

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%

Summary of No. **Definition of compliance Compliance justification** Score requirements A. Functionality of Parish Administrative Structures 1 2 The LLG has Evidence that the LLG has duly Amuru Sub County had duly constituted PDCs/WDCs with constituted PDCs for all the 5 ensured that there are composition in accordance with parishes of Toro, pagak, Pamuca,

Okunggedi and Acwera with

parish/ward, appraisal of all

proposals submitted for the

FY for all parishes

composition in accordance with the

PDM Guidelines, and that PDCs are

mobilization of beneficiaries within a

revolving funds during the previous

fully functional as evidenced by

the PDM Guidelines, and that PDCs

are fully functional as evidenced

within a parish/ward, appraisal of

previous FY for all parishes, score

by mobilization of beneficiaries

all proposals submitted for the

Maximum score is revolving funds during the

2, else score 0.

collected, compiled, and analyzed data on	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 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

Maximum score is 2

functional

2

PDCs/WDCs in all

their respective Parishes/Wards

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2

guidance and	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	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
Maximum score is		

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	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
Maximum score is 6		
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	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.
Maximum score is 6		

B. Planning and Budgeting

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The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	The 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
Maximum score is 6		
The LLG conducted Annual	Evidence that prioritized investments in the LLG council	The prioritized investments in the Amuru Sub Council council approved

The LLG conducted Annual Planning and Budgeting	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	The priorit Amuru Sul Annual Wo (AWPB) for
exercise for the current FY as per the Planning and Budgeting Guidelines	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.	incorporat all its resp which are Chief and
Maximum score is 6		

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 2

2

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Incorporates ranked priorities from The LLG Evidence that prioritized conducted Annual investments in the LLG council all its respective parish submissions Planning and approved Annual Work plan and which are duly signed by the Parish Budgeting Budget (AWPB) for the current FY: Chief and PDC Chairperson is based on the outcomes of the budget exercise for the iii. Is based on the outcomes of the conference dated 9/11/2022 current FY as per budget conference; score 1 or else the Planning and 0 Budgeting Guidelines Maximum score is 6 The LLG iv. That the LLG budget include Amuru sub county budget include investments to be financed by the conducted Annual investments to be financed by the Planning and LLG score 1 or else 0 sub county as evidenced in the Budgeting Annual Work plan and Budget exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6 Amuru sub county developed project The LLG v. Evidence that the LLG profiles for all capital investments in conducted Annual developed project profiles for all capital investments in the AWP Planning and the AWP and Budget as per format Budgeting and Budget as per format in NDP in NDP III exercise for the III Score 1 or else score 0 current FY as per the Planning and Budgeting Guidelines Maximum score is 6 The LLG vi. That the LLG budget was Amuru sub county budget was conducted Annual submitted to the submitted to the District on the Planning and District/Municipality/City before 25/5/2023 Budgeting 15th May: score 1 or else 0 exercise for the current FY as per the Planning and Budgeting Guidelines

Maximum score is 6

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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	LLG budget to	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 S	Source Revenue M	lobilization 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.	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
	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	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
	Maximum score 1			
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Amuru sub county did not remit OSR to the administrative units	0

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

Maximum score 4

collected in the

The LLG has

properly managed and

used OSR

previous FY

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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	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
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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
previous Pr		

Maximum score 4

D. Financial Management

10

Maximum score is

4

1

0

The LLG has Evidence that the LLG submitted Q1 report was submitted before all four quarterly financial and 15th October submitted all 4 quarterly physical progress reports, for the financial and previous FY to the LG Accounting physical progress Officer including on the funding for reports including the PDM on time: finances for the i. Q1 by 15th October score 1 or Parish else 0 Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 The LLG has Evidence that the LLG submitted Q2 report was submitted before submitted all 4 all four quarterly financial and 15th January physical progress reports, for the quarterly financial and previous FY to the LG Accounting Officer including on the funding for physical progress the PDM on time: reports including finances for the ii. Q2 by 15th January score 1 or Parish else 0 Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 The LLG has Evidence that the LLG submitted Q3 report was submitted before submitted all 4 all four quarterly financial and 15th April quarterly physical progress reports, for the previous FY to the LG Accounting financial and physical progress Officer including on the funding for reports including the PDM on time: finances for the iii. Q3 by 15th April score 1 or else Parish 0 Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6

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11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	Q4 report was submitted before 30th July	3
E. Huma 12	Appraisal of all staff in the LLG in the previous FY	agement for Improved Service D 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	elivery 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.	2
12		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 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	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	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	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	Amuru sub county LLG publicized the list of LLG staff	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
F. Imple	mentation and Ex	ecution		
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	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
	Maximum score is 2			
15	The LLG spent the funds as per budget Maximum score is 2			2
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2	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

If less than 70 %: Score 0.

G. Environmental and Social Safeguards

17

The LLG has Evidence that the LLG carried out Book with serial number 102001 implemented environmental, social and climate 102200 was availed and there was environmental change screening where required, also available report showing that and social prior to implementation of all Amuru LLG carried out safeguards planned investments/ projects, environmental, social and climate during the score 2 or else score 0 change screening where required, previous FY prior to implementation of all planned investments/ projects

Maximum score is 2

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	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	1

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

20

Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Reports on awareness campaigns and parents' mobilization for improvement of education services were in place
Maximum score is		

with report of their meeting dated

3

19/8/2023 and 21/6/2023

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:	Amuru sub county LLG monitored 80 - 90% of schools in the previous 3 terms
	lf all schools (100%) - score 4	
	lf 80 – 99% – score 2	
	If 60 to 79% score 1	
	Below 60% score 0	

Existence and functionality of School Management	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
Committees		

Maximum score is 3

I. Primary Health Care Services Management

Awareness campaigns and mobilization on primary health care conducted in last FY	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Reports on awareness campaigns and community mobilization for improvement of primary health care were available in the health monitoring file.
Maximum score is 3		

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	Also from reports on health service delivery monitoring indicated that Amuru sub county monitored aspects of health service delivery during the previous FY
Maximum score is		

Existence and
functionality of
Health UnitEvidence
functional
ManagementManagement
CommitteeHealth Fa
3, else so

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

Maximum score is 3

J. Water & Environment Services Management

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Z	О

27

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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			
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			
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			
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)

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
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

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

Implementation	(ii) Evidence that the LLG has
of the physical	named streets, numbered plots,
planning and	surveyed and demarcated roads
building control	as planned (90% or more
measures as per	implemented) in the previous FY
guidelines	score 1 or else 0

Maximum score 3

Implementation of the physical planning and	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
building control	
measures as per	
guidelines	

Maximum score 3

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
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Maximum score 2

The LLG has	(ii) If the LLG has conducted
developed and	awareness campaigns on the
implemented a	management of solid waste during
solid waste	the previous FY score 1 or else 0
management	
plan	

Maximum score 2

Operation and	(i) If the LLG has prepared Annual
Maintenance of	Infrastructure inventory and
infrastructure	condition survey report score 1 or
	else 0
Maximum score is	
3	

Operation and	(ii) If the LLG has prepared an
Maintenance of	O&M Annual Plan which is based
infrastructure	on the Annual Infrastructure
	inventory and condition survey
Maximum score is	score 1 or else 0
3	

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	

L. Production Services Management

Up to date data on agriculture and irrigation collected, analyzed and reported	activities including production statistics for key commodities,	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	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.	

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

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.	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	
LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	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	
Maximum score is 2			
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish 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	Amuru Town Council has not mapped NGOs, CBOs & CSO operating in the LLG and did not involved them in raising awareness about the PDM and planning cycle	
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	Cell Executive Committees were provided guidance and information on approved Programmes/activities to be implemented within the ward for the current FY	
Maximum score is 6			

The LLG provided
guidance andEvidence that the LLG provided
guidance and information to theinformation to the
village ExecutiveVillage Executive Committees and
to PDCs on:Committees andiiii Drieribu enterprises that son he

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

Maximum score is 6

strategies for the

development of the parish

B. Planning and Budgeting

PDCs on

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Plannir Budge exercis curren	cted Annual ng and ting se for the t FY as per nning and ting	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	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
Maxim 6	um score is		

4

The LLG conducted Annual Planning and Budgeting	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	Prioritized investr council approved and Budget (AWP FY incorporates ra
exercise for the current FY as per the Planning and Budgeting Guidelines	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.	from all its respectively submissions
Maximum score is 6		

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

Cell Executive Committees were

provided guidance and information

on priority enterprises that can be

implemented in the ward

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	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
Maximum score is 6		

1

1

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	Amuru Town Council budget included investments to be financed by the LLG	1
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	Amuru TC did not develop project profiles for all capital investments in the AWP and Budget as per format in NDP III	0
Maximum score is 6			
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	Amuru TC budget was submitted to the District later than 15th May	0
Maximum score is 6			
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 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	2

6	LLG budget to	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
C. Own S	Source Revenue M	lobilization 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.	Amuru TC LLG collected OSR for the previous FY was n within +/- 10% of the budget	0
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	OSR collected increased from previous FY but one to previous FY by more than 5 %	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.	Amuru TC remitted OSR to the administrative units	1
	Maximum score 4			
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Amuru TC used more than 20% of the OSR on councilors allowances in the previous FY	0

not	budget	and

d used OSR funds Did on operational and maintenance in previous FY

OSR and how it was used for the previous FY was not publicised

Maximum score 4

The LLG has

managed and

collected in the

properly

used OSR

previous FY

9

The LLG has	Evidence that the LLG:
properly managed and used OSR collected in the previous FY	iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.

