



LLG Performance Assessment

Amuru District

(Vote Code: 570)

LLG Name	LLG Performance Assessment
Amuru Subcounty	90%
Amuru Town Council	54%
Atiak Subcounty	63%
Atiak Town Council	67%
Elegu Town Council	72%
Guru-Guru	91%
Lakang	67%
Lamogi Subcounty	61%
Layima	68%
Opara	45%
Pabbo Town Council	37%
Pabo Subcounty	57%
Pogo	72%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
A. Functionality of Parish Administrative Structures				
1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>Amuru Sub County had duly constituted PDCs for all the 5 parishes of Toro, pagak, Pamuca, Okunggedi and Acwera 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</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>All the Parishes in Amuru Sub County have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines with a consolidated report dated 8th July 2022</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 & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Amuru sub county LLG mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle as evidenced in their planning report dated 15/5/2023 and their budget conference report dated 9/11/2022</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>Amuru S/C provided guidance and information to the Village Executive Committees and to PDCs on approved Programmes/activities to be implemented within the Parishes for the current FY as evidenced in their report of 30/5/2023</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>Priority enterprises that can be implemented in the parish were from the Village Executive Committees as indicated in page 13 of the sub county annual Investment plan.</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 prioritized investments in the Amuru Sub Council council approved Annual Work plan and Budget (AWPB) for the current FY is consistent with the sub county approved development plan III</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>The prioritized investments in the Amuru Sub Council council approved Annual Work plan and Budget (AWPB) for the current FY incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson</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>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>Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson is based on the outcomes of the budget conference dated 9/11/2022</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Amuru sub county budget include investments to be financed by the sub county as evidenced in the Annual Work plan and Budget</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>Amuru sub county developed project profiles for all capital investments in the AWP and Budget as per format in NDP III</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>Amuru sub county budget was submitted to the District on the 25/5/2023</p>	0
	<p>Maximum score is 6</p>			

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	Amuru sub county 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 late by 25/5/2023	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 investments in the approved Amuru sub county Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines evidenced by procurement of 1 computer laptop and 1 printer using DDEG	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.	Amuru sub county collected OSR for the previous FY within +/- 10% of the budget as evidenced budgeted amount of Ugx. 100,953,032 and actual collected was Ugx. 102,430,190 which is +1.5%	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	From the Annual Financial Statement for the previous FY it was Ugx. 55,240,190 and from previous FY but one it was Ugx. 102,430,190 which is more than 5%.	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Amuru sub county did not remit OSR 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	Amuru sub county used more than 20% of the OSR on councilors allowances in the previous FY	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: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Amuru sub county budgeted and used OSR funds on operational and maintenance in previous FY as payment of support staff lunch and maintenance of motorcycles for the sub county	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.	OSR and how it was used for the previous FY was not publicised	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	Amuru sub county submitted its Annual Financial Statement to the Auditor General (AG) and it was acknowledged on 31/August/2023	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>i. Q1 by 15th October score 1 or else 0</p>	<p>Q1 report was submitted before 15th October</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>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 report was submitted before 15th January</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>Q3 report was submitted before 15th April</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>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 before 30th July</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>All staff in the LLG including extension workers in the previous FY were appraised by SAS (by 30th June). These were;- Auma Naiwa, Odongkara Denis, Akidi Susan Bridget, Anena Stella, Nokrach Charles Bruce and Akena Moses.</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>All the eight Primary School Head teachers in public primary schools in the previous school calendar year were appraised by SAS (by 30th June). These were; Latigo Geoffrey, Ocola Kennedy, Oryem George, Bilalo Alenysio, Ocaya Walter, Adong Lucy and Okot Vincent</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else 0</p>	<p>All the two HC III & II In-charges in the previous FY were appraised by SAS (by 30th June). Namely; Oola Geoffrey and Ojok Kenneth</p>	2
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>	<p>Amuru sub county LLG publicized the list of LLG staff</p>	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	Amuru sub county LLG produced monthly analysis of staff attendance with recommendations to CAO as witnessed in their record book	3
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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	Amuru Sub county LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines	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	The execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%	2
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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 only investment project planned was construction of Market Stall at Amuru Kal Market and it was completed as per work plan before the end of FY (quarter four) and dated 10/11/2022	3
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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	Book with serial number 102001 - 102200 was availed and there was also available report showing that Amuru LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects	2
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to 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	Amuru sub county LLG had specified 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	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	Amuru sub county LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress as witnessed by the assessors.	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	Amuru sub county 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 with members composing of Tokwaro Michael (Chairperson), Ojok Thomas, Lalam Rose, Aryemo Betty, Lapat Cankwiyapiny and Auma Naiwa and with report of their meeting dated 19/8/2023 and 21/6/2023	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	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	Amuru sub county LLG monitored 80 - 90% of schools in the previous 3 terms	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 and agreed actions were included as well	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 available in the health monitoring file.	3
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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	Also from reports on health service delivery monitoring indicated that Amuru sub county monitored aspects of health service delivery during the previous FY	4
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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	All Health Facilities in the in Amuru LLG have functional Health unit Management Committees with reports of meeting produced to SAS	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	SAS Amuru sub county submitted in writing requests to the DWO for consideration in the planning of the current FY	3
	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	Reports on water and environment monitoring/supervision reports submitted by the SAS and shows that new and old facilities were covered	3
	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	Amuru sub county LLG have functional Water and Sanitation Committees in all Parishes	2
	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	SAS Amuru Sub county produced an updated lists on all its water and sanitation facilities (public latrines) and their functionality status.	2
	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
 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.
 Reports on production statistics was compiled but was not produced for review since it was in the system and there was network issue and it was not produced to the assessors
 Maximum score is 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	Amuru sub county reports shows that the LLG carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, reports compiled and submitted to LG Production Office	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	Monthly monitoring reports by extension staff which showed that Amuru sub county G extension staff implemented monitoring activities on agricultural production for crops, animal	2
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training reports and attendance sheets for farmer trainings on irrigated agriculture was available	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 were reports on extension support provided to farmers and farmer groups on crop management in the electronic device.	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>Amuru TC has duly constituted WDCs with composition in accordance with the PDM Guidelines, and that WDCs 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</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>All the four Wards of Otwee, Pogi, Lujoro, Amoyokuma have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines</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 & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Amuru Town Council has not mapped NGOs, CBOs & CSO operating in the LLG and did not involve them in raising awareness about the PDM and planning cycle</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>Cell Executive Committees were provided guidance and information on approved Programmes/activities to be implemented within the ward for the current FY</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>Cell Executive Committees were provided guidance and information on priority enterprises that can be implemented in the ward</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>Prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY were consistent with the LLG approved development plan III</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>Prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY incorporates ranked priorities from all its respective ward submissions</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>Prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY was based on the outcomes of the budget conference</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>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Amuru Town Council budget included investments to be financed by the LLG</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>Amuru TC did not develop project profiles for all capital investments in the AWP and Budget as per format in NDP III</p>	0
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>Amuru TC budget was submitted to the District later than 15th May</p>	0
	<p>Maximum score is 6</p>			
5	<p>Procurement planning for the current FY: submission of request for procurement</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>Amuru TC 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 by the 30th April</p>	2
	<p>Maximum score is 2</p>			

