



LLG Performance Assessment

LLG Performance Assessment

Apokor Town Council

(Vote Code: 273845)

Score 42/100 (42%)

No.	Performance Measure	Scoring Guide	Score	Justification
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Assessment area: A. Functionality of Parish Administrative Structures

1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	0	<p>Tfour parishes in Apokor town council had PDCs duly constituted as per the PDM guidelines. The list of PDCs by coded parish (Amagoro, Nyalakot, Otukur and Pereje) is attached.</p> <p>The composition of the four fully constituted PDCs in coded and uncoded parishes only at s in Apokor town council was as follows:</p> <p>Amagoro Parish</p> <p>Emuria Sam, LC2 Chairperson</p> <p>Gladys Omella, Chairperson Parish Women Council</p> <p>Ayeet Ivan, Chairperson Parish Youth Council</p> <p>Ayeet Matayo, Chairperson Parish Disability Council</p> <p>Imai Christiano, Chairperson Parish NRM</p> <p>Otolim Alfred, Chairperson Parish Older Persons Council</p> <p>Ekwamu John Robert, Parish Chief</p> <p>Nyalakot Parish</p> <p>Omaidi Charles, LC2 Chairperson</p> <p>Clpule Rose Mary, hairperson Parish Women Council</p> <p>Imakut Godfrey, Chairperson Parish Youth Council</p> <p>Nyapidi Raphael, Chairperson Parish Disability Council</p> <p>Opaye Simon Peter Chairperson Parish NRM</p> <p>Ikaitat William, Chairperson Parish Older Persons Council</p> <p>Abbo Harriet, Parish Chief</p> <p>Otukur Parish</p> <p>Imai Gaitano, LC2 Chairperson</p> <p>Atiye Topista, Chairperson Parish Women Council</p> <p>Emokol Aludo Collins, Chairperson Parish Youth Council</p> <p>Akisa Christine, Chairperson Parish Disability Council</p>
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Oria George, Chairperson Parish NRM

Ekakoro Stanlaus (RIP), Chairperson Parish Older Persons Council

Akisa Rose Annet Achiya, Parish Chief

Pereje Parish

Emodo Vincent, LC2 Chairperson

Chairperson Parish Women Council

Emuria Denis, Chairperson Parish Youth Council

Akwede Lucy, Chairperson Parish Disability Council

Etyanga Peter, Chairperson Parish NRM

Nekesa Filista, Chairperson Parish Older Persons Council

Emuria Peter, Parish Chief

However, at the time of assessment, Otukur parish availed minutes that were not signed for meetings held on 10/7/2023, 20/7/2023, 10/1/2024 and lacked attendance sheets; Nyalakot parish availed minutes that were outside the assessment period. There were also no evidence of minutes presented to proof that PDCs appraised all proposals submitted for revolving funds. This was because the appraisal of proposals for the revolving funds was no longer the responsibility of the PDCs but it was the responsibility of the PDM SACCO Loan Committees.

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.

0

Although data from all the parishes in Apokor town council had been compiled through PDMIS, there was no evidence of updated data and their analysis disaggregated by village, gender, age and economic activity, among others.

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

2

At the time of assessment, the LLG availed a mapping report for all NGOs, CBOs and CSOs operating in Apokor town council. They were UNICEF and UGANET as per the report dated on 30/7/2024.

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

ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0

2

Although all 4 parishes in Apokor town council did not have parish development action plans for FY 2024/2025 in the right format, there was evidence of an approved sub-county work plan and budget for FY 2024/25 by Council reflecting parish activities

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

0

At the time of assessment, the LLG did not avail the list of the parish priority enterprises for all the 4 parishes (Amagoro, Nyalakot, Otukur and Pereje).

Assessment area: B. Planning and Budgeting

4

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

Maximum score is 6

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

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

1

Opening of Otukur- Kapungoit-Mayembe CAR and opening of Old slaughter slab via Ekisa's home to New Abattoir CAR indicated in the Development plan Pg 103, AWP Pg 11/12 and in the budget Pg 24 costed at shs 6,500,000 so the documents are consistent.

