



## **LLG Performance Assessment**

LLG Performance Assessment

Sere

(Vote Code: 273864)

**Score** 65/100 (65%)

No.	Performance Measure	Scoring Guide	Score	Justification
<b>Assessment area:</b> 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	1	<p>PDCs composition in place.</p> <p><b>PDC composition for Kisia parish</b></p> <ol style="list-style-type: none"> <li>1. Chairperson – Owere George William</li> <li>2. Secretary – Ochieng Vincent</li> <li>3. NRM – Ochwo John Maseye</li> <li>4. Women –Hasahya Monica</li> <li>5. PWD –Onyango Bonifence</li> <li>6. Eldery – Okello Willis</li> <li>7. Youth – Jawange Joseph</li> </ol> <p><b>PDC composition for Mwenge parish</b></p> <ol style="list-style-type: none"> <li>1. Chairperson – Odoi Charles</li> <li>2. Secretary –Edube Gilbert</li> <li>3. Women –Akoth Mary</li> <li>4. PWD - Ochwo Christine</li> <li>5. Eldery – Obbo Geoffrey</li> <li>6. Youth – Qwor Joseph</li> <li>7. NRM – Omudde Silver</li> </ol> <p><b>PDC composition for sere Parish</b></p> <ol style="list-style-type: none"> <li>1. Chairperson – Owor Civas</li> <li>2. Secretary – Opio George</li> <li>3. NRM – Owere Moses</li> <li>4. PWD –Othieno Geoffrey</li> <li>5. Eldery – Odumbi Lawrence Onen</li> <li>6. Youth – Okoth Henry Onen</li> <li>7. Woman – Abbo Alice</li> </ol> <p><b>PDC composition for Liwera Parish</b></p> <ol style="list-style-type: none"> <li>1. Chairperson – Kinara Centurio</li> <li>2. NRM – Othieno Patrick</li> <li>3. Women –Anyango Skolostoka</li> <li>4. PWD –Ochwo silver</li> <li>5. Eldery – Ochieng Gaitano</li> <li>6. Youth – Oketcho Fred</li> </ol>
		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.	0	The LLG availed only one report for community mobilization for individuals and groups to participate in government programmes.

Kisia parish mobilization meeting held on 16/11/2023

No minutes for sere, Mwenge and Liwera parish

List of proposals in place for the revolving funds for all the parishes

**Mwenge parish**

Poultry, piggery and cassava

**Kisia parish**

Poultry, piggery and cassava

**Sere parish**

Poultry, piggery and cassava growing

**Liwera Parish**

Poultry, cassava and piggery

Minutes of appraisal/ vetting for Sere parish conducted on the 4/3/2024, Kisia parish meeting held on the 28/5/2025.

Minutes for Liwera and Mwenge Parish not provided

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

No data availed on community profiling disaggregated by village, gender, age, 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

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

Mapping report in place for world vision and caritas

Maximum score is 6

Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:		This evidence was not provided
ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	0	

Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:		This evidence was not provided
iii. Priority enterprises that can be implemented in the parish score 2 or else 0	0	

**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	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:		In the annual work plan; Opening of sere- Nyakiriga-Liwera 2.5km road on page 11 and on page 72 of development.
Maximum score is 6	i. Is consistent with the LLG approved development plan III; score 1 or else 0	1	
	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:		The LLG did not hold parish planning meetings.
	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	
	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:		The Annual workplan was not based on the budget conference report
	iii. Is based on the outcomes of the budget conference; score 1 or else 0	0	
	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	1	There was evidence of a report showing that the LLG held budget conference and it includes opening of sere to Nkagirja - liwera on page 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	0	The LLG had not prepared project profiles

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

1

The LLG submitted the budget to CAOs office on the 14/5/2024

5

Procurement planning for the current FY: submission of request for procurement

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

0

No procurement plan availed

Maximum score is 2

6

Compliance of the LLG budget to DDEG investment menu for the current FY

Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0

2

Projects in the annual workplan include

Opening of Sere to Liwera p/s 2.5km CAR

Nutrition 2%

Maximum score is 2

**Assessment area:** C. Own Source Revenue Mobilization and Administration

7

LLG collected local revenue as per budget (Budget realization)

Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.