1, else score 0

Evidence that the LLG:

funds on operational and

iii. Have budgeted and used OSR

maintenance in previous FY, score

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
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
Maximum score is		

0

0

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	Q2 was not submitted by 15th January	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iii. Q3 by 15th April score 1 or else 0	Q3 was not submitted by 15th April	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	Q4 was not submitted by 30th July	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. Imple 14	The LLG bas		Amuru TC LLG budgeted and spent	2

The LLG has	Evidence that the LLG budgeted	Amuru TC LLG budgeted and spent
spent all the	and spent all the DDEG for the	all the DDEG for the previous FY on
DDEG funds for	previous FY on eligible projects/	eligible projects/ activities as per the
the previous FY	activities as per the DDEG grant,	DDEG grant, budget, and
on eligible	budget, and implementation	implementation guidelines
projects/activities	guidelines: Score 2, or else score 0	

Maximum score is 2

The LLG spent the funds as per budget

Maximum score is 2

16

15

Completion of investments as per annual work plan and budget	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :	The investment projects planned in the previous FY were completed as per work plan by end of FY was less than 70 %
Maximum score is 3	If more than 90 % was completed: Score 3	
	If 70% -90%: Score 2	
	lf less than 70 %: Score 0.	

programs by more than +/-10%: than +/-10%

Score 2

Evidence that the execution of The execution of budget in the budget in the previous FY does not previous FY does deviate for any of deviate for any of the sectors/main the sectors/main programs by more

G. Environmental and Social Safeguards

17

18

18

The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	The LLG did not carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects
Maximum score is 2		
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
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

0

1

0

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

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

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

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:	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
	lf all schools (100%) - score 4	
	lf 80 – 99% – score 2	
	If 60 to 79% score 1	
	Below 60% score 0	

Existence and functionality of School Management Committees	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
Maximum score is 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	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	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	Maximum score is 4			3
	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	Amuru TC provided evidence of functional Health unit Management Committee for the two Health Facilities (Minutes of HUMC meeting seen and verified)	

Maximum score is 3

J. Water & Environment Services Management

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

Evidence that SAS/ATC The LLG has monitored water monitored/supervised aspects of and environment water and environment services during the previous FY including services delivery review of water points and during the previous FY facilities, score 3 or else score 0

Maximum score is 3

	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	Evidence that the SAS has an

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

Maximum score is 2

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

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.
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.
Implementation of the physical	(i) If all infrastructure investments implemented by the LLG in the	Amuru TC provided the verification requirements which indicates that

Implementation		Amuru TC provided the verification
of the physical	implemented by the LLG in the	requirements which indicates that
planning and	previous FY: (i) are consistent with	Implementation of the physical
building control	the approved Physical	planning and building control
measures as per	Development Plan; and (ii) have a	measures was as per guidelines
guidelines	planning compliance certificate	
	issued by MoLHUD. Score 1 or else	
Maximum score 3	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	The town clerk provided evidence of street/plot database showing street names and numbered plots within the town couuncil.	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

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

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

0

L. Production Services Management

34

35

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
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	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
Maximum score is 2			

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 implemention 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
	trainings, reports compiled and submitted to LG Production Office	knowledge from trainings, reports compiled and submitted to LG

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 didnot 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
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

A. Functionality of Parish Administrative Structures

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

Maximum score is 2

PDM Guidelines.

guidance and information to the Village Executive Committees and	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about	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	
PDCs on strategies for the development of the parish	the PDM and planning cycle: score 2, or else 0		
Maximum score is 6			
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	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	
Maximum score is 6			
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	Atiak provided guidance and information to the Village Executive Committees and to PDCs on priority enterprises that can be implemented in the parish	
Maximum score is 6			

B. Planning and Budgeting

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	The 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
Maximum score is 6		

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.	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
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			
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			
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

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	LLG budget to	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 S 7	Source Revenue M LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Iobilization and Administration 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

properly managed and used OSR collected in the previous FY	i. Has remitted OSR to the administrative units, score 1 or else score 0.	to the administrative units
Maximum score 4		
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
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	Atiak sub county had budgeted and used OSR funds on operational and maintenance in previous FY

Evidence that the LLG:

Maximum score 4

9

The LLG has properly	Evidence that the LLG:	Atiak sub county LLG publicised the OSR and how it was used for the
managed and used OSR collected in the previous FY	iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	previous FY

Maximum score 4

D. Financial Management

10

The LLGEvidence that the LLG submittedAtiak sub county LLG submitted itssubmitted annualits Annual Financial Statement toAnnual Financial Statement tofinancialthe Auditor General (AG) on timeAuditor General (AG) on timestatements for(i.e., by August 31), score 4 or elseacknowledged by 31/8/2023the previous FYscore 0on timestatement

Maximum score is 4

9

9

The LLG has

0

1

1

4

Atiak sub county did not remit OSR

The LLG has Evidence that the LLG submitted Q1 report was submitted in time all four quarterly financial and before the 15th October submitted all 4 quarterly physical progress reports, for the financial and previous FY to the LG Accounting physical progress Officer including on the funding for reports including the PDM on time: finances for the i. Q1 by 15th October score 1 or Parish else 0 Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 The LLG has Evidence that the LLG submitted Q2 report was submitted in time submitted all 4 all four quarterly financial and before the 15th January physical progress reports, for the quarterly previous FY to the LG Accounting financial and physical progress Officer including on the funding for reports including the PDM on time: finances for the ii. Q2 by 15th January score 1 or Parish else 0 Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 Evidence that the LLG submitted The LLG has Q3 report was submitted in time submitted all 4 all four quarterly financial and before the 15th April quarterly physical progress reports, for the financial and previous FY to the LG Accounting physical progress Officer including on the funding for the PDM on time: reports including finances for the iii. Q3 by 15th April score 1 or else Parish Development 0 Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6

1

1

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	Q4 report was submitted in time before the 30th July	3
E. Huma 12	Appraisal of all staff in the LLG in the previous FY	agement for Improved Service D 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	elivery A few staff were appraised in Atiak sub county LLG including extension workers in the previous FY (by 30th June)	0
12		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	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	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	All the two II In-charges of Okidi and Pacilo HC II were appraised by SAS in the previous FY	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 sub county publicized the list of LLG staff on their 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 sub county LLG produced monthly analysis of staff attendance with recommendations to CAO	3
F. Imple	mentation and Ex	ecution		
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	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
	Maximum score is 2			
15	The LLG spent the funds as per budget Maximum score is 2	budget in the previous FY does not	the sectors/main programs by more	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	The sub county had only one project which was completion of staff house at Muruli Primary school	3
		If 70% -90%: Score 2		
		If less than 70 %: Score 0.		

G. Environmental and Social Safeguards

17

The LLG has Evidence that the LLG carried out Atiak sub county LLG did not carried implemented environmental, social and climate out environmental, social and environmental change screening where required, climate change screening where prior to implementation of all required, prior to implementation of and social safeguards planned investments/ projects, all planned investments/ project during the score 2 or else score 0 previous FY

0

Maximum score is 2

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	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

The LLG has a functional land	If the LLG has a functional Area Land committee in place to assist	Atiak sub county LLG has a functional Area Land committee in
management system	the LG Land board in an advisory capacity on matters relating to	place to assist the LG Land board in an advisory capacity on matters
Maximum score 1	land, including ascertaining rights on the land score 1 or else 0	relating to land, including ascertaining rights on the land

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

Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Reports for awareness, campaigns and parent's mobilization were in place
Maximum score is 3		

in basic schools	service delivery in basic schools Maximum score is	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues	All school were monitored with a report produced dated 18/7/2022
		If all schools (100%) - score 4	
		lf 80 – 99% – score 2	
		If 60 to 79% score 1	
		Below 60% score 0	

22	Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	All schools have school management committees who conduct meetings but minutes not availed.	0
	Maximum score is 3			
I. Primar	y Health Care Sei	rvices 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			
I Mata :	C. Fasting research C			
J. Water 26	a Environment S	ervices Management		3
		Evidence that the SAS submitted	SAS submitted in writing requests to	-

in writing requests to the DWO for the DWO for consideration in the

planning of the current FY

consideration in the planning of

the current FY score 3, else score

LLGs submitted requests to the

consideration in

Maximum score is

the current FY budgets

0

DWO for

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 report of SAS monitoring/supervising aspects of water and environment services during the previous FY	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 Water and Sanitation Committees in place	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	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)

	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

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
Maximum score 3	0

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S
Y

Maximum score 3

31

Implementation	(iii) Evidence that the LLG has a
of the physical	functional Development Control
planning and	Team score 1 or else 0
building control	
measures as per	
guidelines	

Maximum score 3

32

The LLG has	(i) If the LLG has prepared status
developed and	report on the implementation of
implemented a	the approved solid waste
solid waste	management plan during the
management	previous FY score 1 or else 0
plan	

Maximum score 2

32

The LLG has	(ii) If the LLG has conducted
developed and	awareness campaigns on the
implemented a	management of solid waste during
solid waste	the previous FY score 1 or else 0
management	·
plan	