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

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

0

The Ward priorities are not incorporated in the AWP eg Opening of Otukur- Kapungoit-Mayembe CAR is not a Ward priority.

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	1	Investments were based on the out come of the budget conference held on 18/11/2023 like opening of Otukur-Kapungoit-Mayembe CAR.
iii. Is based on the outcomes of the budget conference; score 1 or else 0		
iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	0	No investments to be financed by the LLG as well as other funding sources
v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	1	The LLG developed the profiles for opening of Otukur- Kapungoit-Mayembe CAR and opening of Old slaughter slab via Ekisa's home to New Abattoir CAR.
vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	1	The Approved budget was submitted on 15/5/2024

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	2	Procurement plan submitted on 29/4/2024 for purchase of land for office space, purchase of computer, completion of Administration block, opening of community access roads and fuel for road opening.
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6	Compliance of the LLG budget to DDEG investment menu for the current FY Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	0	The DDEG work plan not presented during the time of assessment.
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Assessment area: C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	0	The final accounts show that actual revenue was shs 8,446,234 out of revised budget of shs 10,000,000 representing 84% budget performance.
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8	<p>Increase in LLG own source revenues from last financial year but one to last financial year.</p> <p>Maximum score 1</p>	<p>Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0</p>	0	<p>The final accounts show that</p> <p>FY 2022/22 actuals of shs 22,136,666 minus FY 2023/24 Actuals of shs 8,446,234=13,694,432 representing a short fall of 62% in revenue collection.</p>
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p>	0	<p>🔗 No evidence of OSR remittance to the District or Local Councils</p>
		<p>Evidence that the LLG:</p> <p>ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0</p>	0	<p>🔗 No evidence of 20% of OSR used on councilors allowances</p>
		<p>Evidence that the LLG:</p> <p>iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0</p>	1	<p>🔗 Budgeted OSR and funds used on operation & maintenance</p>
		<p>Evidence that the LLG:</p> <p>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	0	<p>🔗 No evidence of Publicizing OSR and how it was used for the previous FY</p>

Assessment area: D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	4	<p>AFS for previous FY was submitted to OAG on 30/8/2024</p>
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11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:	1	Availed a signed copy of PBS Q1, submitted to CAO's office on 13th/10/2023 and to other relevant authorities.
	Maximum score is 6	i. Q1 by 15th October score 1 or else 0		
		Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:	1	Availed a signed copy of PBS Q2, submitted to CAO's office on 09th/01/2024 and to other relevant authorities.
		ii. Q2 by 15th January score 1 or else 0		
		Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:	1	Availed a signed copy of PBS Q3, submitted to CAO's office on 09th/04/2024 and to other relevant authorities.
		iii. Q3 by 15th April score 1 or else 0		
		Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:	3	Availed a signed copy of PBS Q4, submitted to CAO's office on 08th/07/2024 and to other relevant authorities.
		iv. Q4 by 30th July score 3 or else 0		

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

12	Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:		
	Maximum score is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	2	7 staff and 4 are fully posted ie Veterinary, Agric, Accounts and Health Assistant and three staff were appraised and submissions made on 30th/06/2023
		Evidence that the SAS/Town Clerk appraised staff in the LLG:		
		(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	0	Appraisal conducted however the agreement and report did not indicate the calendar year

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

2

No health centre and health services are accessed at Mella health centre since it's a newly created administrative unit

13

Staff duty attendance

Evidence that the LLG has

(i) Publicized the list of LLG staff: score 3 or else 0

3

Staff list presented and publicized

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

0

10 monthly analysis of staff attendance prepared ie July 2023 submitted on 05th/08/2023, August 2023-submitted 5th/Sept 2023, September 2023-submitted 6th/October 2023, October 2023 submitted 5th/11/2023, November 2023-submitted on 07th/12/2023, December 2023-submitted on 08th/01/2024, Jan 2024 submitted 06th/02/2024, Feb 2024-submitted 06th/03/2024, March 2024 submitted 09th/04/2024, April 2024-submitted on 01st/05/2024, May 2024 submitted 03rd/06/2024, June 2024-submitted 15th/07/2024. Comments made but not submitted to CAO

Assessment area: F. Implementation and Execution

14

The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities

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

2

Investment/project total cost for opening of Tororo Malaba to Administration block was shs 4,916,875 out of shs 5,904,434 representing **83%**.