0

LR budget - 3,700,000

Actual - 856,022

Budget performance = 23.1%

Variation 76%

Maximum score is 1

8

Increase in LLG own source revenues from last financial year but one to last financial year.

Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0

0

Actual 22/23 - 1,179,443

Actual 23/24 - 856,022

There was decline in revenue performance by 27.4%

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.

0

OSR not shared with other administrative units.

Maximum score 4



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	Q4 report submitted on the 12/7/2024.
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 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	0	LLG had not been appraised staffs in the FY 2023/2024.
		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	2	All school Head Teachers had been appraised.  1. Owor Charles Head teacher Mwenge p/s was appraised on 05/10/2023 2. Achieng Immaculate HT Liwera p/s was appraised on 15/12/2023 3. Akoth Nosiata Sere p/s was appraised on the 26/10/2023
		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	Health In charge had been appraised. Madam Anyango Immaculate was appraised on the 30/06/2024
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	3	Staff structure and staff list displayed on the office notice board

Monthly staff attendance analyzed as follows;

Evidence that the LLG has

(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0

3

1. June 2024 report dated 30/7/2024 received on the /07/2024.
2. May 2024 report dated 4/6/2024 received on the 4/06/2024
3. April 2024 report dated 3/05/2024 received on the 3 /05/2024
4. March 2024 report dated 3/04/2024 received on the 3/04/2024
5. February 2024 report dated 01/03/2024 received on the 1/03/2024
6. January 2024 report dated 5/02/2024 received on the 5/02/2024
7. December 2023 report dated 02/1/2024 received on the 3/01/2024
8. November 2023report dated 4 /12/2023 received 19 /12/2023
9. October 2023 report dated 3/11/2023 received on the 6/11/2023
10. September 2023 report dated 14/10/2023 received 14/10/2023
11. August 2023 report dated 5/09/2023 received on the 6/09/2023
12. July 2023 report dated 2/08/23 received in 2/08/2023

**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	<p>There was evidence to show that the LG spent DDEG funds on capital investments. Projects implemented;</p> <p>Opened Padaudi Via Po Oboth Ojuwa – Rubongi trading centre</p> <p>Opened Pajakwach lowovia Pakafuth Bililaake trading centre</p> <p>Supported 4 nutrition committee meetings</p> <p>Conducted data collection</p>
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	2	<p>Total budget – 36,568,869</p> <p>Actual – 36,273,293</p> <p>Performance – 99.1%</p>
16	Completion of investments as per annual work plan and budget	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	3	<p>Annual workplan and progress report show that the investment projects planned in the previous FY were completed</p> <p>Opened Padaudi via Pa oboth Ojuwa centre 2.5km</p> <p>Opened Pajakwach lowo via Paka Futh bililaake trading centre .</p> <p>Both roads were completed.</p> <p>.</p>

**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	<p>The LLG availed screening forms for Environment, social and climate change screening forms for Padaudi via Pa oboth Ojuwa centre 2.5km and Pajakwach lowo via Paka Futh bililaake trading centre</p>
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18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	0	<p>This evidence was not provided</p>
		<p>(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</p>	0	<p>This evidence was not provided</p>
19	<p>The LLG has a functional land management system</p> <p>Maximum score 1</p>	<p>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</p>	1	<p>List of appointment letters for members of area land committee dated 27/09/2023 seen.</p> <p><b>Members of Area Land Committee</b></p> <ol style="list-style-type: none"> <li>1. Owor Emmanuel</li> <li>2. Othieno Patrick</li> <li>3. Oketch Mark</li> <li>4. Kinyata Aidah</li> <li>5. Oketcho Richard</li> </ol> <p>Minutes of area land committee meetings dated 5/3/2024 availed</p>
<p><b>Assessment area:</b> H. Basic (Pre &amp; Primary) Education services Management (in public and private schools)</p>				
20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	3	<p>There was evidence of awareness creation report dated 4/1/2024 at sere p/s on school performance.</p> <p>Awareness creation report dated 16/8/2023 on improvement of sanitation on schools.</p>

