstrations were organized and carried out on disease management, post harvest management and submitted to DPO on Quarterly Basis</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>1. Hands-on extension support services to farmers was conducted and reports submitted to the DPO</p>	2

## 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>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 for the 04 parishes were formed for Nansanga A,Nansanga B,Idudi A and Idudi B in accordance to the PDM guidelines.</p> <p>Reports for field mobilisation on PDM program were in place dated 14/02/2022</p> <p>Lists of proposals submitted for the revolving fund during the previous FY were in place dated 14/02/2022 for all parishes.</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>Community data was collected on household and village profile, youth ,PWDs, and gender.</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>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGOs which were mapped included John 4:14,Evidence Action and Australian Development Agency.</p> <p>The NGOs repaired boreholes,provided chlorine to community water sources,trained communities on wetland restoration and as well as sensitised communities about PDM.</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>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>The LLG had included parish priorities in their annual work plan and budget to be implemented in FY 2022/23.</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>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>The LLG had included the PDCs and Village Executive Committees activities in their annual work plan to be implemented in the next FY2022/23.</p>	2
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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 approved development plan was in place and consistent with the AWPB</p>	1
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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>There was evidence of parish priority submission and some of them were incorporated in the AWPB.</p>	1
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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>There was no budget conference report in place.</p>	0
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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	There was evidence that the LLG Budget included investments to be financed by the LLG. The projects included supply of desks and routine maintenance of a road under URF.	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	There was evidence that project profiles were developed for the capital investments to be made this current FY.	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	There was no evidence that the Budget was submitted to the district before 15/05/2022.	0
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	There was no evidence of procurement plans submitted to the district for all the procurements.	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There was evidence that the LLG Budget complied with the DDEG implementation Guidelines.	2

### 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.	There was no evidence of OSR collected.	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	There was an increase of the OSR by 82%.	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.	The LLG remitted Shs 240,000/= which was a mandatory share of OSR to the LG on 17/5/2022.	1
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 the OSR on councilors allowances.	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 at least 5% OSR funds on operational and maintenance as per the Voucher Number dated 16/2/2022.	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.	There was no evidence of OSR publicised on the LLG notice board.	0
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**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	The LLG submitted its Annual Financial Statement to the Auditor General by 20/08/2022.	4
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	The LLG submitted Q1 financial and physical progress reports on time by 06/Oct/2021.	1
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:  ii. Q2 by 15th January score 1 or else 0	The LLG submitted Q2 financial and progress report by 10th/Oct/2022	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>The ;LLG submitted the Q3 financial physical progress report by 15th April 2022.</p>	1
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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>	<p>The LLG didnot submit Q4 reports thus still pending.</p>	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>The SAS had appraised all staff in the LLG including extension workers however, the dating on the appraisal forms was done wrongly</p>	2
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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>The SAS appraised all the 03 headteachers in the previous financial year.</p>	2
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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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The health centre III incharge was not appraised by the SAS but however, the incharge was appraised by the DHO	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 at the the LLG had personal files in place  The LLG also had a staff attendance register in place for the previous financial year  The LLG also had publicized staff list on the notice board  The LLG had staff performance reports for acivities of the previous financial year produced and 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	The LLG had no montly analsis of staff attendance for the previous financial year	0

#### 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	The LLG budgeted and spent all the DDEG funds on eligible activities as per the DDEG LLG investment menu.	2
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	LLG had spent 96% of its Budget as per the approved work plan of FY2021/22.	2

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) :	LLG had implemented investment projected at 96.49% of the approved projects as per the approve work plan	2
	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	Environmental and Social Screening (E&S) Forms/ESMP was not conducted.	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 had designated a complaints desk officer, had a complaints log book in place for onward action and also displayed the complaints referral path on the notice board of the Town council	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	Publicized a grievance redress mechanism where aggrieved parties report and get redress	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 in place awaiting approval by the district council	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	Awareness campaigns and mobilization on education services was conducted in last FY.	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:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	Monitoring of service delivery in basic schools was conducted dated 4/03/2022 and 20/10/2021.	4
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	LLG had a functional school management committee in all schools.	3

### **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 were in place.	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	LLG had monitoring reports on health service delivery.	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	LLG had composed a Health Unit Management Committee	<b>3</b>
	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	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 submitted.	<b>3</b>
	Maximum score is 3			

27	The LLG has monitored water and environment services delivery during the previous FY	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	Water and environment monitoring/supervision reports were submitted	<b>3</b>
	Maximum score is 3			

28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	LLG had composed Water and Sanitation Committees	<b>2</b>
	Maximum score is 2			

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	The LLG had Updated reports submitted showing the water and sanitation status of the Sub County for all facilities	<b>2</b>
	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  
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 (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 (i) 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.