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	Amuru TC approved LLG Budget for the current FY complied with the investment menu in the DDEG Grant, Budget and Implementation Guidelines	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.	Amuru TC LLG collected OSR for the previous FY was n within +/- 10% of the budget	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	OSR collected increased from previous FY but one to previous FY by more than 5 %	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: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Amuru TC remitted OSR to the administrative units	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: 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	Amuru TC used more than 20% of the OSR on councilors allowances in the previous FY	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	Did not budget and used OSR funds on operational and maintenance in previous FY	0
	Maximum score 4			

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	OSR and how it was used for the previous FY was not publicised	0
	Maximum score 4			

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Amuru TC LLG did not submit its Annual Financial Statement to the Auditor General (AG) on time	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	Q1 was not submitted by 15th October	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>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 was not submitted by 15th January</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>Q3 was not submitted by 15th April</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>Q4 was not submitted by 30th July</p>	0

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 LLG including extension workers in the previous FY (by 30th June)	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	Some Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) were not appraised by 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	HC III & II In-charges in the previous FY (by June 30th)	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	Staff lists have been publicized, and there is staff attendance register and whether staff performance reports with activities have been produced and are available.	3
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	Monthly analysis of staff attendance with recommendations to CAO were not produced	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	Amuru TC LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines	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	The execution of budget in the previous FY does deviate for any of the sectors/main programs by more than +/-10%	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.	The investment projects planned in the previous FY were completed as per work plan by end of FY was less than 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	The LLG did not carried 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	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	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	LLG has not publicized the grievance redress mechanisms so that aggrieved parties know where to report 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	Amuru TC 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	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	The LLG has conducted awareness campaigns and parent’s mobilization for improvement of education service delivery as evidenced by parents meeting report and dialogue on starting of terms	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	Town Clerk provided evidence (Monitoring reports) that they have 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	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	Town clerk provide copies of Minutes of school management committee meeting conducted as evidence for functional SMCs	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	Town clerk provided evidence that they have conducted awareness campaigns and mobilized communities for improved primary health care service delivery (verified sensitisation and awareness meeting reports and community dialogues conducted)	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	Town clerk provided evidence of monitoring reports capturing the two health facilities within the town council with issues capture and reccomendations ,made accordingly.	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	Amuru TC provided evidence of functional Health unit Management Committee for the two Health Facilities (Minutes of HUMC meeting seen and verified)	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		
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		

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 Amuru TC 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. **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 The physical development plan(s) or/and area action plan(s) provided for verification by Amuru TC was for FY2018/19 and was not approved by council. **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 Amuru TC provided the verification requirements which indicates that Implementation of the physical planning and building control measures was as per guidelines **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	The town clerk provided evidence of street/plot database showing street names and numbered plots within the town council.	1
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	Amuru TC has 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	Amuru health inspector provided a status report on the implementation of the approved solid waste management plan during the previous FY	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	Amuru town council health inspector provided reports on awareness campaigns for 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	Amuru TC did not prepare the 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	Amuru TC has not prepared any O&M Annual 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	Amuru Town Council did not provide the final accounts for the previous FY which made it hard to verify expenditure on own source revenues.	0
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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.	Amuru TC did not provide Reports on production statistics	0
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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	Amuru TC presented no evidence on 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	0
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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	Amuru Town Council extension staff presented no evidence of implementation of 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	0
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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.	Amuru TC extension staff did not present any evidence that he 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	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	Amuru TC extension staff did not provide evidence of provision of 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	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.	Atiak Sub County has duly constituted PDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within parishes, appraisal of all proposals submitted for the revolving funds during the previous FY	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.	All the four Parishes of Pacilo, Okidi, Parwacha and Pupwonya in Atiak sub county have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines	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 & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>There was no mapping was done and NGOs, CBOs and CSOs operating in Atiak sub county were not involved in raising awareness about the PDM and planning cycle</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>Atiak sub county provided guidance and information to the Village Executive Committees and to PDCs on approved Programmes/activities to be implemented within the Parish for the current FY</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>Atiak provided guidance and information to the Village Executive Committees and to PDCs on priority enterprises that can be implemented in the parish</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 prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY is consistent with the LLG approved development plan III</p>	1
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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.	The prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson	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	The prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY was based on the outcomes of the budget conference	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	Atiak sub county budget include investments to be financed by the LLG	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	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	The LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III	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	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 late. It submitted on the 10/6/2023	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 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 10 / 5 /2023 which was already late	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 investments in the approved Atiak sub county Budget for the current FY complies with the investment menu in the DDEG Grant, Budget and 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.	Atiak sub county collected OSR for the previous FY within +/- 10% of the budget as budgeted was Ugx. 62,410,000 and actual was 65,470,000	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	OSR collected increased from previous FY but one to previous FY by more than 5 % as evidenced by increase in collection from 20,654,000 in FY 2021/2022 to 65,470,000 in FY 2022/2023	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.	Atiak sub county did not remit OSR 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	Atiak sub county used more than 20% of the OSR on councilors allowances in the previous FY since under council they had budgeted Ugx. 26,620,500 yet spent Ugx. 42,010,600	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	Atiak sub county had budgeted and used OSR funds on operational and maintenance in previous FY	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Atiak sub county LLG publicised the OSR and how it was used for the previous FY	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	Atiak sub county LLG submitted its Annual Financial Statement to the Auditor General (AG) on time as acknowledged by 31/8/2023	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>i. Q1 by 15th October score 1 or else 0</p>	<p>Q1 report was submitted in time before the 15th October</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>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 report was submitted in time before the 15th January</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>Q3 report was submitted in time before the 15th April</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>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 in time before the 30th July</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>A few staff were appraised in Atiak sub county LLG including extension workers in the previous FY (by 30th June)</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>It was obtained that only 5 Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) out of the seven headteachers</p>	0
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>All the two II In-charges of Okidi and Pacilo HC II were appraised by SAS in the previous FY</p>	2
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>	<p>Atiak sub county publicized the list of LLG staff on their notice board</p>	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	Atiak sub county LLG produced monthly analysis of staff attendance with recommendations to CAO	3
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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	Atiak sub county LLG budgeted and spent all the Ugx. 25,161,584/= DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines	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	The execution of budget in the previous FY deviated for some of the sectors/main programs by more than +/-10%	0
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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 sub county had only one project which was completion of staff house at Muruli Primary school	3
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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	Atiak sub county LLG did not carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ project	0
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to 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	Atiak sub county LLG has no specified a system for recording, investigating and responding to grievances	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	Atiak sub county does not publicize the grievance redress mechanisms so that aggrieved parties know where to report 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	Atiak sub county 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	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 for awareness, campaigns and parent's mobilization were in place	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	All school were monitored with a report produced dated 18/7/2022	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	All schools have school management committees who conduct meetings but minutes not availed.	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	Awareness campaigns and mobilized communities for improved primary health care service delivery were conducted but minutes are at Pacilo HC II	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	Atiak sub county LLG did not monitored aspects of health service delivery during the previous FY	0
	Maximum score is 4			