21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 - 99% - score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	4	<p>There was evidence showing that the LLG monitored all schools at least once per term in the previous FY.</p> <p>Sere p/s reports dated 2/10/2023, 6/03/2024, 03/05/2024</p> <p>Liwera p/s reports dated 2/10/2023, 19/3/2024, 4/06/2024</p> <p>Mwenge p/s reports dated 8/11/2023, 05/03/2024, 26/6/2024</p>
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22	<p>Existence and functionality of School Management Committees</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional school management committees in all schools; score 3, else score 0</p>	0	<p>Not all minutes of SMC meetings seen.</p> <p>St. Berinard Mwenge p/s SMC meetings held on the 15/12/2024, 15/08/2023. Minutes for Term 1&amp;2 missing</p> <p>St. Micheal Liwira p/s SMC meeting held on the 26/03/2024. Minutes for term 3&amp;2 missing</p> <p>Sere p/s SMC meetings held on 2/08/2023, 3/3/2024. Minutes for term 2 missing</p>
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**Assessment area: I. Primary Health Care Services Management**

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	3	<p>Availed evidence of awareness creation report on promotion of safe sex practices, reduction of illegal drugs, promote compliance with high blood pressure, child and adult vaccination schedules, effects of smoking on individuals and communities, family planning safety and methods availability, adolescent health and hygiene practices.</p>
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	0	<p>The LLG provided only monitoring report on health service delivery dated 30/06/2024. No evidence of submission to Executive committee</p>

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	3	Composition of HUMC for Health centre seen.  HUMC members H/C III  Q1- 5/10/2023  Q2 - 18/12/2023  Q3 - 28/03/2024
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**Assessment area:** J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	0	No evidence of water request submitted to DWO for consideration in the current FY
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27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	3	Provided monitoring report of water and environment services dated 13/7/2023, 9/11/2023, 4/01/2024, 10/6/2024 detailing water sources, hygiene and sanitation.  Report on monitoring of wetlands conservation and protection dated 28/6/2024, 30/08/2023
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28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	0	This evidence was not provided
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29	Functionality of investments in water and sanitation facilities  Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	2	The LLG provided updated report on functionality status for all water sources of the Subcounty.
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**Assessment area:** L. Production Services Management

34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.</p>	2	<p>There was evidence that production statistics data was collected, analyzed and submitted to DPO.</p> <p>Q1&amp; Q2 report submitted on 24/04/2024</p> <p>Q3 &amp;Q4 submitted on the 27/06/2024</p>
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	2	<p>The LLG extension staffs conducted awareness creation on enterprise selection and need assessment in all the 4 parishes</p> <p>Mwenge parish report dated 25/6/2024</p> <p>Kisiya parish report dated 18/6/2024</p> <p>Liwera Parish report dated on the 7/6/2024</p> <p>Sere parish report dated 7/6/2024</p> <p>All reports compiled and submitted to DPO on 11/7/2024</p> <p>Conducted sensitization on PDM program on 04/1/2024.</p>
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	2	<p>Monitoring report on the progress of PDM beneficiaries and individual farmers. Report submitted to DPO on 27/06/2024</p>

37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	2	<p>The LLG participated in training on farmers and farmer groups.</p> <p>Training of farmers on housing of livestock, Pasture management, control of common diseases. Traing conducted at sere west on 9/1/2024, 10/1/2024. Reports submitted on the 19/2/2024</p> <p>Report on farmer trainig on crop rotation, pest and disease control techniques, organic farming, water conservation technoloioes, market opportunites, group dynamics and mind set change. Report submitted to DPO on the 24/04/2024.</p> <p>Establishment of DEMO of muchuma seeds and Nappier grass at Mr. Ochar Keneth of sere village.</p> <p>Demo on nursery bed preparation and sowing of Sukuma wiki at Mr. obbo Londo's farm. Report submitted to DPO on the 28/11/2023</p>
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	2	<p>There was evidence of field reports on extension support to farmers. Follow up reorts to PDM farmwers, U-gift beneficiaries and individual farmers. Reports submitted to DPO on the 30/05/2024,31/5/2024 and 24/4/2024.</p>