Maximum score 2

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

Operation and	(ii) If the LLG has prepared an
Maintenance of	O&M Annual Plan which is based
infrastructure	on the Annual Infrastructure
	inventory and condition survey
Maximum score is	score 1 or else 0
3	

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	

L. Production Services Management

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.	From report dated 31/July/2022, Atiak Sub county LLG extension staff have collected, analyzed and reported data on agriculture
Farmer awareness and	If the LLG has carried out awareness and mobilization	From report dated 19/June/2023 it shows that Atiak sub LLG has carried

awareness and mobilizationawareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Productionshows th out awar out awar out awar agriculture agriculture through farmer	port dated 19/June/2023 it nat Atiak sub LLG has carried reness and mobilization Jus on all aspects of ure through farmer field days preness meetings, exchange eports compiled and ed to LG Production Office
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Maximum score is

5				2
-	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	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	-
7	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.	From the report dated 28/10/2022 indicates Atiak sub county LLG extension staff has carried out farmer trainings	2
3	The LLG has provided hands- on extension support to farmers and farmer	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,	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	2

A. Functionality of Parish Administrative Structures

The LLG has	Evidence that the LLG has duly	Atia
ensured that	constituted PDCs/WDCs with	PDC
there are	composition in accordance with	acco
functional	the PDM Guidelines, and that PDCs	and
PDCs/WDCs in all	are fully functional as evidenced	evid
their respective	by mobilization of beneficiaries	ben
Parishes/Wards	within a parish/ward, appraisal of	арр
	all proposals submitted for the	for t
Maximum score is	revolving funds during the	prev
2	previous FY for all parishes, score	
	2, else score 0.	

Maximum score is Production Office score 2 or else 0

postharvest handling, value addition, marketing etc. reports

compiled and submitted to LG

ak TC has duly constituted Cs/WDCs with composition in ordance with the PDM Guidelines, d that PDCs are fully functional as denced by mobilization of neficiaries within a parish/ward, praisal of all proposals submitted the revolving funds during the evious FY for all parishes

36

37

38

groups

2

organizations /

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	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
Maximum score is 2		
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	Atiak TC has not mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle
Maximum score is 6		
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	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	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.
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 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	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.

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	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
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.	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
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	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
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	Atiak TC budget included investments to be financed by theTC

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	Atiak TC developed project profiles for all capital investments in the AWP and Budget as per format in NDP III	1
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	Atiak TC budget was submitted to the District after 15th May	0
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	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
LLG budget to	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

C. Own Source Revenue Mobilization and Administration

	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
	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 for Atiak TC increased from previous FY but one to previous FY by more than 5 % (51.2%)	1
	Maximum score 1			
1	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
	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
1	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

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
Maximum score 4		
cial Management		
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).
Maximum score is 4		
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	Atiak TC submitted Q1 by 15th October
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	Atiak TC submitted Q2 by 15th January
	properly managed and used OSR collected in the previous FY Maximum score 4 cial Management The LLG submitted annual financial statements for the previous FY on time Maximum score is 4 The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is for the previous for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is	properly managed and used OSR collected in the previous FYiv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.Maximum score 4Evidence 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 0The LLG submitted annual financial statements for the previous FY on timeEvidence 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 0Maximum score is 4Evidence that the LLG submitted all four quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed formatEvidence that the LLG submitted all four quarterly financial and physical progress i. Q1 by 15th October score 1 or else 0The LLG has submitted all 4 quarterly financial and physical progress including finances for the previous FY on time and in the prescribed formatEvidence 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 0The previous FY on time and in the prescribed formatEvidence that the LLG submitted all four quarterly financial and physical progress orgens including finances for the ParishThe LLG has submitted all 4 guarterly financial and physical progress for the previous FYThe LLG has submitted all 4 guarterly financial and physical progre

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iii. Q3 by 15th April score 1 or else 0	Atiak TC submitted Q3 by 15th April
Maximum score is 6		
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	Atiak TC submitted Q4 by 30th July

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	Town Clerk appraised all staff in the Town Council including extension workers in the previous FY (by 30th June)	
12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The Town Clerk appraised Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December)	

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. Impler 14	mentation and Ex The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	ecution 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	budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%:	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. Enviro	onmental and Soc	ial Safeguards		

17				•
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	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
	Maximum score is 2			
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	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 20	: (Pre & Primary) I	Education services Management		3
	Awaranacc	Evidence that the LLC has	Atiak TC has conducted soveral has	

Evidence that the LLG has Awareness campaigns and conducted awareness campaigns and parent's mobilization for mobilization on education improvement of education service services delivery score 3, else score 0 conducted in last FY

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.

Maximum score is 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	Atiak TC has only one public school which was monitored once per term in the last three terms as per monitoring report verified.	4
22	Existence and functionality of School	Evidence that the LLG have functional school management committees in all schools; score 3,	Atiak TC provided SMC minutes and action plan reports verified by the assessor for Olya PS	3

School Management

Committees

I. Primary Health Care Services Management

else score 0

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	Atiak TC produced evidence to show that it has conducted awareness campaigns and mobilized communities for improved primary health care service delivery
Maximum score is 3		

3

4

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 TC monitored aspects of health service delivery at Atiak HC IV) during the previous FY as seen in the monitoring reports verified.
Maximum score is		

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 commitee members

Maximum score is 3

J. Water & Environment Services Management

26

27

28

29

 	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	
	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	
	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	
i N	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

Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2	activities including production statistics for key commodities, data on irrigated land, farmer	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
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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	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
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	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
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.	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
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	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

A. Functionality of Parish Administrative Structures

The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	The 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	2
LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Parish data for the previous FY was compiled, updated, analyzed and disaggregated by village, gender, age, and economic activity.	2
Maximum score is 2			
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish 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	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.	2
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 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	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	2

The LLG provided Evidence that the LLG provided There was availability of selected guidance and guidance and information to the priority enterprises like Yoleng information to the Village Executive Committees and Produce enterprise, Anyariama goat Village Executive to PDCs on: rearing enterprise and there were also availability of field visits Committees and iii. Priority enterprises that can be PDCs on reports, field days attendance and implemented in the parish score 2 strategies for the demos. or else 0 development of the parish Maximum score is 6

B. Planning and Budgeting

4

3

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	Elegu Town Council does not have an approved development plan III in place. This was not availed to the assessors
Maximum score is 6		

4

The LLG conducted Annual Planning and Budgeting exercise for the	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	There wa developn establish
current FY as per the Planning and Budgeting Guidelines	ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	
Maximum score is 6		

There was no approved development plan III in place to establish this from it.

The LLG conducted Annual Planning and Budgeting exercise for the	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	Budget Conference Report dated 11/November/2022 produced by the TC was clear that AWPB is based on Budget Conference outcomes.
current FY as per the Planning and Budgeting Guidelines	iii. Is based on the outcomes of the budget conference; score 1 or else0	
Maximum score is 6		

0

0

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	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
Maximum score is 6		
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	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
Maximum score is 6		
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	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
Maximum score is 6		
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	Elegu town council submitted its procurement plan late on the 6th / July / 2023
Maximum score is 2		

6	LLG budget to	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.
C. Own S	Source Revenue M	lobilization 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.	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.
	Maximum score is 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	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 %.
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

The LLG has	Evidence that the LLG:	Elegu town council did not spend
properly managed and used OSR collected in the previous FY	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	more than 20% of OSR on councilors allowances
Maximum score 4		

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
Maximum score 4		
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.)

D. Financial Management

Maximum score 4

The LLG	Evidence that the LLG submitted	Elegu town council submitted its AFS
submitted annual	its Annual Financial Statement to	to Auditor General and it was
financial	the Auditor General (AG) on time	acknowledged on the
statements for	(i.e., by August 31), score 4 or else	31/August/2023
the previous FY	score 0	
on time		

Maximum score is

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
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 Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	Q2 was submitted before 15th January	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iii. Q3 by 15th April score 1 or else 0	Q3 was submitted before 15th April	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	Q4 was submitted before 30th July as required by law	3

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
-	mentation and Ex	ecution		
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	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	budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%:	Elegu TC had budgeted to spend Ugx. 170,608,783 but instead spent only Ugx. 120,831,869 which broght a deficit of Ugx. 49,776,914 a deviation of more than +/-10 % from the sector ceilings and programs.
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	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
		lf 70% -90%: Score 2	

If less than 70 %: Score 0.

G. Environmental and Social Safeguards

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
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
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

system capacity on matters relating to FY. land, including ascertaining rights Maximum score 1 on the land score 1 or else 0		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.
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H. Basic (Pre & Primary) Education services Management (in public and private schools)

Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Reports on awareness campaigns and parents' mobilization for improvement of education services were available for example one dated 14/June/2023
Maximum score is 3		

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

Existence and functionality of School Management Committees	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
Maximum score is		

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	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	3
	Maximum score is 3			
24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	There was 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.	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	Elegu Town Council has a functional and operational Health unit Management Committee with minutes of meetings and action plans in place.	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 Evidence that SAS/ATC monitored/supervised aspects of monitored water water and environment services and environment services delivery during the previous FY including review of water points and during the facilities, score 3 or else score 0 previous FY

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	Evidence that the SAS has an

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

30

30

31

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

)	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	There was no list of Physical Planning Committee to establish whether it is properly and fully constituted.	0
)		sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0		1
,	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:	Elegu town council has an approved action area plan for the previous FY and it was approved by the Council.	-
	Maximum score 2	20% in 2022/23		
		30% in 2023/24		
		40% in 2024/25		
	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	There was no 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

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 From the AFR, it was found out that Elegu TC spent own source revenues of not less than 20% on O&M

Maximum score is 3

L. Production Services Management

34

35

Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	The extension staff have collected, analyzed and reported data on agriculture to Amuru district Production Office with minutes dated 30th December 2022.	2
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	Reports on awareness creation, materials distribution lists was availed but in soft copy only attendance list was in hard copy	2
The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monitoring were carried out but no monitoring reports produced to that effort.	0

,	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
3	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.