25	Existence and functionality of Health Unit Management Committee	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	Health unit Management Committee not available	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	SAS submitted in writing requests to the DWO for consideration in the planning of the current FY	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 report of SAS monitoring/supervising aspects of water and environment services during the previous FY	0
28	Existence and functionality of Water and Sanitation Committees Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	No Water and Sanitation Committees in place	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 report submitted to DWO by SAS with updated lists on all its water and sanitation 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 (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. From report dated 31/July/2022, Atiak Sub county LLG extension staff have collected, analyzed and reported data on agriculture **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 From report dated 19/June/2023 it shows that Atiak sub 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 **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>A report dated 28/10/2022 shows that Atiak sub county LLG extension staff 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</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>From the report dated 28/10/2022 indicates Atiak sub county LLG extension staff has carried out farmer trainings</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>Field report dated 28/8/2022 shows that Atiak sub county LLG extension staff have provided extension support to farmers and farmer groups on crop management</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>Atiak TC 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</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>Atiak TC provided 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</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 & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Atiak TC has not mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle</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>There was no evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on the approved Programmes/activities to be implemented within the Parish for the current FY.</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>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>No evidence was provided by Atiak TC that the LLG provided guidance and information to the Village Executive Committees and to PDCs on priority enterprises that can be implemented in the parish.</p>	0

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>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>Atiak TC prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY that is consistent with the LLG approved development plan III</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>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>Atiak TC prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY and Incorporated ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>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>Atiak TC prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY based on the outcomes of the budget conference</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Atiak TC budget included investments to be financed by the TC</p>	1
	<p>Maximum score is 6</p>			

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	Atiak TC developed project profiles for all capital investments in the AWP and Budget as per format in NDP III	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Atiak TC budget was submitted to the District after 15th May	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	Atiak TC prepared and but didn't submitted inputs into the procurement plan for all the procurement to be done in the TC for the current FY to the CAO by the 30th April of the previous FY.	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 investments in the approved Atiak TC Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines	2
	Maximum score is 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.	Atiak TC did not collect OSR for the previous FY within +/- 10% of the budget (-62%)	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	The OSR collected for Atiak TC increased from previous FY but one to previous FY by more than 5 % (51.2%)	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.	Atiak TC did not submit OSR to the district.	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	Evidence of this not provided by Atiak town council	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	Atiak TC budgeted and used OSR funds on operational and maintenance in previous FY	1

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.	Atiak TC did not publicise the OSR and how it was used for the previous FY	0
	Maximum score 4			

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Atiak TC submitted its Annual Financial Statement to the Auditor General (AG) on time (31/8/23).	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	Atiak TC submitted Q1 by 15th October	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	Atiak TC submitted Q2 by 15th January	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>Atiak TC submitted Q3 by 15th April</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>Atiak TC submitted Q4 by 30th July</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>Town Clerk appraised all staff in the Town Council including extension workers in the previous FY (by 30th June)</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 Town Clerk appraised Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December)</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	Town Clerk appraised HC III & II In-charges in the previous FY (by June 30th)	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	Atiak TC Publicized the list of all staff on the notice board.	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	Atiak TC didnot produce monthly analysis of staff attendance with recommendations to CAO	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	Atiak TC budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines	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	The Town clerk didnot provide any evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%	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.	Atiak Town Council did not provide evidence or any means of verification for the investment projects planned in the previous FY. Therefore it was hard to establish if they were completed as per work plan or not.	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	Atiak Town Council has not yet done any carried out environmental, social and climate change screening for any project. Lack capacity and tools to do the screening.	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	Atiak TC 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 TC offices	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	Atiak TC has publicized the grievance redress mechanisms so that aggrieved parties know where to 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	Atiak TC has a functional Area Land committee in place to assist the Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land	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	Atiak TC has conducted several has conducted awareness campaigns and parent's mobilization for improvement of education service delivery as seen in the reports submitted for verification.	3
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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>Atiak TC has only one public school which was monitored once per term in the last three terms as per monitoring report verified.</p>	4
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>Atiak TC provided SMC minutes and action plan reports verified by the assessor for Olya PS</p>	3

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>Atiak TC produced evidence to show that it has conducted awareness campaigns and mobilized communities for improved primary health care service delivery</p>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>Atiak TC monitored aspects of health service delivery at Atiak HC IV) during the previous FY as seen in the monitoring reports verified.</p>	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	Atiak HCIV has a functional Health unit Management Committee as seen in the committee meeting minutes verified and attendance sheet signed by committee members
	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	Atiak TC has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; but has not yet received any application for new developments nor has the committee sat for a meeting yet.	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	The physical plan presented was for the period 2012-2022 and was not approved by council.	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	Physical Planning Committee has never sat therefore no approvals have made yet.	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	Atiak TC did not provide any evidence for verification under this indicator.	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	Atiak TC has 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	Atiak TC did not provide status report on the implementation of the approved solid waste management plan during the previous FY	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	Atiak TC did not present any reports confirming that they have conducted any awareness campaigns on the management of solid waste during the previous FY	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	Atiak TC has not prepared 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	Atiak TC presented no evidence that it prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey	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	Atiak TC didnot provide final accounts to establish expenditure on OSR.	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.	Atiak TC 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	2
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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	Atiak TC 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	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	Atiak TC 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	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.	Atiak TC 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	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	Atiak TC 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	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>The TC produced a list of WDCs for all the wards of Bibia, Kaladima and Lorikwo with the composition as per the PDM guideline, list of proposals for revolving funds and minutes of WDCs</p>	2
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Parish data for the previous FY was compiled, updated, analyzed and disaggregated by village, gender, age, and economic activity.</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 & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Mapping was done and NGOs, CBOs and CSOs operating in the LLG were involved in raising awareness about the PDM and planning cycle as evidenced by awareness report by Action Aid Uganda.</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>From the Annual Work Plan and Budget it is evidenced that the WDCs and the cell Executive Committees were provided guidance on Approved Programmes/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>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>There was availability of selected priority enterprises like Yoleng Produce enterprise, Anyariama goat rearing enterprise and there were also availability of field visits reports, field days attendance and demos.</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>Elegu Town Council does not have an approved development plan III in place. This was not availed to the assessors</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 approved development plan III in place to establish this from it.</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>Budget Conference Report dated 11/November/2022 produced by the TC was clear that AWPB is based on Budget Conference outcomes.</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>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>From Elegu Town Council budget it was clear that investments were to be financed by the Elegu town council as well as other funding sources</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>It is very difficult to tell that Elegu town council developed project profiles for all capital investments in the AWP and Budget as per format in NDP III</p>	0
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>From the Amuru District Economic Planner it was clear that Elegu Town Council submitted its AWPB for the current FY on the 30/May/2023 of Ugx. 243,935,424</p>	0
	<p>Maximum score is 6</p>			
5	<p>Procurement planning for the current FY: submission of request for procurement</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>Elegu town council submitted its procurement plan late on the 6th / July / 2023</p>	0
	<p>Maximum score is 2</p>			

