



LLG Performance Assessment

Kaliro District

(Vote Code: 561)

LLG Name	LLG Performance Assessment
Budomero Subcounty	88%
Bukamba Subcounty	88%
Bulumba Town Council	73%
Bumanya Subcounty	84%
Buyinda Subcounty	96%
Gadumire Subcounty	86%
Kaliro Town Council	72%
Kasokwe Subcounty	84%
Kisinda Subcounty	66%
Namugongo Subcounty	82%
Namwiwa Subcounty	74%
Namwiwa Town Council	79%
Nansololo Subcounty	81%
Nawaikoke Subcounty	76%
Nawaikoke Town Council	67%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
A. Functionality of Parish Administrative Structures				
1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>Guidelines in place and lists of PDCs seen for Nabitende parish, Kyanfuba parish, Budomero parish and Kiyunga</p> <p>Evidence for mobilization of beneficiaries seen for Budomero on 23rd/02/2023</p> <p>Nabitende on 30th/11/2022</p> <p>Kyunga on 5th/12/2022</p> <p>Kyanfuba 30/9/2022</p> <p>Appraisal of proposals was done for Nabitende, kyanfuba, kiyunga and Budomero</p>	2
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Kyanfuba, Kiyunga, Budomero and Nabitende parish has done community profiling</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Mapping of CBOs, FBOs done and report dated 30th/6/2023 was seen</p> <p>Meeting held on 30th/11/2022 at Nabitende catholic church</p>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Feedback was got from Budomero on 25th/5/2023, Min. 5/PCM/05/2023</p>	2
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3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Nabitende parish, parish council held on 26th/4/2023 under minute 6, with additional water sources, health centre, Nabitende main road to Namukooge main road</p> <p>Kyanfuba parish noted the need for desks</p> <p>Budomero parish council held on 14th/Dec/2022 with 3km road in Nairika T/c, desks for Buyonjo p/s, public latrine in the trading centre</p> <p>Kiyunga parish council held on 5th/Dec/2022 with desks for Bwite and Busalamuka p/s</p>	2
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B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>Budomero SC approved development plan III and Annual Work plan and Budget (AWPB) for FY 23/24 found consistent with its approved development plan III</p>	1
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines 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 evidence established	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	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	verified, budget conference dated 25/11/2022 outcomes are reflected in the AWPB 2023/24	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Routine maintenance of CARs by URF	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	Project profiles for 2023/24 developed and on file	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	No evidence seen	0
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Submitted on 14th April 2023	2
	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	Budomero Sub County prioritized investments 2023/24 comply with the DDEG Grant, Budget and Implementation Guidelines investment menu.	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	From the Annual financial statements for year ended 30th June 2023 and approved budget FY 2022/2023 reveals that;	1								
	Maximum score is 1		<table border="0"> <tr> <td>2022/23 Budget (AFS)</td> <td>Actuals 2023</td> </tr> <tr> <td>5,000,000UGX</td> <td></td> </tr> <tr> <td>4,630,821UGX</td> <td></td> </tr> <tr> <td>= -7.3%</td> <td></td> </tr> </table>	2022/23 Budget (AFS)	Actuals 2023	5,000,000UGX		4,630,821UGX		= -7.3%		
2022/23 Budget (AFS)	Actuals 2023											
5,000,000UGX												
4,630,821UGX												
= -7.3%												

8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	From the Annual financial statements for year ended 30th June 2023 and 30th June 2022 revealed as below Actuals (2022) Actuals (2023) 5,600,000UGX 4,630,821UGX = -17.3%	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	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	Budomero Sub County spent 97.8% of OSR on councilors allowances as established from its FS for year ended 30 June 2023 submitted to OAG dated 30th August 2023.	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	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.	Verified on the sub county notice board, publication dated 11/05/2023	1