Maximum score is 2

1. LLG had a complied and analysed production statistics reports submitted to DPO on 30/12/2021

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	1. LLG had complied awareness reports submitted on 30/6/2022	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	1. LLG had complied quarterly Monitoring report submitted on 26/8/2021 and 7/2/2022	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.	1. LLGs had complied training reports submitted to the DPO 26/8/2021	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	1. LLG had complied hands on training of framer reports submitted to the DPO on 30/12/2021	2

#### A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards  Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	The subcounty has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines  Minutes of The PDC meetings are in place  List of Revolving Funds were submitted to the SAS together with reports of field mobilization	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>PDC Data was collected and disaggregated by Village and economic activity and upload in the PDMIS system</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:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Reports on the Mapped CSO and CBOs were compiled by all Parish chiefs in the Sub county</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:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The Current FY 2022/23 annual work plan of the sub county had activities to be implemented in villages of parishes as approved by the PDC and VEC committees and sub county Council</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:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>List of Priority Enterprises from Parishes were submitted to the subcounty and included in the annual work plan to be implemented</p>	2
	<p>Maximum score is 6</p>			

## B. Planning and Budgeting



4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  i. Is consistent with the LLG approved development plan III; score 1 or else 0	There was no evidence of current approved Development plan III	0
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  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.	There was no evidence of ranked parish priority submissions	0
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  iii. Is based on the outcomes of the budget conference; score 1 or else 0	There was evidence of Budget conference report and discussion of the priorities.	1
Maximum score is 6				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	The LLG budget includes investments to be financed by the LLG. They have planned to construct Administration Offices under DDEG and Routine road maintenance under URF.	1
Maximum score is 6				

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	There was no evidence of project profiles since there was no Development plan.	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	The LLG submitted the Budget but after 15/05/2022. it was submitted on 19/07/2022	0
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	There was no evidence of procurement plans submitted	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	There was evidence that the DDEG funds were spent as per the 80% DDEG guidelines on investments. the IPF for DDEG is 13,600,000 and the projects to be include Construction of office block 10,000,000, Plant Clinic at 2,000,000.	2

### 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.	The sub-county collected 700,000 out of the budget of 800,000 so they got 88% so they scored zero	0
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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	In 2020/2021 the sub county received 648,000 an in 2021/2022 they received 700,000 in terms of percentage 93% so there was evidence that the sub-county increased in 2022	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.	There was evidence of remittance to the administrative units voucher number 09/05/2022 of 400,000	1
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 of 20% to councilors allowance	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	NO Evidence of operation and Maintenance	0
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.	There was no evidence of publication on the notice boards news letter etc	0

#### 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 evidence of submission on 25/08/2022	4
	Maximum score is 4			
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	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	quarter one submitted on 06/10/2021	1
	Maximum score is 6			
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	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	quarter two submitted on 07/01/2022	1
	Maximum score is 6			

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>	<p>quarter 3 submitted on 08/04/2022</p>	1
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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>	<p>quarter four submitted on 13/07/2022</p>	3
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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>The SAS appraised all staff in the LLG including extension workers for the previous financial year</p>	2
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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>The LLG has three public primary schools and the SAS appraised all the headteachers of the primary schools.</p>	2
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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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The SAS appraised the incharge of the Health centre III for the previous financial year	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 staff had personal files  The LLG had a publicized staff list on the notice board  The LLG had a staff attendance register for the previous financial year in place  The LLG also had staff performance reports of activities done in the previous financial year produced and 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	The LLG did not produce monthly analysis of staff attendance for the previous financial year	0

#### 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	There was evidence on eligible projects for example Rwangale road, Nalugondo bugada road ,tree seedlings	2
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	There was no deviation in the implementation of the approved annual work	0
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.	There was no evidence of completion of planned projects  Expenditure on development was 24,100,000 therefore $24,100,000/38,000,000 \times 100$  the score was below 70%	0

## 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	Environmental and Social Screening (E&S) Form/ESMP was not conducted.	0
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	Have designated a complaints desk officer  Have a complaints log book in place for onward action.  Have a complaints referral path in place displayed on the subcounty notice board.	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	There was no evidence of publicised grievance redress mechanisms with aggrieved parties aware about where to report their cases.	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	Area Land Committee in place and submission was in place for approval by the district Council.	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 not conducted.	0
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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>There was evidence of integrated monitoring reports</p>	2
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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 was evidence of schools have functional School Management Committees</p>	3
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**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>Awareness campaigns and community mobilization for improvement of primary health care were conducted.</p>	3
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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>There was evidence of Health monitoring reports Dated 26/05/2022, 1/03/2022,</p>	4
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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>There was evidence of composition of Health Unit Management Committee</p>	3
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**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	There was no evidence of requests from the LLGs for consideration in the current FY dated 9/03/2022	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	There was no evidence of water and environment monitoring/supervision reports	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	LLG had functional Water and Sanitation Committees	2
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	LLG did not have Updated reports submitted showing the water and sanitation status of the Sub County for all facilities	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
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- 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  
 (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  
 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.  
 Maximum score is 2  
 Quaterly data on animal and crops indicators was collected, analysed and report dated 6/7/2022 was submitted to District Production Office **2**

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  
 Maximum score is 2  
 Awareness campiagn on Disease management in animals and crops was conducted and reports were prepared and submitted to DPO office on quarterly basis **2**

36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Quarterly monitoring was conducted and reports were prepared and submitted to DPO on 6/7/2022</p>	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>	<ol style="list-style-type: none"> <li>1. Farmers were trained on Post harvest management in rich farming</li> <li>2. farmers were trained on pest and disease management in crops through demonstration</li> <li>3. Farmers were trained in farming for business</li> </ol>	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>	<ol style="list-style-type: none"> <li>1. Technical support was provided to farmers through famer vist and field days where reports were prepared and submitted to DPO on quarterly</li> </ol>	2