Maximum score is 2

15

The LLG spent the funds as per budget

Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2

0

DDEG vouchers not presented to ascertain the expenditure.

Maximum score is 2

16	Completion of investments as per annual work plan and budget	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :		
	Maximum score is 3	If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	0	DDEG vouchers not presented to ascertain the expenditure.

Assessment area: 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	2	E&S screening forms were filled on 20/7/2023 for construction of Administration block and opening of Tororo-Malaba via Olakitar to Administration block CAR.
	Maximum score is 2			
18	The LLG has an Operational Grievance Handling System	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	1	The grievance log book maintained for capital investment for instance a case registered on 26/5/2024 by Emongluk John complaining that the opened road passes through his land. The matter was resolved through a dialogue. .
	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	1	The LLG publicized the grievance redress mechanisms on the notice board so that aggrieved parties know where to report and get redress.
19	The LLG has a functional land management system	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	1	The members of the Area Land Committee were a pointed as follows (Etyang Fastine-chairperson, Akisa Ana Mary-sec, Otolim Alex-member, Omaid Charles-member,Obwin Abraham-member)
	Maximum score 1			

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

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	0	No awareness reports presented
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	0	Monitored in term on 08/06/2024 and shared in the General purpose committee on 28th/06/2024 though did not discuss but executive discussed under min 41/council/02/2024 . Only one report presented out of three.
22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	0	No minutes availed

Assessment area: 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	3	Environment health staff prepared a report and submitted to 1/C Mella and copied Town Clerk Apokor on the 13th/10/2024
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24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	0	Report prepared on the 3rd/10/2023 and submitted to CAO on 3rd/10/2023, 2nd quarter prepared on 29th/12/2023,4th quarter prepared on 30th/02/2024 and submitted on the 2nd/07/2024 and not submitted to the Executive Committee
	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	0	No health centre in Apokor TC
	Maximum score is 3			

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

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0	0	No evidence
	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	0	No evidence
		30% in 2023/24		
		40% in 2024/25		

31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	0	No evidence
	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

0 No evidence

(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

0 No evidence

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

0 No evidence

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

0 No evidence

33 Operation and Maintenance of infrastructure

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

0 No evidence

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

0 No evidence

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

0 No evidence

Assessment area: L. Production Services Management

34 Up to date data on agriculture and irrigation collected, analyzed and reported

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

0

At the time of assessment, the LLG availed production statistics reports (submitted to LG production office on 9/8/2024) that were not comprehensive and analysed.

Maximum score is 2

35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	0	At the time of assessment, the LLG did not avail awareness reports that had associated attendance sheets.
	Maximum score is 2			
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	0	At the time of assessment, the LLG did not avail any monthly monitoring reports by extension staff and supervision reports by SAS
	Maximum score is 2			
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	2	There was evidence on file that LLG extension worker such as Otabong John (Assistant Animal Husbandry Officer) carried out farmer trainings as per attendance sheets on training reports submitted to LG Production office for training held on 25/4/2024, 2/5/2024, 9/5/2024, 19/5/2024 and 8/7/2024.
	Maximum score is 2			
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	2	There were field reports on extension support found on file that were submitted to LG Production office as per farmer visit reports dated 8/7/2024 and 12/8/2024. For filled agricultural extension diaries, MAAIF abolished hard copies of extension diaries and introduced e-extension diaries app in the FY 2022/2023 and in the FY 2023/2024, the app developed a problem whereby it failed to update data to-date.
	Maximum score is 2			