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>	<p>AFA for year ending 30th June 2023 were submitted on 18th August 2023 OAG</p>	4
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>	<p>Submitted on 6th October 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Submitted on 10th January 2023</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Submitted on 10th April 2023	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	Submitted on 6th July 2023	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	12 staff were appraised and report seen dated 5th/7/2023	2
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12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	H/Ts 7 p/s appraisal report date 5th/1/2023	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	Incharges appraised on 5th/7/2023 and performance plan dated 30th/6/2023	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 seen dated 30th/September 2022	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	12 sets of monthly analysis reports were seen	3
F. Implementation and Execution				
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Spent all the DDEG for the previous FY on eligible projects such as road opening	2

15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The execution of budget in the previous FY does not deviate for any of the sectors/main programs	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 If less than 70 %: Score 0.	Investment projects planned for the FY were all completed as per workplan with completion certificates, delivery notes, invoices and GRNs	3

G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	Environmental and Social Screening (E&S) Forms and ESMPs were seen for 3 roads projects as below Road maintenance of 2km from kyanfumba t/c via lumbuye- kanansuna mainroad in kyanfuba parish Road maintenance from bwite p/s via Bukyesa B to Bukyesa A in kiyunga parish Road opening from namukooge main road to Nalenya main road	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	There was a Grievance Handling system with a specified system for recording, investigating and responding to grievances, which includes a complaints log book with clear information and reference for onward action. The subcounty Grievance and redress committee was in place as seen from the letter to CAO dated 10th August 2022 and signed by thr SACAO Mr. Bibi Samuel Designated focal person to coordinated grievances was Mr. Balyejusa Ronald appointed on 17th/August/2022 A case recorded from the complaints log book, Ngaaga Christopher reported about unlawful grabbing of land agreement. A meeting was held on 13/Sept/2022 to resolve the matter.	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	Evidence of publicizing a grievance redress mechanism and nothing has been publicized on the noticeboard or websites to that effect dated 22/8/2022	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	Area land committee in place comprised of Gwahoota Godfrey as the chairperson with members including; Kirigoola betty, Ngode Godfrey, Mpaulo Godfrey and Nambi Rehema All appointed on 14th April 2021, by the subcounty on 16th/Dec/2021, under minute no- Min.17/BDR/12/2021 Four sets of minutes were in place 4th May 2023, 10th/2/2023, 12th/07/2022	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 report seen dated 20th June 2023	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	Monitoring reports from schools were seen 7 government school including Kyanfuba p/s monitoring done on 6th/march/2023, 19th/April/2023, 12th/Jan /2023 Kahango p/s had 16th/july/2022, 20th /march/2022, 14th/November 2022 Nabitende church of Uganda p/s had on 17th/Feb/2023, 26th/sept/2022 Nabitende COPE p/s 4th/feb/2022, 26th/April/2022 Buyonjo p/s Bwite p/s Busalamuka p/s	1

22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Kyanfuba p/s SMC meetings done on 29th/june/2023, 26th/jan/2023, 15th/novemebr/2022, 22nd/sept/2022, 15th/sept/2022 Kahango p/s had 11th/October/2022 Buyonjo p/s had 1st/oct/2022, 15th/july/2022 with no attendance Bwite p/s had 20th/july/2022, Busalamuka p/s 27th/September/2022, 10th/August/2022, 19th/May/2022 Nabitende church of Uganda p/s had on 13th/june/2022, 26th/sept/2022 Nabitende COPE p/s had on 4th/august/2022, 8th/march/2022, 4th/oct/2022	0
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Reports on awareness campaigns and community mobilization for improvement of primary health were seen dated 16th/march/2023, mainly on teenage pregnancy	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 seen dated 19th/sept/2022, 9th/march/2023 Reports were discussed by SEC on 13th /march/2023 under MIN.04/DBR/03/EC/2023	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	Health unit management committee was in place and functional for Budomero HC III the minutes dates include 11th/oct 2022, 13th/dec/2022, 6th/feb/2023, 28/feb/2023, 8th/may/2023	3

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	One request letter seen dated 5th/July 2022	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	monitoring reports submitted to the DWO dated 4th/April/2023	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	List and composition of Water and Sanitation Committees seen and evidence of their functionality in regards to meeting minutes was seen for 3 water sources. Ie Buyonjo, Lujingo and Bukere held on 23rd/march/2023, 17th/may/2023 and 15th/march/2023 respectively	2
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	Report of water and sanitation status seen	2