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 prioritized investment comply to the DDEG Grant, Budget and Implementation Guidelines investment menu. In Page 6 of their AWPB catered for purchase of office furniture and seats for council hall.	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.	Elegu town Council budgeted to collect Ugx. 139,600,800 but actual collection was Ugx. 124,378,600 which was actually within +/- 10% of the budget.	1
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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	By the 30/June/2022 in the previous FY but one Elegu TC had collected Ugx. 66,236,000 yet by the 30/June/2022 in the previous FY Elegu TC had also collected Ugx. 124,378,600 which is more than 5 %.	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: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Elegu town council did not remit the mandatory share of OSR to the LG and 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 councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Elegu town council did not spend more than 20% of OSR on councilors allowances	1
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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	From the Annual Financial Statement for the previous FY, Elegu town council Budgeted and used at least 5% OSR funds on operational and maintenance	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.	Elegu OSR was publicized (e.g., notice boards, newsletter, etc.)	0
	Maximum score 4			

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Elegu town council submitted its AFS to Auditor General and it was acknowledged on the 31/August/2023	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	Q1 was submitted before 15th October	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 was submitted before 15th January</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 was submitted before 15th April</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 was submitted before 30th July as required by law</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	All staff were appraised during the previous FY.	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	All staff appraisal report for the two Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) were available	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	Staff of Bibia HC III In-Charge was appraised by the Town Clerk in the previous FY (by June 30th)	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	Staff attendance register and staff performance reports with activities have been produced and were 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	There was monthly analysis of staff attendance with recommendations to CAO was produced	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	All Elegu Town Council investments were on eligible projects/ 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	Elegu TC had budgeted to spend Ugx. 170,608,783 but instead spent only Ugx. 120,831,869 which brought a deficit of Ugx. 49,776,914 a deviation of more than +/-10 % from the sector ceilings and programs.	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.	The report and certificates of completion only shows that out of the three projects only two were completed in time i.e Construction of slaughter and construction of 5Km of road were done timely and payment made for them	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 were no any copies of the Environmental and Social Screening (E&S) Form/ESMP but we were informed that the Town Clerk is the one who is responsible for environmental, social and climate change screening issues for the town council	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 no any specified system for recording, investigating and responding to grievances	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 town council had not publicized the grievance redress mechanisms so that aggrieved parties know where to report 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	Elegu town council has fully constituted Area Land Committee with sets of Minutes for the previous FY.	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	Reports on awareness campaigns and parents' mobilization for improvement of education services were available for example one dated 14/June/2023	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	Elegu has only two primary schools and monitoring was done but reports were produced for only two terms.	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	School management committees meeting were done but the minutes of these meetings are with the schools	0
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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>Elegu town council did awareness campaigns and community mobilization for improvement of primary health care as by reports from Bibia HC III dated 28th / March / 2022</p>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>There was a monitoring report on health service delivery monitoring submitted by the SAS/Town Clerk to the Executive Committee where health issues on health centres are covered.</p>	4
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>Elegu Town Council has a functional and operational Health unit Management Committee with minutes of meetings and action plans in place.</p>	3

J. Water & Environment Services Management

26	<p>Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets</p> <p>Maximum score is 3</p>	<p>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</p>		
27	<p>The LLG has monitored water and environment services delivery during the previous FY</p> <p>Maximum score is 3</p>	<p>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</p>		

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 (i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0
Maximum score 2
There was no list of Physical Planning Committee to establish whether it is properly and fully constituted. **0**

30 Development of the Physical Development Plans as per guidelines (i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:
Maximum score 2
20% in 2022/23
30% in 2023/24
40% in 2024/25
Elegu town council has an approved action area plan for the previous FY and it was approved by the Council. **1**

31 Implementation of the physical planning and building control measures as per guidelines (i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0
Maximum score 3
There was no available document in regards to this **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	All the streets were named and plots are numbered.	1
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 is still a big staffing gap in Elegu town council, the required team comprises of at least three staff of physical planner(s), engineer(s) and building inspector(s) were not available	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 solid waste management plan and implementation status report for the previous FY produced before the assessors for review.	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	Awareness campaigns on the management of solid waste during the previous FY was conducted as evidenced from reports of awareness creation on management of solid waste.	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	Elegu town council has prepared Annual Infrastructure inventory and condition survey report and it was readily available	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	Elegu has prepared an O&M Annual Plan which was based on the Annual Infrastructure inventory and condition survey	1

33	<p>Operation and Maintenance of infrastructure</p> <p>Maximum score is 3</p>	<p>(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0</p>	<p>From the AFR, it was found out that Elegu TC spent own source revenues of not less than 20% on O&M</p>	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>The extension staff have collected, analyzed and reported data on agriculture to Amuru district Production Office with minutes dated 30th December 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>Reports on awareness creation, materials distribution lists was availed but in soft copy only attendance list was in hard copy</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>Monitoring were carried out but no monitoring reports produced to that effort.</p>	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.	The extension staff carried out farmer trainings on irrigated agriculture, pests and diseases management, operation and maintenance of equipment and linkage to markets with reports written and submitted to office of the district production officer for example one of the reports dated 29/March/2023	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 were no field reports on extension support provided to farmers or farmer groups.	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.	Guru-Guru sub county has a 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, appraisal of all proposals submitted for the revolving funds during the previous FY for all the six parishes of Otici, Ayila, Opok, Amora, Odur and Lamola.	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.	Report dated 17/8/2022 shows that all the Parishes 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	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 & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Guru-Guru sub county has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle like Save the Children, Redeem International, PELUM Uganda etc as shown in Budget Conference report dated 3/7/2022</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>PDCs and Village Executive Committees were provided guidance on 7 approved Programmes/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>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>LLG provided guidance and information to the Village Executive Committees and to PDCs on priority enterprises that can be implemented in the parish</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>Prioritized investments is consistent with the LLG approved development plan III</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>Prioritized investments incorporates ranked priorities from all its respective parish submissions</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>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>Prioritized investments is based on the outcomes of the budget conference as shown by the budget conference report dated 20/10/2022</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>LLG 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>LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III</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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	LLG budget was submitted to the District on the 10/5/2022	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	LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY but it was late	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 investments in the approved LLG Budget for the current FY complied with the investment menu in the DDEG Grant, Budget and 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.	Guru-Guru Sub county LLG approved 54,914,000 but collected below within +/- 10%	0
8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	OSR collected increased from previous FY but one to previous FY by more than 5 %	1

