



## **LLG Performance Assessment**

LLG Performance Assessment

Siwa

(Vote Code: 273863)

**Score** 70/100 (70%)

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			There was evidence that all the three parishes in Siwa sub-county had PDCs duly constituted as per the PDM guidelines. The list of PDCs by parish (Lwala, Nyamalongo and Siwa) is as attached
	Maximum score is 2			<p data-bbox="979 499 1461 557"><b>The composition of PDCs at Siwa sub-county was as follows:</b></p> <p data-bbox="979 584 1166 613"><b>Lwala Parish</b></p> <p data-bbox="979 640 1477 669">Chand John Stephen, LC2 Chairperson</p> <p data-bbox="979 696 1511 754">Alowo Caroline Dalia, Chairperson Parish Women Council</p> <p data-bbox="979 781 1489 840">Ogen Joseph, Chairperson Parish Youth Council</p> <p data-bbox="979 866 1425 925">Omalla John Dominic, Chairperson Parish Disability Council</p> <p data-bbox="979 952 1445 1010">Olwenyi Roman, Chairperson Parish NRM</p> <p data-bbox="979 1037 1489 1095">Odoi Vincent, Chairperson Parish Older Persons Council</p> <p data-bbox="979 1122 1318 1151">Awino Agnes, Parish Chief</p> <p data-bbox="979 1178 1265 1207"><b>Nyamalongo Parish</b></p> <p data-bbox="979 1234 1370 1263">Oburu Jacob, LC2 Chairperson</p> <p data-bbox="979 1290 1417 1348">Dorothy Jaluli, Chairperson Parish Women Council</p> <p data-bbox="979 1375 1485 1433">Ochar Denis, Chairperson Parish Youth Council</p> <p data-bbox="979 1460 1422 1518">Ofwono Syrus, Chairperson Parish Disability Council</p> <p data-bbox="979 1545 1493 1574">Kannah Omalla, Chairperson Parish NRM</p> <p data-bbox="979 1601 1442 1659">Onyango Kamu, Chairperson Parish Older Persons Council</p> <p data-bbox="979 1686 1339 1715">Owino Stenley, Parish Chief</p> <p data-bbox="979 1742 1150 1771"><b>Siwa Parish</b></p> <p data-bbox="979 1798 1410 1827">Oleli John Peter, LC2 Chairperson</p> <p data-bbox="979 1854 1420 1912">Athieno Edisa, Chairperson Parish Women Council</p> <p data-bbox="979 1939 1501 1998">Diboro Osuna, Chairperson Parish Youth Council</p> <p data-bbox="979 2024 1493 2083">Ajwang Sophie Obel Chairperson Parish Disability Council</p> <p data-bbox="979 2110 1453 2139">Omuel Luka, Chairperson Parish NRM</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.	2		

There was also evidence that the PDCs were functional by holding quarterly meetings in line with what they were supposed to do in their respective parishes. For example, review of the minutes showed that Lwala PDC held a meeting on 15/2/2024; Nyamalongo PDC held a meeting on 29/9/2023; and Siwa PDC held meetings on 21/8/2023, 21/12/2023 and 27/5/2024 where all PDCs discussed on issues to do with PDM, among other development activities in their parishes.

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

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

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

0

There was no evidence of the mapping of NGOs, CBOs and CSOs operating in Siwa sub-county because there were no mapping reports on file reportedly for "absence" of NGOs, CBOs and CSOs in Siwa sub-county. In this case, the involvement of NGOs, CBOs and CSOs in raising awareness about PDM and planning cycle was not applicable.

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

2

Although all 3 parishes of Siwa sub-county did not have parish development action plans for FY 2024/2025, there was evidence of an approved sub-county work plan and budget for FY 2024/25 by Council under minute 7/09/05/2024 in the meeting held on the 9th May 2024.