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

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

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

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

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 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
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

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.	Production statistics were seen for livestock, fisheries, and crop was also seen	2
	Maximum score is 2			
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	Report from livestock is dated 21st/Oct/2022 with focus on livestock revenue collection Crop was dated 13th/March/2023 Fisheries was dated 6th/June/2023 with focus on laws and regulations	2
	Maximum score is 2			
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monitoring report for crop 18th/july/2022, 29th/aug/2022, 9th/09/2022, 24/oct/2022, 18th/nov/2022, 19th/dec/2022, 8th/july/2023, 2nd/jan/2023, 3rd/april/2023 Livestock were 4th/Aug/2022, 1st/09/2022, 3rd/Oct/2022, 6th/nov/2022, 4th/dec/2022, 3rd/jan/2023, 2nd/feb/2023, 6th/march/2023, 3rd/april/2023, 3rd/may/2023, 1st/june/2023, 3rd/july/2023 Fisheries were on 30th/may/2023, 28th/april/2023, 30th/march/2023, 28th/feb/2023, 26th/june/2023, 31st/august/2022, 29th/nov/2022, 20th/dec/2022, 30th/jan/2023,	2
	Maximum score is 2			

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	<p>Training program of crop was done quarterly with quarter 1 scheduled on 8th/july/2022, q2 on 3rd/sept/2023, q3 was on 2nd/jan/2023, q4 was on 3rd/april/2023</p> <p>Fisheries was done on a quarterly basis with Q1 on 13th/july/2022, Q2 on 7th/oct/2022, Q3 on 10th/jan/2023, Q4 on 4th/april/2023</p> <p>Livestock was dated on 28th/june/2022,</p> <p>Training reports</p> <p>Fisheries on 16th/june/2023 and training was on water quality parameters at budomero sub county headquarters</p> <p>10th/may/2023 on business plan to potential PDM beneficiaries at Kyanfuba primary school</p> <p>Crop on 18th/july/2022, 19th/august/2022. 2nd/sept/2022, 14th/Oct/2022, 14th/Nov /2022, 19th/Dec/2022, 6th/Jan/2023</p> <p>Livestock on 17th/Oct/2022, 15th/Jan/2023, 2nd/Oct/2022</p>	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	Livestock report dated on 3rd/April/2023 with focus on spraying using a bucket pump , Fisheries and crop reports dated 18/4/2023	2

A. Functionality of Parish Administrative Structures

1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>The Composition of all PDCs was in accordance with the PDM guidelines.</p>	2
	<p>Maximum score is 2</p>		<p>All parishes had PDC minutes fully endorsed with attendance lists attached. Proposals of enterprises were appraised, discussed and lists submitted to the subcounty for action. /E.g Bujjugu Parish sat on 14/3/2023, Nangala Parish on 30/3/2023, Kitega Parish on 30/3/2023, Buvulunguti Parish on 14/4/2023, Nawampiti Parish on 31/3/2023, Busereka Parish on 30/3/2023 and Bukamba Parish on 14/4/2023.</p>	
			<p>PDCs for all Parishes carried out mobilisation activities for individuals and groups to participate in development activities and Reports made to that effect For example; Bujjugu Parish on 29/10/2022, Nangala Parish on 30/12/2022, Kitega Parish on 30/3/2023, Buvulunguti Parish on 31/3/2023, Nawampiti Parish on 15/3/2023, Busereka Parish on 29/12/2022 and Bukamba Parish on 31/3/2023.</p>	
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>All parishes had Parish data for the previous F/Y compiled, updated, analysed and disaggregated by village, gender, age and economic activity. Bukamba Parish dated on 4/7/2022, Bujjugu Parish on 11/11/2022, Nangala Parish on 18/3/2023, Kitega Parish on 14/8/2022, Buvulunguti Parish on 18/3/2023, Nawampiti Parish on 25/10/2022 and Busereka Parish on 14/8/2022.</p>	2
	<p>Maximum score is 2</p>			
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>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</p>	<p>Mapping Report for NGOs, CBOs and CSOs in place dated 30/6/2023. and there also evidenced involvement of them in raising awareness about PDM and Planning cycle.</p>	2
	<p>Maximum score is 6</p>			

