



LLG Performance Assessment

LLG Performance Assessment

Nagongera Subcounty

(Vote Code: 236986)

Score 66/100 (66%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: A. Functionality of Parish Administrative Structures				
1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards			There was evidence that all the four parishes, though two parishes shared the PDC members except Parish chiefs, in Nagongera sub-county had PDCs duly constituted as per the PDM guidelines. The list of PDCs by parish (Maundo, Namwaya, Okwira and P'Okongo) is attached.
	Maximum score is 2			The composition of PDCs at Nagongera sub-county was as follows: Maundo Parish Owere Nimrod, LC2 Chairperson Nyapendi Anna, Chairperson Parish Women Council Awadai Michael, Chairperson Parish Youth Council Oketcho Michael, Chairperson Parish Disability Council Ochila James, Chairperson Parish NRM Onyango Ojala, Chairperson Parish Older Persons Council Nyasule Anne, Parish Chief Namwaya Parish Odongo Richard, LC2 Chairperson Nyaganda Norah, Chairperson Parish Women Council Owori Christopher, Chairperson Parish Youth Council Omalla Pascari Othieno, Chairperson Parish Disability Council Owino Peter, Chairperson Parish NRM Okumu Francis Opiri, Chairperson Parish Older Persons Council Okello Gerald, Parish Chief Okwira Parish Odongo Richard, LC2 Chairperson Nyaganda Norah, Chairperson Parish Women Council Owori Christopher, Chairperson Parish Youth Council Omalla Pascari Othieno, Chairperson
	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		2	

parishes, score 2, else score 0.

Parish Disability Council

Owino Peter, Chairperson Parish NRM

Okumu Francis Opiri, Chairperson Parish
Older Persons Council

Olowo James, Parish Chief

P'Okongo Parish

Owere Nimrod, LC2 Chairperson

Nyapendi Anna, Chairperson Parish
Women Council

Awadai Michael, Chairperson Parish Youth
Council

Oketcho Michael, Chairperson Parish
Disability Council

Ochila James, Chairperson Parish NRM

Onyango Ojala, Chairperson Parish Older
Persons Council

Oketcho Fred, Parish Chief

There was also evidence that the PDCs were functional by holding quarterly meetings in line with what they were supposed to do in their respective parishes. For example, review of the minutes showed that Maundo PDC held meetings on 22/9/2023, 6/12/2023 and 19/6/2024; Namwaya PDC held meetings on 6/8/2023 and 28/9/2023; Okwira PDC held meetings on 29/9/2023, 4/12/2023 and 16/6/2024; and P'Okongo PDC held meetings on 22/9/2023, 6/12/2023 and 19/6/2024 where all PDCs discussed on issues to do with PDM, among other development activities in their parishes.

However, there was no evidence of minutes presented to proof that PDCs appraised all proposals submitted for revolving funds. This was because the appraisal of proposals for the revolving funds was no longer the responsibility of the PDCs but it was the responsibility of the PDM SACCO Loan Committees.

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

0

Although all the four parish chiefs of Nagongera sub-county had compiled parish data through PDMIS, there was no evidence of updated data and their analysis disaggregated by village, gender, age and economic activity, among others.

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

Maximum score is 6

0

Although mapping of NGOs, CBOs and CSOs was done and mapping report of NGOs, CBOs and CSOs produced was on file, there was no evidence, for example, where any of the following NGOs, CBOs and CSOs indicated on the mapping report (UNICEF, Foundation for Open Development, NYETU, Inclusion Uganda, BRAC Uganda Ltd, Child I Foundation, Spotlight Initiatives, UGANET, Covenant Mercies and , NAYOFA) were involved in the raising awareness about PDM and planning cycle.

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	2
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2

Although all 4 parishes of Nagongera sub-county did not have parish development action plans for FY 2024/2025, there was evidence of an approved sub-county work plan and budget for FY 2024/25 reflecting parish activities by Council under minute 06/05/2024 in the meeting held on the 9th May 2024.

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

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

2

All the 4 parishes had their respective parish priority enterprises, which were as follows: Maundo parish (Cassava, Piggery and Poultry); Namwaya parish (Poultry, Piggery and Cassava); Okwira parish (Piggery, Cassava and Poultry); and P'Okongo parish (Cassava, Piggery and Poultry and Piggery).

Assessment area: B. Planning and Budgeting

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

Maximum score is 6

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:

i. Is consistent with the LLG approved development plan III; score 1 or else 0

1

The LLG approved development plan III and Annual Work plan and Budget (AWPB) for the current FY are aligned them evidence is that maintenance of Popondo Maruki CAR, maintenance of Buwayo - Nagongera CAR, maintenance of Biranga Awinyi CAR, maintenance of Poleecho to Mutunga CAR, and opening & installation of culverts on Maruwa to Namwaya P/S to Father Kicham and opening of Okwira Loli-Okwira P/s road are in the five year development plan pg 90, Budget pg 6 and in the AWP pg 5.

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:

ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.

0

The ranked priorities from parishes not presented during the time of assessment.