A. Functionality of Parish Administrative Structures

37

38

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.
2	LLG has ensured	Evidence that all the

Parishes/Wards in a LLG have

data on community profiling

age, economic activity among

others as stipulated in the PDM

Parish/community Guidelines, score 2 else score 0.

compiled, updated, and analyzed

disaggregated by village, gender,

Guru-Guru sub county has a duly constituted PDCs/WDCs with composition in accordance with the and that PDCs 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

0

2

2

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

Maximum score is 2

that all Parish

Chiefs/Town

Agents have

compiled, and

analyzed data on

collected,

profiling as stipulated in the PDM Guidelines.

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	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	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 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	PDCs and Village Executive Committees were provided guidance on 7 approved Programmes/activities	2
3	Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	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	LLG provided guidance and information to the Village Executive Committees and to PDCs on priority enterprises that can be implemented in the parish	2
4	ing and Budgeting	y .		1
	TheLLC	Evidence that prioritized	Driaritized investments is consistent	

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

Prioritized investments is consistent with the LLG approved development

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.	Prioritized investments incorporates ranked priorities from all its respective parish submissions
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	Prioritized investments is based on the outcomes of the budget conference as shown by the budget conference report dated 20/10/2022
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	LLG budget included investments to be financed by the LLG
The LLG conducted Annual Planning and	v. Evidence that the LLG developed project profiles for all capital investments in the AWP	LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III

conducted Annual Planning and Budgeting	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	LLG developed project profiles fo capital investments in the AWP a Budget as per format in NDP III
Maximum score is		

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	LLG budget to	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 S 7	Source Revenue M 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

properly managed and used OSR collected in the previous FY	i. Has remitted OSR to the administrative units, score 1 or else score 0.	OSR to the administrative units
Maximum score 4		
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

The LLG has Evidence that the LLG: Guru-Guru sub-county did not remit

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4	-	

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	Guru-Guru sub county budgeted and used OSR funds on operational and maintenance in previous FY
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Maximum score 4

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
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Maximum score 4

D. Financial Management

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The LLG	Evidence that the LLG submitted	LLG submitted its Annual Financial	
submitted annual	its Annual Financial Statement to	Statement to the Auditor General	
financial	the Auditor General (AG) on time	(AG) on time and it was	
statements for	(i.e., by August 31), score 4 or else	acknowledged on the 31/08/2023	
the previous FY	score 0		
on time			

Maximum score is

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	Q1report was submitted to planner before the 15th October	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	Q2 report was submitted to planner before the 15th January	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iii. Q3 by 15th April score 1 or else 0	Q3 report was submitted to planner before the 15th April	1

The LLG has Evidence that the LLG submitted all four quarterly financial and before the 30th July. submitted all 4 physical progress reports, for the quarterly previous FY to the LG Accounting financial and physical progress Officer including on the funding for reports including the PDM on time: finances for the iv. Q4 by 30th July score 3 or else Parish 0 Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is

6

E. Human Resources Management for Improved Service Delivery

12

12

12

11

Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG: (i) All staff in the LLG including	All staff in the LLG including extension workers in the previous FY (by 30th June)	
Maximum score is	extension workers in the previous FY (by 30th June): score 2 or else 0	Ochira Patrick	
0		Opwonya Charles	
		Aketogang Joyce	
		Opiyo Charles	
		Rubangakene Tadeo Jude	
		Opio Sam	
		Ochola Charles Oloya	
Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) in the two schools i.e Achola Nancy Okello and Obalim Boniface.	:
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) were appraised by the SAS	

Q4 report was submitted to planner

3

2

2

i	Staff duty	Evidence that the LLG has	Staff attendance register was in	
	attendance	(i) Publicized the list of LLG staff:	place and LLG publicized the list of LLG staff	
	Maximum score is 6	score 3 or else 0		
;				

Staff duty	Evidence that the LLG has	Monthly analysis of staff attendance
attendance		with recommendations to CAO was
	(ii) Produced monthly analysis of	produced regularly
Maximum score is	staff attendance with	
6	recommendations to CAO/TC score	
	3 or else 0	

F. Implementation and Execution

The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	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
Maximum score is 2		

The LLG spent	Evidence that the execution of	From the AFS the execution of
the funds as per	budget in the previous FY does not	budget in the previous FY does not
budget	deviate for any of the sectors/main	deviate for any of the sectors/main
	programs by more than +/-10%:	programs by more than +/-10%
Maximum score is	Score 2	
2		

Completion of investments as per annual work plan and budget	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :	The investment project planned in the previous FY was completed as per work plan before the end of FY
Maximum score is 3	If more than 90 % was completed: Score 3	
	lf 70% -90%: Score 2	

If less than 70 %: Score 0.

G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	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
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
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
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.

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

J	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	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	3
	Maximum score is 3			
<u>_</u>	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:	Available were monitoring reports dated 14/10/2022 and 25/01/2023	1
		lf all schools (100%) - score 4		
		lf 80 – 99% – score 2		
		If 60 to 79% score 1		
		Below 60% score 0		

Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Guru-Guru sub County have functional school management committees in all schools
Maximum score is 3		

I. Primary Health Care Services Management

2	3
_	_

Awareness	Evidence that the LLG has	Guru-Guru have functional school
campaigns and	conducted awareness campaigns	management committees in all
mobilization on	and mobilized communities for	schools in the sub county as
primary health	improved primary health care	indicated by the report dated
care conducted in	service delivery score 3, else score	23/5/2023
last FY	0	
Maximum coora ic		

Maximum score is

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	Guru-Guru SAS produced moniroring reports for all the two health centers in its LLG	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	Guru-Guru sub county have functional Health unit Management Committee for all Health Facilities in the LLG	3
J. Water 26		ervices Management 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
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	SAS Guru-Guru monitored/supervised aspects of water and environment services during the previous FY as evidenced by report dated 21/8/2022	3
28	Existence and functionality of Water and Sanitation Committees Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	Guru-Guru sub county LLG have functional Water and Sanitation Committees with their meeting minute dated 15/4/2023	2

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

30

29

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

31

Implementation	(ii) Evidence that the LLG has
of the physical	named streets, numbered plots,
planning and	surveyed and demarcated roads
building control	as planned (90% or more
measures as per	implemented) in the previous FY
guidelines	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	(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

plan

32

The LLG has	(ii) If the LLG has conducted
developed and	awareness campaigns on the
implemented a	management of solid waste during
solid waste	the previous FY score 1 or else 0
management	
plan	

Maximum score 2

33

Operation and	(i) If the LLG has prepared Annual
Maintenance of	Infrastructure inventory and
infrastructure	condition survey report score 1 or
Maximum score is 3	else 0

33

Operation and	(ii) If the LLG has prepared an
Maintenance of	O&M Annual Plan which is based
infrastructure	on the Annual Infrastructure
	inventory and condition survey
Maximum score is	score 1 or else 0
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	

	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.	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
	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings Maximum score is	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
	2			
i	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	Guru-Guru LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries as evidenced by the reports submited to SAS office by the extention worker	2
	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.	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

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	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. Funct	ionality 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 excercise.
2	LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Lakang SC provided Parish data for the previous FY that was compiled, updated, analyzed and dis- aggregated by village, gender, age, and economic activity as required.

Maximum score is

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	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.	:
Massimo and the			

Maximum score is

The LLG provided	Evidence that the LLG provided	The approved Annual Work Plan and	2
Village Executive	guidance and information to the Village Executive Committees and to PDCs on:	Budget reflecting parish activities as provided.	
Committees and PDCs on strategies for the development of the parish	ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0		
Maximum score is 6			
guidance and	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	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.	0
Maximum score is 6			

B. Planning and Budgeting

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	Lakang SC didnot provide an approved development plan III.
Maximum score is 6		

The LLG conducted Annual Planning and	Evidence that prioritized investments in the LLG council approved Annual Work plan and	Lakang SC priorities fro parish subn
Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	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.	signed by t Chairpersor
Maximum score is 6		

C ncorporated ranked from all its respective omissions which are duly the Parish Chief and PDC on into the AWPB.