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Guru-Guru sub-county did not remit OSR 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	Guru-Guru sub county 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	Guru-Guru sub county budgeted and used OSR funds on operational and maintenance in previous FY	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	OSR and how it was used for the previous FY was not publicised	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	LLG submitted its Annual Financial Statement to the Auditor General (AG) on time and it was acknowledged on the 31/08/2023	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>i. Q1 by 15th October score 1 or else 0</p>	<p>Q1 report was submitted to planner before the 15th October</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>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 report was submitted to planner before the 15th January</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>Q3 report was submitted to planner before the 15th April</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>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 to planner before the 30th July.</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>All staff in the LLG including extension workers in the previous FY (by 30th June)</p> <p>Ochira Patrick Opwonya Charles Aketogang Joyce Opiyo Charles Rubangakene Tadeo Jude Opio Sam Ochola Charles Oloya</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) in the two schools i.e Achola Nancy Okello and Obalim Boniface.</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>HC III & II In-charges in the previous FY (by June 30th) were appraised by the SAS</p>	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	Staff attendance register was in place and LLG publicized the list of LLG staff	3
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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	Monthly analysis of staff attendance with recommendations to CAO was produced regularly	3
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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	Guru-Guru sub county budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines	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	From the AFS the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%	2
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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 investment project planned in the previous FY was completed as per work plan before the end of FY	3
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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	Guru-Guru LLG carried out environmental, social and climate change screening with report dated 31/5/2023 The committee members are; Acayo Irene Veronica (Chairperson) Opiyo Charles Ocira Patrick Oundu Augustine Amone Denish Opiyo Simon Peter Amuge Felicity	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	Guru-Guru has specified a system for recording, investigating and responding to grievances, which includes a designated a person (Komakech Patrick Kibwota) 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	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	Guru-Guru has not publicized the grievance redress mechanisms	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	Guru-Guru sub county has a functional Area Land committee in place chaired by Ojera Vincent, Members are; Obita Joseph, Kitara Joseph, Alanyo Lucy and Ochola Charles Oloya as secretary.	1

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

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>Guru-Guru sub county has conducted awareness campaigns and parent's mobilization for improvement of education service delivery with reports dated 18/1/2022 and 17/1/2022</p>	3
21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 - 99% - score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>Available were monitoring reports dated 14/10/2022 and 25/01/2023</p>	1
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>Guru-Guru sub County have functional school management committees in all schools</p>	3

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>Guru-Guru have functional school management committees in all schools in the sub county as indicated by the report dated 23/5/2023</p>	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	Guru-Guru SAS produced monitoring reports for all the two health centers in its LLG	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	Guru-Guru sub county have functional Health unit Management Committee for all Health Facilities in the LLG	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	SAS submitted in writing requests to the DWO for consideration in the planning of the current FY on the 25th April 2023	3
	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	SAS Guru-Guru monitored/supervised aspects of water and environment services during the previous FY as evidenced by report dated 21/8/2022	3
	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	Guru-Guru sub county LLG have functional Water and Sanitation Committees with their meeting minute dated 15/4/2023	2
	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	Guru-Guru sub county SAS provided 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	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0
	Maximum score 2	

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:
	Maximum score 2	20% in 2022/23 30% in 2023/24 40% in 2024/25

31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0
	Maximum score 3	

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.	Guru-Guru 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 with a report which was dated 8/11/2022	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	Guru-Guru sub county carried out awareness and mobilization campaigns on all aspects of agriculture as evidenced by their meeting minutes.	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	Guru-Guru LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries as evidenced by the reports submitted to SAS office by the extension worker	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.	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 dated 11/01/2023 was compiled and submitted to LG Production Office	2
Maximum score is 2				

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

From the field reports on extension support provided to farmers the following farmers were trained in the different parishes as extracted from their training report.

Amoro parish = 34, Otici parish = 28, Ayila parish = 161, odur parish = 77, Lamola parish = 64, Opok = 378 which total to 732 farmers trained.

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.

Lakang SC 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 as verified during assessment exercise.

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.

Lakang SC provided Parish data for the previous FY that was compiled, updated, analyzed and disaggregated by village, gender, age, and economic activity as required.

2

3

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

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

NGOs, CBOs & CSO mapping report for the previous FY was done and NGOs, CBOs and CSOs operating in the LLG were involved in raising awareness about the PDM and planning cycle.

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 approved Annual Work Plan and Budget reflecting parish activities as provided.</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>There was no evidence that the PDCs and Village Executive Committees were provided guidance on priority enterprises through at least one of the following: demos, field visits, field days and competitions among others.</p>	0
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B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>Lakang SC didnot provide an 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>Lakang SC ncorporated ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson into 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>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</p>	<p>Lakang SC provided evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY Is based on the outcomes of the budget conference.</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Lakang provided evidence that their budget includes investments to be financed by the Sub County.</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>Lakang SC developed project profiles for all capital investments in the AWP and Budget as per format in NDP III</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May; score 1 or else 0</p>	<p>Lakang SC submitted their budget to the District after the 15th May</p>	0
	<p>Maximum score is 6</p>			

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	Lakang SC didnot provide evidence of letter submitted to PDU.	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 investments in the approved Budget of Lakang SC for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The annual financial statements and budget for the previous FY for Lakang SC indicates that hat the LLG collected OSR for the previous FY within +/- 10% of the budget as calculated.	1
	Maximum score is 1			

8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	The OSR collected increased from previous FY but one, to previous FY by more than 5 % (2021/22 63,748,920, LR 2022/23 84681408). Increased by 32.8%.	1
	Maximum score 1			