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:

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

1

The budget conference was held on 12/10/2023 and had maintenance of Popondo Maruki CAR, maintenance of Buwayo -Nagongera CAR, maintenance of Biranga Awinyi CAR, maintenance of Poleecho to Mutunga CAR, and opening & installation of culverts on Maruwa to Namwaya P/S to Father Kicham and opening of Okwira Loli-Okwira P/s road.

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

1

The LLG budget includes investments to be financed by the LLG own revenue eg the provision of a solar panel at shs 900,000 on page 2 of the budget and pg 2 of the AWP.

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

1

The LLG developed the project profiles for maintenance of Popondo Maruki CAR, maintenance of Buwayo -Nagongera CAR, maintenance of Biranga Awinyi CAR, maintenance of Poleecho to Mutunga CAR, and opening & installation of culverts on Maruwa to Namwaya P/S to Father Kicham and opening of Okwira Loli-Okwira P/s road.

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

1

The Approved budget was submitted to the the district on 14/5/2024 and duly signed by the sub county chief and the sub county chairperson.

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	2	Procurement plan was submitted for all procurement on 26/4/2024 for procurement of fuel,oil & lubricants, assorted stationery and small office equipment.
	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	2	Planned Investment or project cost is Shs 16,633,591 out of the total budget of shs 20,791,989 representing 80% hence within the DDEG guidelines.
	Maximum score is 2			

Assessment area: 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.	1	$\text{OSR Actual} \times 100$ OSR Total Budget $= 17,256,318 / 17,256,318 \text{ Revised} \times 100\%$ $= 100\%$
	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	0	$(\text{FY 2023/2024} / \text{FY 2022/2023}) \times 100\%$ $(17,256,318 / 17,981,191) \times 100\%$ 96% Therefore a decrease of 4% in revenue collection instead of increase by atleast 5%
	Maximum score 1			
9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG:		
	Maximum score 4	i. Has remitted OSR to the administrative units, score 1 or else score 0.	0	✖ Did not budget for sharing and therefore no evidence of OSR remittance to the other administrative units
		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	1	✖ Spent less than 20% of OSR on councilor's allowances. (Out of Total OSR Annual Budget of ugx. 17,256,318, only ugx 1,040,000 was spent on councilor's allowances representing 6%)

Evidence that the LLG:

iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0

1

🔗 Budgeted for OSR and funds used on operation & maintenance. (Refer to VR 25/12 and Annual Budget FY 2023/24 on Pg 2 of Expenditure Programme 01: Management and support services.

Evidence that the LLG:

iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.

1

🔗 There is evidence of Publicizing OSR and how it was used for the previous FY as seen on the notice board.

Assessment area: 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

4

Submitted AFS for previous FY on 29/8/2024 to AG

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:

1

Availed a signed copy of PBS Q1 submitted to CAO's office and to other relevant authorities on 06th/10/2023

i. Q1 by 15th October score 1 or else 0

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

1

Availed a signed copy of PBS Q2, submitted to CAO's office on 10th/01/2024 and to other relevant authorities.

ii. Q2 by 15th January score 1 or else 0

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

1

Availed a signed copy of PBS Q3, submitted to CAO's office on 12th/04/2024 and to other relevant authorities.

iii. Q3 by 15th April score 1 or else 0

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: 3

iv. Q4 by 30th July score 3 or else 0

Availed a signed copy of PBS Q4, submitted to CAO's office on 09th/07/2024 and to other relevant authorities.

Reported PDM funds and how they were spent.

Assessment area: E. Human Resources Management for Improved Service Delivery

12

Appraisal of all staff in the LLG in the previous FY

Maximum score is 6

Evidence that the SAS/Town Clerk appraised staff in the LLG:

(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0 2

LLG appraised LLG staff including extension workers

LLG availed appraisal evidence for four parish chiefs of Pokongo, Okwira, Namwaya and Maundo; CDO, veterinary, and Agriculture Officer care taking Rubongi Sub County.

Fisheries Officer substantive and assigned Petta.

Submission made on 28/06/2024

Appraisals conducted on the 20th October, 2023

Parish Chiefs in service for three years however still on Probation.

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LLG has five schools operating in the LLG

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 0

1. Pokongo Primary School
2. Yona Okoth
3. Maundo Primary School
4. Namwaya Primary School
5. Okwira Primary School

All schools provided evidence of assessment reports dated 12/12/2023 however they were no Performance agreements on which appraisal were based are attached.

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 0

LLG availed appraisal evidence for Namwaya HC II, Maundo HC II; Health In-charges however no appraisal evidence was availed for Pokongo HC II as such not all Health facilities In-Charges of the health facilities operating in the LLG were appraised.

The Appraisals for Namwaya HC II and Maundo HC II were submitted to DHO on 20/06/2024.

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	3	LLG Publicized the list of LLG staff on the notice board stipulating their details such as official names and cadres among others.
		Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	3	• LLG produced monthly analysis of staff attendance with recommendations to CAO. • LLG availed monthly analysis for months of June, May, April, March among others all submitted to CAO with recommendations therein.