1 Lakang SC provided evidence that The LLG Evidence that prioritized conducted Annual investments in the LLG council prioritized investments in the LLG Planning and approved Annual Work plan and council approved Annual Work plan Budgeting Budget (AWPB) for the current FY: and Budget (AWPB) for the current FY Is based on the outcomes of the exercise for the iii. Is based on the outcomes of the budget conference. current FY as per budget conference; score 1 or else the Planning and 0 Budgeting Guidelines Maximum score is 6 1 The LLG iv. That the LLG budget include Lakang provided evidence that their conducted Annual investments to be financed by the budget includes investments to be financed by the Sub County. Planning and LLG score 1 or else 0 Budaetina exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6 1 The LLG v. Evidence that the LLG Lakang SC developed project conducted Annual developed project profiles for all profiles for all capital investments in Planning and capital investments in the AWP the AWP and Budget as per format Budgeting and Budget as per format in NDP in NDP III III Score 1 or else score 0 exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6 0 Lakang SC submitted their budget to The LLG vi. That the LLG budget was conducted Annual submitted to the the District after the 15th May Planning and District/Municipality/City before Budgeting 15th May: score 1 or else 0 exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is

6

4

4

4

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	Lakang SC didnot provide evidence of letter submitted to PDU.	0
6	LLG budget to	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
C. Own 7	Source Revenue M	lobilization and Administration		1
,	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The 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
8				1
J	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 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%.	-
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.	Lakang SC didnot submit OSR to the district as required.	0

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.
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)
The LLG has properly managed and used OSR collected in the provious FX	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.

Maximum score 4

previous FY

D. Financial Management

financial statements for the previous FY	its Annual Financial Statement to	Lakang SC submitted its Annual Financial Statement to the Auditor General on 31/7/23
on time		

Maximum score is 4

11 1 The LLG has Evidence that the LLG submitted Lakang SC submitted Q1 report all four quarterly financial and before 15th October. submitted all 4 quarterly physical progress reports, for the financial and previous FY to the LG Accounting physical progress Officer including on the funding for reports including the PDM on time: finances for the i. Q1 by 15th October score 1 or Parish else 0 Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 1 The LLG has Evidence that the LLG submitted Lakang SC submitted bQ2 by 15th submitted all 4 all four quarterly financial and January. physical progress reports, for the quarterly previous FY to the LG Accounting financial and physical progress Officer including on the funding for the PDM on time: reports including finances for the ii. Q2 by 15th January score 1 or Parish else 0 Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 1 The LLG has Evidence that the LLG submitted Lakang SC submitted Q3 by 15th submitted all 4 all four quarterly financial and April physical progress reports, for the quarterly previous FY to the LG Accounting financial and Officer including on the funding for physical progress reports including the PDM on time: finances for the iii. Q3 by 15th April score 1 or else Parish 0 Development Model (PDM), for the previous FY on time and in the prescribed format 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 Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	Lakang SC submitted Q4 by 30th July.	3
E. Huma 12	Appraisal of all staff in the LLG in the previous FY	agement for Improved Service D 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	elivery All staff in Lakang SC including extension workers were appraised in the previous FY as seen in the appraisal report provided.	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	Lakang has no public primary schools	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	Lakang has no public health facility	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	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.	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
F. Imple	mentation and Ex	ecution		
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	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
	Maximum score is 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		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) :	The investment projects planned in the previous FY for Lakang SC were completed at 85%.	2
	Maximum score is 3	If more than 90 % was completed: Score 3		
		If 70% -90%: Score 2		
		If less than 70 %: Score 0.		
G Envir	nmontal and Soc	ial Safaguarda		

G. Environmental and Social Safeguards

17

The LLG has	Evidence that the LLG carried out	Lakang SC had no major projects
implemented	environmental, social and climate	that required environmental, social
environmental		and climate change screening.
and social	prior to implementation of all	
safeguards	planned investments/ projects,	
during the	score 2 or else score 0	
previous FY		

0

Maximum score is 2

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	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	If the LLG has a functional Area	Lakang SC provided appointment	1

The LLG has a	If the LLG has a functional Area	Lakang SC provided appointment
functional land	Land committee in place to assist	letters for the Area Land Committee
management	the LG Land board in an advisory	with sets of Minutes for the previous
system	capacity on matters relating to	FY.
	land, including ascertaining rights	
Maximum score 1	on the land score 1 or else 0	

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

20

3

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

Reports on awareness campaigns and parents' mobilization for mprovement of education services presented during verification.

21				0
	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:	Lakang Sub County doesnot have any public schools in place.	
		If all schools (100%) - score 4		
		lf 80 – 99% – score 2		
		If 60 to 79% score 1		
		Below 60% score 0		

Lakang SC has no public schools.

Maximum score is

I. Primary Health Care Services Management

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.
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	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.

Maximum score is

	functionality of Health Unit Management Committee	Management Committee for all Health Facilities in the LLG; score 3, else score 0	
	Maximum score is 3		
-	& Environment S	ervices 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.
	Maximum score is 3		
27			The CAC half are CO and the second
	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.
	Maximum score is 3		
28	Existence and	Evidence that the LLG have	Lakang SC has no functional Water
	functionality of Water and Sanitation Committees	functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	and Sanitation Committees
	Maximum score is 2		
29			

Evidence that the LLG have

functional Health unit

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
Maximum acono io		

Maximum score is 2

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

Existence and

functionality of

Lakang Sub County has no public

health facilities.

3

0

2

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

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

Implementation	(ii) Evidence that the LLG has
of the physical	named streets, numbered plots,
planning and	surveyed and demarcated roads
building control	as planned (90% or more
measures as per	implemented) in the previous FY
guidelines	score 1 or else 0

Maximum score 3

Implementation(iii) Evidence that the LLG has aof the physicalfunctional Development Controlplanning andTeam score 1 or else 0building controlmeasures as perguidelines

Maximum score 3

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

The LLG has	(ii) If the LLG has conducted
developed and	awareness campaigns on the
implemented a	management of solid waste during
solid waste	the previous FY score 1 or else 0
management	
plan	

Maximum score 2

Operation and	(i) If the LLG has prepared Annual
Maintenance of	Infrastructure inventory and
infrastructure	condition survey report score 1 or
	else 0
Maximum score is	
3	

Operation and	(ii) If the LLG has prepared an
Maintenance of	O&M Annual Plan which is based
infrastructure	on the Annual Infrastructure
	inventory and condition survey
Maximum score is	score 1 or else 0
3	

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	

L. Production Services Management

Up to date data	If the LLG extension staff have	Lakang SC provided reports on
on agriculture and irrigation	collected, analyzed and reported data on agriculture (i.e., crop,	production statistics.
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 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

e t f F t F	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.	Functional PDCs	2
t () () () () () () () () () () () () ()	LG 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	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 availed during assessment	2
i i v i v i v i t	guidance and	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	List of NGOs available	2
i i i i i i i i i i i i i i i i i i i	The LLG provided guidance and nformation to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is	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	Approved programmes/ activity schedule provided	2

B. Planning and Budgeting

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1	L	1	L	

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	SDP not according to guideline	0
The LLG	Evidence that prioritized	Not availed	0

The LLG conducted Annual Planning and Budgeting exercise for the	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	Not av
current FY as per the Planning and Budgeting Guidelines	ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	
Maximum score is 6		

4

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No evi
Maximum score is 6		

lo evidence

0

0

2

conducted Annual investments to be financed by the Planning and LLG score 1 or else 0 Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6 No evidence provided The LLG v. Evidence that the LLG conducted Annual developed project profiles for all capital investments in the AWP Planning and and Budget as per format in NDP Budgeting exercise for the III Score 1 or else score 0 current FY as per the Planning and Budgeting Guidelines Maximum score is 6 No evidence provided The LLG vi. That the LLG budget was conducted Annual submitted to the District/Municipality/City before Planning and Budgeting 15th May: score 1 or else 0 exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6 Submission made on 27th April 2022 Procurement Evidence that the LLG prepared and submitted inputs into the planning for the current FY: procurement plan for all the submission of procurements to be done in a LLG for the current FY) to the CAO/TC request for by the 30th April of the previous procurement FY, Score 2 or else score 0 Maximum score is 2

iv. That the LLG budget include

4

4

5

The LLG

6	LLG budget to	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
C. Own S	Source Revenue M	lobilization 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.	According to report from finance staff, only 18% of LR was raised	0
	Maximum score is 1			
8	- Increase in LLG	Evidence that the OSR collected	No evidence evidence provided	0
	own source revenues from last financial year but one to last financial year.	increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0		
	Maximum score 1			
9	The LLG has properly	Evidence that the LLG:	Used 18% (4,770,000) out of 26,465,500	0
	managed and used OSR collected in the previous FY	i. Has remitted OSR to the administrative units, score 1 or else score 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	No evidence provided	0

No evidence provided

The LLG has
properlyEvidence that the LLG:managed and
used OSRiii. Have budgeted and used OSR
funds on operational and
maintenance in previous FY, score
1, else score 0

Maximum score 4

9

9

The LLG has	Evidence that the LLG:
properly managed and used OSR collected in the previous FY	iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 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

0

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	There was no evidence of submission	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iii. Q3 by 15th April score 1 or else 0	There was no evidence of submission	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	Q4 report was submitted later than 30th July	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 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	Filles 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. Imple 14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is	ecution 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 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 provided	0
16	Completion of investments as per annual work plan and budget	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :	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