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Lakang SC didnot submit OSR to the district as required.	0
	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	Lakang SC did not spend more than 20% of OSR on councilors allowances as per the Annual Financial Statement reviewed.	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: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Lakang SC has budgeted and used OSR funds on operational and maintenance in previous FY (Budgeted and used at least 5% OSR funds on operational and maintenance)	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.	Lakang SC Publicised the OSR and how it was used for the previous FY on their notice board as verified during assessment.	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	Lakang SC submitted its Annual Financial Statement to the Auditor General on 31/7/23	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>i. Q1 by 15th October score 1 or else 0</p>	<p>Lakang SC submitted Q1 report before 15th October.</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>ii. Q2 by 15th January score 1 or else 0</p>	<p>Lakang SC submitted bQ2 by 15th January.</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>Lakang SC submitted Q3 by 15th April</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>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>Lakang SC submitted Q4 by 30th July.</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>All staff in Lakang SC including extension workers were appraised in the previous FY as seen in the appraisal report provided.</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>Lakang has no public primary schools</p>	0
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else 0</p>	<p>Lakang has no public health facility</p>	0
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>	<p>Lakang SC has Publicized the list of LLG staff, has a staff attendance register and staff performance reports with activities have been produced and were available during verification.</p>	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	analysis of staff attendance with recommendations to CAO in Lakang SC was lacking during verification.	0
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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	Lakang SC has budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines	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	Lakang SC did not deviate more than +/-10 % from the sector ceilings and programs.	2
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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 investment projects planned in the previous FY for Lakang SC were completed at 85%.	2
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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	Lakang SC had no major projects that required environmental, social and climate change screening.	0
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to 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	Lakang SC 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.	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	Lakang SC has publicized the grievance redress mechanisms as seen on the notice board during verification.	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	Lakang SC provided appointment letters for the Area Land Committee with sets of Minutes for the previous FY.	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 presented during verification.	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	Lakang Sub County doesnot have any public schools in place.	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	Lakang SC has no public schools.	0
I. Primary Health Care Services Management				
23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Reports on awareness campaigns and community mobilization for improvement of primary health care provided. The sub county has no facility but they are supported by partners like AMREF and others to conduct outreaches and use this opportunity to mobilise the community as per the reports provided.	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	Lakang Sub County has no government facilities but they provided evidence of monitoring done on the clinics and drug shops operating within the trading centre of Lakang.	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	Lakang Sub County has no public health facilities.	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	The SAS Lakang SC submitted in writing requests to the DWO for consideration in the planning of the current FY.	3
	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	The SAS Lakang SC monitored and supervised aspects of water and environment services during the previous FY as seen from the monitoring reports on boreholes and farms provided.	3
	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	Lakang SC has no functional Water and Sanitation Committees	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	The SAS Lakang has an updated lists on its water and sanitation facilities (public latrines) and functionality status	2
	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
 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.
 Lakang SC provided reports on production statistics.
 Maximum score is 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	Lakang SC 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	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	Lakang 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	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.	Lakang extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc.	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	Lakang 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.	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>	Functional PDCs	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>	Parish data availed during assessment	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 & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	List of NGOs available	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>	Approved programmes/ activity schedule provided	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>Activity reports provided</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>SDP not according to guideline</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>Not availed</p>	0
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>No evidence</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>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	No evidence provided	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	No evidence provided	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>	No evidence provided	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>	Submission made on 27th 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	All investment are according to guidelines, eg construction of 2cstances water borne toilet at kal lamogi sub county headquarters	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.	According to report from finance staff, only 18% of LR was raised	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	No evidence evidence provided	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.	Used 18% (4,770,000) out of 26,465,500	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 councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	No evidence provided	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	No evidence provided	0
	Maximum score 4			

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

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	The document is just being worked on	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	There was no evidence of submission	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>ii. Q2 by 15th January score 1 or else 0</p>	<p>There was no evidence of submission</p>	0
	<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 no evidence of submission</p>	0
	<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>Q4 report was submitted later than 30th July</p>	0
	<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	All files available	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	Files available	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	Files available	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	Staff list publicised and attendance book present	3
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	Monthly analysis conducted	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	No evidence provided	0

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%:	No evidence provided	0
	Maximum score is 2	Score 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) :	No evidence provided	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	E&S screening forms not available	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	Complaint log book available, pathway for referral available	1
	Maximum score is 2			

18	The LLG has an Operational Grievance Handling System	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	GR mechanism publicised	1
	Maximum score is 2			

19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Appointments and meeting minutes were not available	0
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H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Reports were available in the files	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 reports for all 7 schools available	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	SMC minutes and reports available	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 creation and mobilisation reports available</p>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>Health monitoring reports available in the files</p>	4
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>Composition available and HUMC meeting minutes presented</p>	3

J. Water & Environment Services Management

26	<p>Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets</p> <p>Maximum score is 3</p>	<p>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</p>	<p>No request form available</p>	0
27	<p>The LLG has monitored water and environment services delivery during the previous FY</p> <p>Maximum score is 3</p>	<p>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</p>	<p>Monitoring reports were presented during assessment</p>	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	Functional water user committed and receipts for use of community contribution for water source maintenance available	2
	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	No report presented	0
	Maximum score is 2			

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

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0		
	Maximum score 2			

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:		
	Maximum score 2			
		20% in 2022/23		
		30% in 2023/24		
		40% in 2024/25		

31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0		
	Maximum score 3			

- 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
Maintenance of source revenues of not less than
infrastructure 20% on O&M score 1 or else 0

Maximum score is
3

L. Production Services Management

34 Up to date data If the LLG extension staff have Reports available and submitted **2**
on agriculture collected, analyzed and reported
and irrigation data on agriculture (i.e., crop,
collected, animal and fisheries) and irrigation
analyzed and activities including production
reported statistics for key commodities,
data on irrigated land, farmer
Maximum score is applications, farm visits etc. as per
2 formats, the reports compiled and
submitted to LG Production Office
score 2 or else 0.

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

Maximum score is
2

36 The LLG has If the LLG extension staff has No supervision reports by SAS **0**
carried out implemented monitoring activities
monitoring on agricultural production for
activities on crops, animal and fisheries
production covering among others irrigation,
activities for environmental safeguards,
crops, animals agricultural mechanization,
and fisheries postharvest handling, pests and
disease surveillance, equipment
installations, farmers
Maximum score is implementing knowledge from
2 trainings, reports compiled and
submitted to LG Production Office
score 2 or else 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.	Lamogi sub county 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	2
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Field reports provided	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.	Layima SC 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	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.	All the Parishes/Wards in a Layima SC have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines	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	Layima SC has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle.	2
	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	Layima SC t provided guidance and information to the Village Executive Committees and to PDCs on approved Programmes/activities to be implemented within the Parish for the current FY	2
	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	Layima SC did not provide guidance and information to the Village Executive Committees and to PDCs on priority enterprises that can be implemented in the parish	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	Layima SC has no approved Annual Work plan and Budget (AWPB) for the current FY	0
	Maximum score is 6			