Assessment area: F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	0	The vouchers not availed to ascertain the adherence to DDEG guidelines
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	2	All the funds were spent as per the program eg DDEG funds for opening & installation of culverts on Pobondo Maruki road, completion of Oboth Sigondo to Marigwag road and opening of at 100% without deviation
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	3	All the projects were completed within the FY eg opening & installation of culverts on Pobondo Maruki road, completion of Oboth Sigondo to Marigwag road were done within the FY.

Assessment area: G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	2	E&S screening forms were filled for opening of Pobondo Maruki CAR, Loli to Father Kicham CAR, Maintenance of Mutunga CAR, Opening of Okwira P/S CAR, & maintenance of Opandamwara to Panyangere CAR.
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0 (ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	1	The Grievance log book was maintained eg a case of Mr. Owere Joseph reported on 15/4/2024 to CDO that part of his land was encroached during the opening of Pobondo-Maruki road. The referral part ways publicised on the Notice Board are Police, CDO, Court,
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	0	The referral part ways publicised on the Notice Board are Police, CDO, Court, The file for Area Land Committee not presented during the time of assessment.

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

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	3	LLG conducted awareness campaigns and parent's mobilization for improvement of education service delivery. LLG aailed evidence of stakeholder meeting held on 11/06/2024 Issues discussed 1. Enrollemnt 2. Inadequate classess
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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:		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:
	Maximum score is 4			LLG availed the following evidences
		If all schools (100%) - score 4	2	• Second Term dated 11/06/2024 submitted on 11/06/2024 to CAO • Aspects noted
		If 80 – 99% – score 2		1. Attendance of pupils beginign of term
		If 60 to 79% score 1		• Third Term dated 25/09/2023 and submitted to CAO on 25/09/2023 • Key aspects noted
		Below 60% score 0		1. Attendance of pupils
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	0	LLG does not have functional school management committees in all schools.
	Maximum score is 3			LLG did not avail minutes for all schools operating in the LLG;
				LLG did not avail Implementation reports

Assessment area: I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	3	LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery
	Maximum score is 3			LLG availed satekholder and VHT awareness creation dated 29/09/2023
				Issues noted
				1. Pit latrine faulity 2. Drying rack
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	0	LLG monitored aspects of health service delivery during the previous FY
	Maximum score is 4			LLG availed quarterly monitoring reports dated.
				Quarter one: 25/09/2023
				Quarter two 15/12/2023
				Quarter three dated 29/03/2024
				Quarter four dated 21/06/2024
				However LLG did not avail HUMC minutes discussing the reports

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	0	LG does not have functional Health unit Management Committee for all Health Facilities in the LLG
	Maximum score is 3			

Assessment area: J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	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	3	A request letter to CAO for boreholes dated 22/07/2024 and submitted on 23/07/2024 Water request was for 10 villages among which include; Pubondo, Pubondo East among others.
	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	3	LLG SAS monitored aspects of water and environment services during the previous FY including review of water points and facilities. LLG availed report dated 27/06/2024 to subcounty Chairperson in regards to boreholes Report dated 30/05/2024 entailing functionality of water sources and wter user committees.
	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	0	LLG do not have functional Water and Sanitation Committees (including collection and proper use of community contributions). LLG did not avail evidence of constituted water and sanitation committees for any water source(s) in the LLG
	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	0	LLG SAS does not have an updated lists on all water and sanitation facilities (public latrines) with theri functionality status.
	Maximum score is 2			

Assessment area: 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.	0	At the time of assessment, one production statistics report from crop extension staff had been submitted to LG Production office on 5/8/2024. However, the report was not comprehensive and lacked analyzed data.
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	2	There was evidence in form of awareness reports and associated attendance sheets to show that the LLG carried out awareness and mobilization campaigns on agriculture. For example, a report submitted to LG Production office on 17/1/2024 indicated that 17 (5 female) farmers were involved in micro-scale irrigation project awareness meetings.
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	0	There was no evidence of all monthly monitoring reports by extension staff to show that monthly monitoring was carried out; and similarly there was no evidence on file of supervision reports by SAS. For example, extension staff had two monitoring reports submitted to LG Production office on 18/4/2024 and 5/8/2024; and SAS had submitted three supervision reports dated 5/10/2023, 8/12/2023 and 28/6/2024.
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	2	There was evidence on file that LLG extension workers such as Owino Zakayo (Assistant Agricultural Officer) and Nyafono Florence (Assistant Animal Husbandry Officer) carried out farmer trainings as per attendance sheets on training reports submitted to LG Production office on 9/5/2024, 15/7/2024 and 5/8/2024.

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	2	There were field reports on extension support to farmers found on file that were submitted to LG Production office on 18/4/2024 and 5/8/2024. For filled agricultural extension diaries, MAAIF abolished hard copies of extension diaries and introduced e-extension diaries app in the FY 2022/2023 and in the FY 2023/2024, the app developed a problem whereby it failed to update data to-date.
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