0.			iai Salegualas		
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	1	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, pathway for referral available	1
18	1	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	GR mechanism publicised	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	Appointments and meeting minutes were not available	0
H. Basic	(Pre & Primary) E	Education services Management	(in public and private schools)	
20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Reports were available in the files	3
	Maximum score is 3			
21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:	Monitoring reports for all 7 schools available	4
		If all schools (100%) - score 4		
		lf 80 – 99% – score 2		
		If 60 to 79% score 1		
		Below 60% score 0		
22	Existence and functionality of School Management Committees Maximum score is	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	SMC minutes and reports available	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	Awareness creation and mobilisation reports available	3
24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Health monitoring reports available in the files	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	Composition available and HUMC meeting minutes presented	3
J. Wate 26		ervices Management Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	No request form available	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	Monitoring reports were presented during assessment	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
	Maximum score is 2		
29	Functionality of investments in water and sanitation facilities Maximum score is	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

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

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
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

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

Implementation(ii) Evidence that the named streets, num surveyed and dema building controlbuilding controlas planned (90% or implemented) in the 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

(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	(ii) If the LLG has conducted
developed and	awareness campaigns on the
implemented a	management of solid waste during
solid waste	the previous FY score 1 or else 0
management	
plan	

Maximum score 2

33

Operation and	(i) If the LLG has prepared Annual
Maintenance of	Infrastructure inventory and
infrastructure	condition survey report score 1 or
Maximum score is 3	else 0

(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

Operation and (iii) Maintenance of sour infrastructure 20%

(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

35

36

ouu	ction Services Ma	inagement		
	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.	Reports available and submitted	2
	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	Awareness reports provided	2
	Maximum score is 2			
	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 by SAS	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
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

A. Functionality of Parish Administrative Structures

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

Maximum score is 2

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish 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	Layima SC has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle.	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 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
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 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
B. Plann	ing and Budgetin	g		•

The LLG Evidence that prioritized Layima SC has no approved Annual Work plan and Budget (AWPB) for conducted Annual investments in the LLG council Planning and approved Annual Work plan and the current FY Budget (AWPB) for the current FY: Budgeting exercise for the i. Is consistent with the LLG current FY as per approved development plan III; the Planning and score 1 or else 0 Budgeting Guidelines

Maximum score is 6

Planning and Budgeting exercise for the current FY as per	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.	Layima SC has not prioritized investments in their Annual Work plan and Budget provided for verification.	0
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	Layima SC has no list of priorities	0
	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Layima SC budget has aspects of investments to be financed by the LLG like renovation of office block	1
	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	Layima SC did not develop project profiles for all capital investments in the AWP and Budget as per format in NDP III	0

4

4

current FY as per

the Planning and Budgeting Guidelines

Maximum score is

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	LLG budget to	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 receieved any IPF for DDEG grants.	0
	Source Revenue M	lobilization 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.	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
	Maximum score 1			

The LLG has	Evidence that the LLG:	district	U
properly managed and used OSR collected in the previous FY	i. Has remitted OSR to the administrative units, score 1 or else score 0.		
Maximum score 4			
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
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
Maximum score 4			

Layima SC didnot remit OSR to the

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.	Layima SC did not publicise the OSR and how it was used for the previous FY on the notice board
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Maximum score 4

D. Financial Management

The LLGEvidence that the LLG submittedLayima SC submitted its Annualsubmitted annualits Annual Financial Statement to
the Auditor General (AG) on timeLayima SC submitted its Annualfinancialits Annual Financial Statement to
the Auditor General (AG) on timeFinancial Statement to the Auditor
General (AG) on timestatements for
the previous FY
on time(i.e., by August 31), score 4 or elseScore 0

Maximum score is 4

11 1 Layima SC submitted Q1 report by The LLG has Evidence that the LLG submitted all four quarterly financial and 15th October submitted all 4 quarterly physical progress reports, for the financial and previous FY to the LG Accounting physical progress Officer including on the funding for reports including the PDM on time: finances for the i. Q1 by 15th October score 1 or Parish else 0 Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 1 The LLG has Evidence that the LLG submitted Layima SC submitted Q2 report by submitted all 4 all four quarterly financial and 15th January physical progress reports, for the quarterly previous FY to the LG Accounting financial and physical progress Officer including on the funding for the PDM on time: reports including finances for the ii. Q2 by 15th January score 1 or Parish else 0 Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 1 The LLG has Evidence that the LLG submitted Layima SC submitted Q3 report by submitted all 4 all four quarterly financial and 15th April physical progress reports, for the quarterly previous FY to the LG Accounting financial and Officer including on the funding for physical progress reports including the PDM on time: finances for the iii. Q3 by 15th April score 1 or else Parish 0 Development Model (PDM), for the previous FY on time and in the prescribed format 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 Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	Layima SC submitted Q4 report by 30th July	3
E. Huma 12	Appraisal of all staff in the LLG in the previous FY	agement for Improved Service D 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	elivery Layima SAS appraised all staff including extension workers in the previous FY (by 30th June). Appraisal file submitted for verification	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	Layima SAS appraised 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	Layima SAS appraised all 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	Layima Sc did not publicized the list of staff on the notice board.	0

13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	Layima SC Had attendance register but staff attendance analysis was not done with any reccomendations.	0
F. Imple	mentation and Ex	ecution		
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	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
	Maximum score is 2			
15	The LLG spent the funds as per budget Maximum score is 2	budget in the previous FY does not	deviate for any of the sectors/main	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) :	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
	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 Evidence that the LLG carried out Layima SC didnot carry out environmental, social and climate implemented environmental, social and climate change screening where required, change screening since they had no environmental prior to implementation of all investments planned. and social planned investments/ projects, safeguards during the score 2 or else score 0 previous FY

Maximum score is 2

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	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	If the LLG has a functional Area	Layima SC has a functional Area	1

The LLG has a	If the LLG has a functional Area	Layima SC has a functional Area
functional land	Land committee in place to assist	Land committee in place to assist
management	the LG Land board in an advisory	the LG Land board in an advisory
system	capacity on matters relating to	capacity on matters relating to land,
	land, including ascertaining rights	including ascertaining rights on the
Maximum score 1	on the land score 1 or else 0	land

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

20

Awareness	Evidence that the LLG has	Layima SC p
campaigns and mobilization on	conducted awareness campaigns and parent's mobilization for	the educatio awareness c
education services	improvement of education service delivery score 3, else score 0	mobilization education se
conducted in last FY		

provided evidence that on sector conducted campaigns and parent's n for improvement of ervice delivery

3

Maximum score is 3

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:	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
	lf all schools (100%) - score 4	
	lf 80 – 99% – score 2	
	If 60 to 79% score 1	
	Below 60% score 0	

Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Minutes of school management committee meetings for the three schools were provided and verified by assessor.
Maximum score is 3		

I. Primary Health Care Services Management

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	Layima SC has conducted awareness campaigns and mobilized communities for improved primary health care service delivery as seen in the reports verified.
Maximum score is 3		

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	Layima SC monitored aspects of health service delivery during the previous FY seen and verified in the reports for community sensitisation and dialogue meetings
Maximum score is		

	functionality of Health Unit Management Committee	functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	unit Management Committee for the two facilities of Omer and Mutema HCII, minute book seen and verified.
	Maximum score is 3		
-	& Environment S	ervices 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
	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 reccomended for rehabilitation.
	Maximum score is 3		
28			
20	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
	Maximum score is 2		contributions.
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.

Evidence that the LLG have

Maximum score is 2

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

Existence and

0

3

0

0

Layima SC has a functional Health

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
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

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

Implementation	(ii) Evidence that the LLG has
of the physical	named streets, numbered plots,
planning and	surveyed and demarcated roads
building control	as planned (90% or more
measures as per	implemented) in the previous FY
guidelines	score 1 or else 0

Maximum score 3

Implementation
of the physical
planning and(iii) Evidence that the LLG has a
functional Development Control
Team score 1 or else 0building control
measures as per
guidelines

Maximum score 3

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
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Maximum score 2

The LLG has	(ii) If the LLG has conducted
developed and	awareness campaigns on the
implemented a	management of solid waste during
solid waste	the previous FY score 1 or else 0
management	
plan	

Maximum score 2

Operation and	(i) If the LLG has prepared Annual
Maintenance of	Infrastructure inventory and
infrastructure	condition survey report score 1 or else 0
Maximum score is	
3	

Operation and	(ii) If the LLG has prepared an
Maintenance of	O&M Annual Plan which is based
infrastructure	on the Annual Infrastructure
	inventory and condition survey
Maximum score is	score 1 or else 0
3	

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
Maulau	
Maximum score is	

L. Production Services Management

Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2 Up to date 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.
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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	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.
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	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.
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.	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.
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	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.