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>Layima SC has not prioritized investments in their Annual Work plan and Budget provided for verification.</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>Layima SC has no list of priorities</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>Layima SC budget has aspects of investments to be financed by the LLG like renovation of office block</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>Layima SC did not develop project profiles for all capital investments in the AWP and Budget as per format in NDP III</p>	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	Layima SC failed to submit budget to the District before 15th May	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	Layima SC prepared and submitted inputs into the procurement plan for all the procurement to be done for the current FY) to the CAO by the 30th April of the previous FY.	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	Layima SC has not received any IPF for DDEG grants.	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.	Layima SC collected OSR for the previous FY within +/- 10% of the budget score	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 OSR collected in Layima SC increased from previous FY but one to previous FY by more than 5 % (+40%)	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.	Layima SC didnot remit OSR to the district	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	Layima SC Did not use more than 20% of the OSR on councilors allowances in the previous FY	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Layima SC budgeted and used OSR funds on operational and maintenance in previous FY,	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Layima SC did not publicise the OSR and how it was used for the previous FY 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	Layima SC submitted its Annual Financial Statement to the Auditor General (AG) on time (31/Aug/2023).	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>i. Q1 by 15th October score 1 or else 0</p>	<p>Layima SC submitted Q1 report by 15th October</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>ii. Q2 by 15th January score 1 or else 0</p>	<p>Layima SC submitted Q2 report by 15th January</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>Layima SC submitted Q3 report by 15th April</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>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>Layima SC submitted Q4 report by 30th July</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>Layima SAS appraised all staff including extension workers in the previous FY (by 30th June). Appraisal file submitted for verification</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>Layima SAS appraised Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December)</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>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else 0</p>	<p>Layima SAS appraised all II In-charges in the previous FY (by June 30th)</p>	2
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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>	<p>Layima Sc did not publicized the list of staff on the notice board.</p>	0
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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	Layima SC Had attendance register but staff attendance analysis was not done with any recommendations.	0
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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	Layima SC budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines.	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	The execution of budget in the previous FY by Layima SC did not deviate for any of the sectors/main programs by more than +/-10%	2
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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.	Layima Sc had no investment projects planned in the previous FY and therefore none were completed as per work plan by end of FY	0
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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	Layima SC didnot carry out environmental, social and climate change screening since they had no investments planned.	0
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to 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	Layima SC 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 and 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	Layima SC has not publicized the grievance redress mechanisms	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	Layima SC 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	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	Layima SC provided evidence that the education sector conducted awareness campaigns and parent's mobilization for improvement of education service delivery	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	Layima SC management has monitored the three 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 council in the previous FY	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	Minutes of school management committee meetings for the three schools were provided and verified by assessor.	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	Layima SC has conducted awareness campaigns and mobilized communities for improved primary health care service delivery as seen in the reports verified.	3
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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	Layima SC monitored aspects of health service delivery during the previous FY seen and verified in the reports for community sensitisation and dialogue meetings	4
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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	Layima SC has a functional Health unit Management Committee for the two facilities of Omer and Mutema HCII, minute book seen and verified.	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	Layima SAS did not submit in writing requests to the DWO for consideration in the current FY	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	Layima sub county provided reports showing monitoring of boreholes was done and recommended for rehabilitation.	3
	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	Layima SC presented evidence that the Water and Sanitation Committees are functional as seen in the minutes for their meetings. However, there was no evidence of collections and proper use of contributions.	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	Layima SAS has no updated lists on all its water and sanitation facilities (public latrines) and functionality status.	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
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
 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.
 Layima extension staff has not 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.
 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	Layima SC 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.	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	Layima 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.	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.	Layima SC 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. Reports provided and verified.	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	Layima SC provided reports as evidence to show that 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.	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>Opara 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.</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>Opara SC did not provide any 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</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:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>No evidence that Opara SC Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle.</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>Opara SC presented evidence that Opara SC provided guidance and information to the Village Executive Committees and to PDCs on approved Programmes/activities to be implemented within the Parish for the current FY</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>Opara SC didnot present ant evidence that they provided guidance and information to the Village Executive Committees and to PDCs on priority enterprises that can be implemented in the parish.</p>	0
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B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>Opara SAS did not provide any evidence that prioritized investments in the SC council approved Annual Work plan and Budget (AWPB) for the current FY</p>	0
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>No prioritised investments was provided by Opara SC</p>	0
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>No prioritised investments was provided by Opara SC</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>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>No budget presented</p>	<p>0</p>
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>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>Opara SC did not develop project profiles for all capital investments in the AWP and Budget as per format in NDP III</p>	<p>0</p>
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>No evidence was provided by Opara SAS on submissions made to the district</p>	<p>0</p>
5	<p>Procurement planning for the current FY: submission of request for procurement</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0</p>	<p>Opara SC had no 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</p>	<p>0</p>

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	Opara SC had no evidence that the investments in the approved Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines.	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.	Opara SC provided evidence that they collected OSR for the previous FY within +/- 10% of the budget	1
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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	No records of total collections made for the Previous and current FY	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.	All the required means of verification not provided to the assessor	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 councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	All the required means of verification not provided to the assessor	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	All the required means of verification not provided to the assessor	0
	Maximum score 4			

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	No evidence of publication presented	0
	Maximum score 4			

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Opara presented no evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31)	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	Opara SC submitted Q1 report by 15th October	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>Opara SC submitted Q2 report by 15th January</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>Opara SC submitted Q3 report by 15th April</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>Opara SC submitted Q4 report by 30th July</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	Evidence provided by Opara SAS showing that all staff in the SC including extension workers were appraised in the previous FY (by 30th June)	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	Opara SAS appraised all primary School Head teachers in public primary schools in the previous school calendar year (by 31st December)	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	Opara SAS did not appraise HC III & II In-charges in the previous FY (by June 30th)	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	Opara SAS publicised the staff list on the notice board, attendance register 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	Opara SC did not do attendance analysis nor did they make any recommendations to CAO.	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	Opara SC has not received IPF for DDEG funds	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	Opara SAS did not provide AFS for FY2022/23 and payment was also missing.	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.	Opara SC did not provide any evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four)	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	Opara SC did not carry out environmental, social and climate change screening since they lack capacity and tools to carry it out.	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	Opara SC has not 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.	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	Opara SC has not publicized the grievance redress mechanisms	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	Opara SC 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. Appointment letter for members seen and verified.	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	Opara SC provided evidence that they conducted awareness campaigns and parent’s mobilization for improvement of education service delivery. PTA meeting reports seen and verified.	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	Opara SC provided evidence of monitoring the 2 public schools at least once per term in the previous 3 terms in the sub county.	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	Opara SAS presented Minutes of school management committees for the two public schools as evidence for functional SMCs.	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	Opara SC provided evidence that the SC conducted awareness campaigns and mobilized communities for improved primary health care service delivery as seen in the awareness reports verified.	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	Opara SC provided monitoring reports as evidence that health facilities in the sub county are monitored.	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	Opara SC provided evidence that they have functional Health unit Management Committee for all Health Facilities in the sub county as seen in the HUMC minute books presented.	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	Opara SAS submitted in writing requests to the DWO for consideration in the planning of the current FY	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	Opara SAS provided no evidence of monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities	0