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

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

2

All the 3 parishes had their respective parish priority enterprises, which were as follows: Lwala parish (Groundnuts, Piggery and Cassava); Nyamalongo parish (Groundnuts, Piggery and Cassava); and Siwa parish (Groundnuts, Piggery and Cassava).

**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:

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

0

Development plan not aligned to the approved annual work plan and budget for instance projects like opening of Siwa-Lwala road and culvert installation on Minembe to Nyamalongo road appear on Pg 7 of the annual work plan and pg 4 of the budget but not indicated any where in the five year development plan.

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.

1

Parish ranked priorities which were duly signed by parish chiefs were incorporated in budgeting eg Priority of Nyamalongo parish of opening of Siwa-Lwala road and culvert installation on Minembe to Nyamalongo road appearing on Pg 7 of the annual work plan and pg 4 of the budget were taken into consideration in the budgeting process.

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

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

1

The budget conference was held on 24/10/2024 which provided the basis for planning and budgeting for example culvert installation on Minembe to Nyamalongo road appearing on Pg 7 of the annual work plan and pg 4 of the budget were taken into consideration during the budget conference.

iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	1	The LLG budgeted for fruit seedlings to be financed by the LLG own revenue at shs 800,000 appearing on pg 6 of the budget and pg 8 of the annual work plan.
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	Project profiles for all capital investments not developed.
vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	1	The LLG budget was submitted to the office of CAO on 13th May 2024

5 Procurement planning for the current FY: submission of request for procurement Maximum score is 2	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 Procurement plan for FY 2024/2025 for installation of culverts on Nyamalogo to Minembe road was submitted to PDU on 12/4/2024.
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6 Compliance of the LLG budget to DDEG investment menu for the current FY Maximum score is 2	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 Percentage of Investment /projects cost on purchase of chairs, culvert installation, opening of Siwa to Lwala road and assessment is as follows:  Project cost 10,544,384/ 13,136,603X100%  =80%  Hence complying with the DDEG guidelines
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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	0	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0. Approved budget for previous FY was dully signed and submitted to CAO's office but no Annual Financial Statements for previous FY.
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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>☞ No Annual Financial Statements for previous FY.</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>☞ Spent more than 20% of OSR on councilor's allowances. (Out of Total Budget of ugx 9,563,161, ugx 3,855,000 was spent on councilor allowances representing 40% without authorization from the minister)</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>	0	<p>☞ Did not budget for operation &amp; 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>	1	<p>☞ There is evidence of Publicizing OSR and how it was used for the previous FY as seen on the notice board.</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>	0	<p>No evidence of submission of AFS for previous FY</p>
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	1	<p>☞ Availed a signed copy of PBS Q1, submitted to CAO's office on 10th/10/2023 and to other relevant authorities.</p>
		<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	1	<p>☞ Availed a signed copy of PBS Q2, submitted to CAO's office on 09th/01/2024 and to other relevant authorities.</p>
		<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	1	<p>☞ Availed a signed copy of PBS Q3, submitted to CAO's office on 05th/04/2024 and to other relevant authorities.</p> <p>☞ Availed a signed copy of PBS Q4, submitted to CAO's office on 09th/07/2024 and to other relevant authorities.</p> <p>☞ Reported PDM funds and how funds were spent.</p>
		<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	3	<p>☞ Availed a signed copy of PBS Q4, submitted to CAO's office on 09th/07/2024 and to other relevant authorities.</p> <p>☞ Reported PDM funds and how funds were spent.</p>

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

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	2	<p>Appraisal of 7 staff conducted. Inclusive of of 2 head teachers and in-charge and submission made on 28th/06/2024</p>
		<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	2	<p>Head teachers appraised and submission made on the 28th/06/2024</p>

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

In-charge appraised and submission made on the 28th/06/2024

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 publicised

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

3

12 monthly analysis of staff attendance prepared ie August 2023-submitted 07Sept 2023,September 2023-submitted11th October 2023 submitted 08thNovember 2023, November 2023 submitted on 08th/12/2023,December 2023submitted 09th Jan 2024, January 2024 submitted 07/02/2024, Feb 2024-submitted 13/03/2024,March 2024 submitted08/04/2024,April 2024-submitted on 05th/05/2024, May 2024 submitted 10/06/2024,June 2024-submitted 08/07/2024. July 2023 submitted on 09/09/2023 and and comments made too