A. Functionality of Parish Administrative Structures

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.	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.	2
LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	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	0
Maximum score is 2			
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6		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.	0
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 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	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	2

The LLG provided Evidence that the LLG provided Opara SC didnot present ant evidence that they provided guidance and guidance and information to the information to the Village Executive Committees and guidance and information to the Village Executive to PDCs on: Village Executive Committees and to Committees and PDCs on priority enterprises that can iii. Priority enterprises that can be PDCs on be implemented in the parish. implemented in the parish score 2 strategies for the or else 0 development of the parish Maximum score is 6

B. Planning and Budgeting

4

3

Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is	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	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
6 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.	No prioritised investments was provided by Opara SC
The LLG conducted Annual Planning and	Evidence that prioritized investments in the LLG council approved Annual Work plan and	No prioritised investments was provided by Opara SC

Budget (AWPB) for the current FY:

iii. Is based on the outcomes of the

budget conference; score 1 or else

0

0

0

4

Budgeting exercise for the

Budgeting Guidelines

6

current FY as per

the Planning and

Maximum score is

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

Maximum score is 6

4

v. Evidence that the LLG The LLG conducted Annual developed project profiles for all Planning and capital investments in the AWP Budgeting and Budget as per format in NDP exercise for the III Score 1 or else score 0 current FY as per the Planning and Budgeting Guidelines

Opara SC did not develop project profiles for all capital investments in the AWP and Budget as per format in NDP III

Maximum score is 6

Maximum score is

6

2

4

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

No eveidence was provided by Opara SAS on submissions made to the district

Procurement Evidence that the LLG prepared and submitted inputs into the planning for the procurement plan for all the current FY: procurements to be done in a LLG submission of for the current FY) to the CAO/TC request for by the 30th April of the previous procurement FY, Score 2 or else score 0 Maximum score is

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

4

0

0

6	LLG budget to	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
C. Own	Source Revenue M	lobilization 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.	Opara SC provided evidence that they collected OSR for the previous FY within +/- 10% of the budget	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	No records of total collections made for the Previous and current FY	0
	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.	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 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

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

Maximum score 4

collected in the

The LLG has

managed and

properly

used OSR

previous FY

9

The LLG has properly	Evidence that the LLG:	No evidence of publication presented
managed and used OSR collected in the previous FY	iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 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)
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 15th October	report by
Maximum score is 6			

0

0

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	Opara SC submitted Q2 report by 15th January	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iii. Q3 by 15th April score 1 or else 0	Opara SC submitted Q3 report by 15th April	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	Opara SC submitted Q4 report by 30th July	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 reccomendations to CAO.	0
F. Imples	mentation and Ex The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation	Opara SC has not received IPF for DDEG funds	0

Maximum score is 2

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		
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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	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)
	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	Opara SC did not carry out environmental, social and climate change screening since they lack capacity and tools to carry it out.	
	Maximum score is 2			
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	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.	
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	

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.	

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

2	2

mobiliz educat service	igns and ation on ion	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.
Maxim 3	um score is		
Monito	ring of	Evidence that the LLG has	Opara SC provided evidence of

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:	Opara SC provided evidence of monitoring the 2 public schools at least once per term in the previous 3 terms in the sub county.
	lf all schools (100%) - score 4	
	lf 80 – 99% – score 2	
	If 60 to 79% score 1	
	Below 60% score 0	
Existence and	Evidence that the LLG have	Opara SAS presented Minutes of

Existence and	Evidence that the LLG have	Opara SAS presented Minutes of
functionality of	functional school management	school management committees for
School	committees in all schools; score 3,	thetwo public schools as evidence
Management	else score 0	for functional SMCs.
Committees		
Maximum score is		

I. Primary Health Care Services Management

	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 verfied.	
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.	
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.	
J. Water 26		ervices Management 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	

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	
	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	

Maximum score is 2

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

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
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

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

Implementation
of the physical
planning and(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

31

Implementation	(iii) Evidence that the LLG has a
of the physical	functional Development Control
planning and	Team score 1 or else 0
building control	
measures as per	
guidelines	

Maximum score 3

32

The LLG has	(i) If the LLG has prepared status
developed and	report on the implementation of
implemented a	the approved solid waste
solid waste	management plan during the
management	previous FY score 1 or else 0
plan	

Maximum score 2

32

The LLG has	(ii) If the LLG has conducted
developed and	awareness campaigns on the
implemented a	management of solid waste during
solid waste	the previous FY score 1 or else 0
management	
plan	

Maximum score 2

33

Operation and	(i) If the LLG has prepared Annual
Maintenance of	Infrastructure inventory and
infrastructure	condition survey report score 1 or else 0
Maximum score is 3	

Operation and	(ii) If the LLG has prepared an
Maintenance of	O&M Annual Plan which is based
infrastructure	on the Annual Infrastructure
	inventory and condition survey
Maximum score is	score 1 or else 0
3	

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

35

36

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.	Opara didnot present ant Reports on production statistics
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
Maximum score is 2		
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	Opara SC did not present any evidence that they carried out monitoring activities on production activities for crops, animals and fisheries

submitted to LG Production Office

score 2 or else 0

0

2

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
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

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.	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

Maximum score is

3	guidance and	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	Partners/NGO list in place	
3	guidance and	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	Approved programmes/activity provided	
3	guidance and	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	Reports seen from the veterinary sector	
B. Plann 4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is	g 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	Development plan in place	

Partners/NGO list in place

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
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
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
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	LLG budget to	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 S	Source Revenue M LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Iobilization and Administration 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. Finan 10	cial Management 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

The LLG has Evidence that the LLG submitted submitted all 4 all four quarterly financial and quarterly physical progress reports, for the financial and previous FY to the LG Accounting physical progress Officer including on the funding for reports including the PDM on time: finances for the i. Q1 by 15th October score 1 or Parish else 0 Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 No evidence presented The LLG has Evidence that the LLG submitted submitted all 4 all four quarterly financial and quarterly physical progress reports, for the financial and previous FY to the LG Accounting physical progress Officer including on the funding for the PDM on time: reports including finances for the ii. Q2 by 15th January score 1 or Parish Development else 0 Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 No evidence presented The LLG has Evidence that the LLG submitted submitted all 4 all four quarterly financial and

physical progress reports, for the

previous FY to the LG Accounting

the PDM on time:

0

Officer including on the funding for

iii. Q3 by 15th April score 1 or else

0

0

0

11

11

quarterly

Parish

format

6

financial and

physical progress

reports including

Maximum score is

finances for the

Development Model (PDM), for the previous FY on time and in the prescribed

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	No evidence presented	0
E. Huma 12	Appraisal of all staff in the LLG in the previous FY	agement for Improved Service D 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	elivery 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	No evidence presented/ no files seen	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	No evidence presented to assesser	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	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
F. Imple	mentation and Ex	ecution		
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	No evidence presented	0
	Maximum score is 2			
15	The LLG spent the funds as per budget	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%:	No evidence presented	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 presented	0
	Maximum score is 3	If more than 90 % was completed: Score 3		
	2	If 70% -90%: Score 2		
		If less than 70 %: Score 0.		
G. Envir o 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	No E&S screening conducted	0

Maximum score is 2

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	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

Minutes of SMCs meetings provided **3**

Existence and functionality of School Evidence that the LLG have functional school management committees in all schools; score 3, else score 0

Maximum score is 3

I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Awareness and mobilisation reports not available	0
	Maximum score is 3			
24	The LLG monitored health service delivery at least twice	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

during the previous FY

Existence and functionality of Health Unit Management Committee Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0

Maximum score is 3

J. Water & Environment Services Management

26

27

28

29

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	
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	
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	
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	(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	Maximum score 2 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. Produ 34	ction Services Ma 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	Production statistics report not available	0

Maximum score is 2 Maximum score is 3 Maxim score is 3 Maximum score is 3 Maxim score is 1 Maxim sc submitted to LG Production Office score 2 or else 0.

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Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings

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

Maximum score is 2

36

37

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 by SAS	0
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

Awareness reports, distribution and 2 attendance sheets available

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 visits reports provided in the files	2
A. Funct	ionality 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.	List of pdcs, minutes and reports presented	2
2	LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines. Maximum score is 2	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Data available	2
3	guidance and	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	No list seen	0

1

1

2

3

guidance and	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	PDM files presented
Maximum score is 6		

The LLG provided Evidence that the LLG provided

strategies for the to be implemented within the

else score 0

information to the Village Executive Committees and

guidance and information to the

ii. Approved Programmes/activities

Parish for the current FY score 2,

B. Planning and Budgeting

guidance and

PDCs on

the parish

6

Committees and

development of

Maximum score is

Village Executive to PDCs on:

л
4
-

cc Pl Bu cu th Bu	anning and udgeting xercise for the	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	Evidence presented
M 6	aximum score is		

The LLG conducted Annual Planning and Budgeting	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	Ranked priority list presented
exercise for the current FY as per the Planning and Budgeting Guidelines	ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	
Maximum score is 6		

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is	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
6			
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			
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 presented	0
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	Submission report availed	1

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	Plan submitted	2
LLG budget to	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

C. Own s	bource Revenue M	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.	No evidence	0
	Maximum score is 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	No evidence	0

No evidence

0

	4		
5		,	

5

6

The LLG has properly	Evidence that the LLG:
managed and used OSR collected in the previous FY	i. Has remitted OSR to the administrative units, score 1 or else score 0.

Maximum score 4

The LLG has	Evidence that the LLG:	No evidence
properly managed and used OSR collected in the previous FY	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	
Maximum score 4		
		AWP availed and used as planned
The LLG has	Evidence that the LLG:	
properly managed and used OSR	iii. Have budgeted and used OSR funds on operational and	

maintenance in previous FY, score

No evidence

Maximum score 4

collected in the

previous FY

9

10

9

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

1, else score 0

Maximum score 4

D. Financial Management

The LLG Evidence that the LLG submitted submitted annual financial Statement to the Auditor General (AG) on time the previous FY score 0 on time	Report received on 31st April 2023 by office of auditor general e	4
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Maximum score is 4

1

0

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	Q1 was submitted before the 15th October	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	Q2 was submitted before the 15th January	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iii. Q3 by 15th April score 1 or else 0	Q3 was submitted before the 15th April	1

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	Q4 was submitted before the 30th July	3
E. Huma 12	Appraisal of all staff in the LLG in the previous FY	agement for Improved Service D 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	elivery Files with HR	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	No files present	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	No files available	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	Staff list publicised	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
F. Imple	mentation and Ex	ecution		
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	No evidence	0
	Maximum score is 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	No evidence	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	No evidence	0
		If 70% -90%: Score 2		
		If less than 70 %: Score 0.		