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	Opara SAS provided no evidence that the LLG have functional Water and Sanitation Committees	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	Opara SAS provided an updated lists on all its water and sanitation facilities (public latrines) and functionality status	2
	Maximum score is 2			

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

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0	
	Maximum score 2		

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:	
	Maximum score 2	20% in 2022/23	
		30% in 2023/24	
		40% in 2024/25	

31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	
	Maximum score 3		

- 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. Opara didnot present ant Reports on production statistics **0**

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 Opara SC 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 **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 Opara SC did not present any evidence that they carried out monitoring activities on production activities for crops, animals and fisheries **0**

Maximum score is 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.	Opara SC didnot present any evidence of carrying out any Farmer trainings	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	Opara SC didnot provide any evidence to show that the extension staff has 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	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.	All 3 wards of luzira, layika and central have functional PDCs	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.	Parish data presented	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 & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	Partners/NGO list in place	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>	Approved programmes/activity provided	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>	Reports seen from the veterinary sector	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>	Development plan in place	1
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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	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.	Ranked priorities availed during assessment	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	Budget conference report presented	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	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Evidence presented during assessment	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	No project files available	0

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	No evidence provided	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	No submission seen	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	No evidence provided	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.	No evidence presented	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	No evidence presented	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.	No evidence presented	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	No evidence provided	0
9	The LLG has properly managed and used OSR collected in the previous FY 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 provided	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 presented during assessment	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	No evidence presented	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>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>	No evidence presented	0
	<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>ii. Q2 by 15th January score 1 or else 0</p>	No evidence presented	0
	<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>	No evidence presented	0
	<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>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	No evidence presented	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>	Files available	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	No evidence presented/ no files seen	0
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	No evidence presented to assessor	0
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>	Stafflist available and publicized	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	Analysis conducted	3
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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	No evidence presented	0
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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	No evidence presented	0
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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.	No evidence presented	0
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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	No E&S screening conducted	0
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to 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	Complaint log book available	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	Mechanism not publicized	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	Evidence of minutes available	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 reports not available	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	No monitoring reports available	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 SMCs meetings provided	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	Awareness and mobilisation reports not available	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	No monitoring reports available	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	Compostion and minutes available in the files	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	List of members available, building plan registration book available, minutes of physical planning Committee available	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	No evidence available	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	No evidence provided	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	No evidence presented	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	No evidence provided	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	No plan available	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	No plans available	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	No evidence provided	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	No evidence provided	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	No evidence provided	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.	Production statistics report not available	0
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35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	Awareness reports, distribution and attendance sheets available	2
	Maximum score is 2			
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	No supervision reports by SAS	0
	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.	Training reports available	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>Field visits reports provided in the files</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>List of pdcs, minutes and reports presented</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>Data available</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:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>No list seen</p>	0
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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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	AW&B presented and ascertained	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>	PDM files presented	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>	Evidence presented	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>	Ranked priority list presented	1
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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: iii. Is based on the outcomes of the budget conference; score 1 or else 0	Project files presented and evidence available	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	Budget presented	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	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	No project files presented	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	Submission report availed	1
	Maximum score is 6			

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>Plan submitted</p>	<p>2</p>
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6	<p>Compliance of the LLG budget to DDEG investment menu for the current FY</p> <p>Maximum score is 2</p>	<p>Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0</p>	<p>No evidence</p>	<p>0</p>
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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>No evidence</p>	<p>0</p>
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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>No evidence</p>	<p>0</p>
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9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p>	<p>No evidence</p>	<p>0</p>
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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 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	AWP availed and used as planned	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.	No evidence	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	Report received on 31st April 2023 by 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>i. Q1 by 15th October score 1 or else 0</p>	<p>Q1 was submitted before the 15th October</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>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 was submitted before the 15th January</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>Q3 was submitted before the 15th April</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>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 before the 30th July</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>Files with HR</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>No files present</p>	0
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>No files available</p>	0
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>	<p>Staff list publicised</p>	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	Attendance book in place but not analysed	0
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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	No evidence	0
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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	No evidence	0
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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.	No evidence	0
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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 forms not available	0
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to 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 formal description of grievance handling in place	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	Grievance referral path displayed	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	No minutes available	0

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 not available	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 for Only 5 out of 8 schools were presented	1
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	Evidence of minutes and SMC action plan were availed	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 not available	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	Monitoring reports available and HUMC minutes available	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	Composition and minutes available	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	Request form available	3
	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	Monitoring reports available	3
	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	Compostion not availed, no evidence of use of community contributions for water source maintenance	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	Inventory sheet available	2
	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 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.	Production statistics reports not available	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	Awareness raising reports available	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	No SAS supervision reports	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.	Training reports available	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>	Field reports available	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>	All PDCs active	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>	Parish data available	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:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	List available on notice board	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>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	Evidence presented	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>	Priority enterprises implemented	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>	Approved development plan not in place	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>	Evidence presented	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>	Budget conference report presented	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>	Evidence presented	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>	No evidence	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>	Evidence presented	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	Submission made	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	No evidence	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.	No evidence	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	No evidence	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 presented	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	Evidence presented	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	Vouchers and other evidence presented	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.	Evidence from notice board	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	Not yet submitted by time of assessment	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>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>	No evidence	0
	<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>ii. Q2 by 15th January score 1 or else 0</p>	No evidence	0
	<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>	No evidence	0
	<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>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	No evidence	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>	Files available	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>	Files available	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>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	Files available	2
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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>	Staff list publicised	3
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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	Analysis in the file	3
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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	Evidence presented	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	No evidence	0
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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.	Reports indicated no investment projects were planned for	3
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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	No projects planned in the previous FY	2
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to 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	Complain log book available	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	Not publicised	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	Appointments and minutes availed	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 campaign Reports were available	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	All the 3 schools were monitored and reports available	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	Committee minutes, action plans and implementation reports available	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	Awareness campaign and mobilisation reports available	3
	Maximum score is 3			

24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Monitoring reports presented	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	Composition available, minutes of sittings present	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	Request form present in file	3
	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	No monitoring reports available	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	No evidence of functional water and sanitation committee	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	Updated list available	2
	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
 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
 Production statistics not available **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	Awareness reports presented	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	No supervision reports presented	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.	Training reports presented	2
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Field reports presented	2