**Assessment area: F. Implementation and Execution**

14

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

Maximum score is 2

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

2

**Investment cost on :**

Office Tables  
2,940,000

Opening Nyamalogo -Minembr road  
6,882,500

Provision of a blade  
700,000

Road assets  
254,000

**Total cost**  
**10,776,500**

**Total Budget**  
**13,263,374**

Percentage performance  
**81%**



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	5 members of the Area Land committee were appointed on 28/3/2022 under minute No.28/TDLG/C/25/03/2022 and the members were Okumu Julius-Secretary, Oki Constant-Chairperson, Adongo Catherine-Member, Ochola Jacobo-Member, Ogambo Charles-member and minute dated 17/6/2024 showed the meeting held on land inspection and planting of boundaries.
	Maximum score is 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	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	3	Sensitisation meeting conducted on 23/11/2023 and 33 members attended
	Maximum score is 3			

21	Monitoring of service delivery in basic schools	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:		
	Maximum score is 4	If all schools (100%) - score 4	0	Monitored in term 1 and on 09/04/2024, 2nd term monitoring conducted on the 5th/07/2024 and 3rd term monitoring conducted on the 02/10/2024 and no evidence of sharing the reports with the committee responsible.
		If 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	3	1) Nyamalogo p/s. SMC held on 22/2/2024, minutes signed, 11 members attended, smc held on 02/11/2023, minutes signed and attendance attached 2) Siwa p/s. SMC held on 24th/11/2023 minutes signed and attendance attached SMC held on 15/03/2024 attendance attached and minutes signed 3) Migana- SMC held on 29th/02/2024, minutes signed and attendance list attached  But Action plan for status implementation attached for the 3 schools
	Maximum score is 3			

**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	Awareness creation conducted on the 10th/04/2024 at Siwa business trading centre
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	0	No evidence
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	0	Appointment letters for HUMC in place Humc held on 7th/06/2024, 6th/03/2024,18th/12/2023,06/09/2023 fully signed and attendance list attached but no status of implementation of action plans attached.

**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	3	Request submitted on the 17th/06/2024 to CAO
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	Water sources monitored and report submitted to CAO on 10th/01/2024

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  
 2 Meetings for Water user committees conducted on 10th/02/2024 at Nyamalogo C, Meeting held at Siwa A on 5th/03/2024, Meeting at Nyamalogo A ON 21/02/2024, Meeting at Nyamanda B on 22/12/2024. Minutes signed and water user committee members in attendance.

29 Functionality of investments in water and sanitation facilities  
 Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0  
 Maximum score is 2  
 0 No updated list of water sources

**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.  
 Maximum score is 2  
 0 There was no evidence of production statistics reports submitted to LG Production Office.

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  
 Maximum score is 2  
 2 There was evidence on file where an awareness report on some aspects of agriculture was produced and submitted to LG Production office on 21/12/2023 and 30/6/2024. Awareness meetings focused on PDM, irrigation, coffee and animal disease control, among others.

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	2	There was evidence that monthly monitoring by extension staff; and supervision by the SAS was done. Monthly monitoring reports found on file and had been submitted to the LG Production office were for the months of July, August, September, October, November, December, January, February, March, April, May and June of FY 2023/2024; and two supervision reports by SAS submitted to LG production office on 28/12/2023 and 30/6/2024.
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 workers such as Omita Abemerick (Assistant Agricultural Officer) and Lowopek Simon Peter (Assistant Animal Husbandry Officer) carried out farmer trainings as per attendance sheets on training reports submitted to LG Production office on 8/10/2023, 8/1/2024 and 30/3/2024,
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 on 23/12/2023.  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				