G. Environmental and Social Safeguards

17 Environmental and social screening 0 The LLG has Evidence that the LLG carried out forms not available implemented environmental, social and climate change screening where required, environmental prior to implementation of all and social planned investments/ projects, safeguards during the score 2 or else score 0 previous FY

Maximum score is 2

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No 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)

0

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Awareness campaigns and mobilization on education services	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
	•	

Maximum score is 3

21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:	Monitoring reports for Only 5 out of 8 schools were presented	1
		If all schools (100%) - score 4		
		lf 80 – 99% – score 2		
		If 60 to 79% score 1		
		Below 60% score 0		
22	Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Evidence of minutes and SMC action plan were availed	3
	Maximum score is 3			
I. Prima	ry Health Care Se	rvices Management		
23	Awareness	Evidence that the LLG has	Reports not available	0

r p c	ampaigns and nobilization on primary health are conducted in ast FY	conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0
N E	ብaximum score is ያ	

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 available and HUMC minutes available	4
Maximum score is 4			

	functionality of Health Unit Management Committee	functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	
	Maximum score is 3		
-	& Environment S	ervices 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
	Maximum score is 3		
27	The LLG has monitored water and environment	Evidence that SAS/ATC monitored/supervised aspects of water and environment services	Monitoring reports available

services delivery during the previous FY including

review of water points and

facilities, score 3 or else score 0

Evidence that the LLG have

3

2

nality of fun and Cor ion anc	vidence that the LLG have nctional Water and Sanitation ommittees (including collection nd proper use of community ontributions) score 2, else score	Compostion not availed, no evidence of use of community contributions for water source maintenance
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Maximum score is 2

during the

previous FY

3

Maximum score is

29

28

Functionality of investments in water andEvidence 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
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Maximum score is 2

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

Existence and

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
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

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

Implementation	(ii) Evidence that the LLG has
of the physical	named streets, numbered plots,
planning and	surveyed and demarcated roads
building control	as planned (90% or more
measures as per	implemented) in the previous FY
guidelines	score 1 or else 0

Maximum score 3

Implementation
of the physical
planning and(iii) Evidence that the LLG has a
functional Development Control
Team score 1 or else 0building control
measures as per
guidelines

Maximum score 3

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

The LLG has	(ii) If the LLG has conducted
developed and	awareness campaigns on the
implemented a	management of solid waste during
solid waste	the previous FY score 1 or else 0
management	
plan	

Maximum score 2

Operation and	(i) If the LLG has prepared Annual
Maintenance of	Infrastructure inventory and
infrastructure	condition survey report score 1 or
	else 0
Maximum score is	
3	

Operation and	(ii) If the LLG has prepared an
Maintenance of	O&M Annual Plan which is based
infrastructure	on the Annual Infrastructure
	inventory and condition survey
Maximum score is	score 1 or else 0
3	

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 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	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries	No SAS supervision reports	0
	production activities for crops, animals and fisheries Maximum score is 2	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		

		rielu reports avaliable
The LLG has	If the LLG extension staff have	
provided hands-	provided extension support to	
on extension	farmers and farmer groups on crop	
support to	management, aquaculture, animal	
farmers and	husbandry, irrigation, Operation	
farmer	and Maintenance of equipment,	
organizations /	postharvest handling, value	
groups	addition, marketing etc. reports	
	compiled and submitted to LG	
Maximum score is	Production Office score 2 or else 0	
2		

A. Functionality of Parish Administrative Structures

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 PDCs active	2
LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Parish data available	2
Maximum score is 2			
	Evidence that the LLG:	List available on notice board	2
guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0		

Maximum score is

3	guidance and	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	Evidence presented	2
3	guidance and information to the	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	Priority enterprises implemented	2

B. Planning and Budgeting

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Planning and Budgeting exercise for the current FY as per	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;	Approved development plan not in place	0
the Planning and Budgeting Guidelines	score 1 or else 0		
Maximum score is 6			
		Evidence presented	1

		Evidence presented
The LLG	Evidence that prioritized	
conducted Annual	investments in the LLG council	
Planning and	approved Annual Work plan and	
Budgeting	Budget (AWPB) for the current FY:	
exercise for the	5	
current FY as per	ii. Incorporates ranked priorities	
the Planning and	from all its respective parish	
Budgeting	submissions which are duly signed	
Guidelines	by the Parish Chief and PDC	
Guidennes	Chairperson score 1 or else 0.	
Maximum score is		
6		

The LLG conducted Annual Planning and Budgeting exercise for the	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	Budget conference report presented	Ţ
current FY as per the Planning and Budgeting Guidelines	iii. Is based on the outcomes of the budget conference; score 1 or else		
Maximum score is 6			
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	Evidence presented	1
Maximum score is 6			
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 evidence	0
Maximum score is 6			
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	Evidence presented	1
Maximum score is 6			

	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
	LLG budget to	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
. Own S	Gource Revenue M LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Iobilization and Administration Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	No evidence	0

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No evidence Increase in LLG Evidence that the OSR collected own source increased from previous FY but revenues from one to previous FY by more than 5 last financial year but one to last financial year.	
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Maximum score 1

The LLG has	Evidence that the LLG:	Evidence presented
properly managed and used OSR collected in the previous FY	i. Has remitted OSR to the administrative units, score 1 or else score 0.	

Maximum score 4

C. Maximum score 4

9

10

9

The LLG has properly	Evidence that the LLG:	Vouchers and other evidence presented
managed and used OSR collected in the previous FY	iii. Have budgeted and used OSRfunds on operational andmaintenance in previous FY, score1, else score 0	

Maximum score 4

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.	Evidence from notice board

Maximum score 4

D. Financial Management

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	Not yet submitted by time of assessment

Maximum score is 4

1

1

1

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	No evidence
Maximum score is 6		
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	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	No evidence

format Maximum score is

the prescribed

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iii. Q3 by 15th April score 1 or else 0	No evidence
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 Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	No evidence	0
E. Huma 12	Appraisal of all staff in the LLG in the previous FY	agement for Improved Service D 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	elivery 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	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	3

13	Staff duty attendance Maximum score is	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with	Analysis in the file	3
	6	recommendations to CAO/TC score 3 or else 0		
-	mentation and Ex	ecution		
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Evidence presented	2
	Maximum score is			
15	2	Evidence that the execution of	No evidence	0
	The LLG spent the funds as per	budget in the previous FY does not		
	budget	deviate for any of the sectors/main programs by more than +/-10%:		
	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) :	Reports indicated no investment projects were planned for	3
	Maximum score is 3	If more than 90 % was completed: Score 3		
		If 70% -90%: Score 2		
		If less than 70 %: Score 0.		
G. Envir	onmental and Soc	ial 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	No projects planned in the previous FY	2

Maximum score is 2

safeguards during the previous FY

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	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory	Appointments and minutes availed	1

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management	the LG Land board in an advisory
system	capacity on matters relating to
Maximum score 1	land, including ascertaining rights on the land score 1 or else 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	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
	Maximum score is 3			
21	Monitoring of service delivery	Evidence that the LLG has monitored schools at least once	All the 3 schools were monitored and reports available	4

service delivery in basic schools Maximum score is 4	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	
	lf 80 – 99% – score 2	
	If 60 to 79% score 1	
	Below 60% score 0	

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

Maximum score is 3

I. Primary Health Care Services Management

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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
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			

3

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	Composition available, minutes of sittings present	3
J. Water	& Environment S	ervices 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	Evidence that SAS/ATC	No monitoring reports available	0
	monitored water and environment services delivery during the previous FY	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 Maximum score is	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
	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)

	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
		50/0 111 2025/24
		40% in 2024/25

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

31

Implementation	(ii) Evidence that the LLG has
of the physical	named streets, numbered plots,
planning and	surveyed and demarcated roads
building control	as planned (90% or more
measures as per	implemented) in the previous FY
guidelines	score 1 or else 0

Maximum score 3

31

Implementation
of the physical
planning and(iii) Evidence that the LLG has a
functional Development Control
Team score 1 or else 0building control
measures as per
guidelines

Maximum score 3

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
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Maximum score 2

The LLG has	(ii) If the LLG has conducted
developed and	awareness campaigns on the
implemented a	management of solid waste during
solid waste	the previous FY score 1 or else 0
management	
plan	

Maximum score 2

Operation and	(i) If the LLG has prepared Annual
Maintenance of	Infrastructure inventory and
infrastructure	condition survey report score 1 or
	else 0
Maximum score is	
3	

Operation and	(ii) If the LLG has prepared an
Maintenance of	O&M Annual Plan which is based
infrastructure	on the Annual Infrastructure
	inventory and condition survey
Maximum score is	score 1 or else 0
3	

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

collected,animal and fisheries) and irrigationanalyzed andactivities including productionreportedstatistics for key commodities, data on irrigated land, farmerMaximum score isapplications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.		reported Maximum score is	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	Production statistics not available
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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
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
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
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