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Evidence of the SAS Communicating incorporation of Parish issues into the LG annual Work plan for the current FY seen with attendances of 18/4/2023; 24/4/2023; /17/4/2023; 25/05/2023; 18/4/2023; 29/5/2023; 26/5/2023</p>	2
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3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>All the 7 parishes had priority lists of enterprises for PDM and for subcounty development projects.</p>	2
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B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The development plan is in place, Annual Work plan and Budget (AWPB) for the current FY to and they are consistent with the LLG approved development plan III as seen on pages 94, 95, 96,97</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The ranked priorities from all parish submissions were incorporated in the AWPB and they were submitted as follows; Buvulunguti 5/9/2022, Busereka 9/9/2022, Bujjugu 14/10/10/2022, Nawampiit 18/10/2022, Bukamba 5/9/2022 and Nangala 4/10/2022</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>Seen the Budget Conference report dated 12/10/2022 and prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY are based on the outcomes of the budget conference.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Seen as per Budget on page one and on the annual work plan on page 1</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>The LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III forexample for the roads to be worked on this FY.</p>	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Budget was received on 10/5/2022	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Procurement plan seen and submitted on 12/4/2023	2
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budgeted was 7955000 and the actual collected was 2144613 and the difference was not within +/- 10%	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	FY 2021/2022 Collected was 3549687, FY 2022/2023 was 2144613 which was a decrease instead of an increase	0
	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.	This is seen from the PBS quarterly performance reports	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	spent 80000 out of 2144613 which is 37% more than the recommended 20%	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	Not seen	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	0

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	The LLG submitted its Annual Financial Statement to the Auditor General ON 29/8/2023	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	Submitted on 4/10/2022	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	Submitted on 6/1/2023	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Submitted on 6/4/2023	1
	<p>Maximum score is 6</p>			

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: iv. Q4 by 30th July score 3 or else 0	Submitted on 5/6/2022	3
	Maximum score is 6			

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 were appraised 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	No evidence 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	The health in charge for Nawampipiti H/C 111 was appraised on 30/6/2023	2

13	Staff duty attendance	Evidence that the LLG has	The Staff List was displayed on the notice board dated.	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		

13	Staff duty attendance	Evidence that the LLG has	Monthly Analysis of Staff was done for the 12 months and submitted to CAO for further action.	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		

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	This was evidenced from the quarterly reports where DDEG funds were spent on eligible projects like construction of the administration block, opening and grading of road from Kisanga, Kisherwa via Byansi's place to Mbala to Lugonyola	2
	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	The execution of budget in the previous FY was as planned so no deviation observed	2
	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) :	The investment projects planned in the previous FY were completed as per work plan by end of FY as evidenced from the completion certificates for roads projects	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. 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	Evidence of environmental screening for all the 5 development projects in the s/c in the previous FY; Construction of administration block, Opening of 4 roads in the subcounty with forms dully signed	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	A designated a person to coordinate response to feed-back is appointed, Namuganza Naima dated 17/8/2022, specified system for recording, investigating and responding to grievances and a complaints log book with clear information and reference for onward action, a defined complaints referral path in place	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	Evidence seen on the notice board	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	Appointment letters for members of the Area Land Committee in place. Endorsed Minutes of Area land Committee in place dated; 15/9/22, 16/2/2023 and 10/5/2023 and attendance lists attached.	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 seen on file dated 29/3/2023 and 16/6/2023 with attendances	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	Seen monitoring reports for all the three terms as term one report covered all the schools in the sub county dated 21/3/2023, term two 14/7/2023 and term three 10/10/2022 but there no elements of the private schools	2
22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Minutes are in place like Nawampiti P/S 20/3/2023, 7/3/2023, Lugonyola P/S 28/7/2023, 24/6/2023 and Kitega P/S 19/6/2023	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	conducted awareness campaigns and mobilized communities for improved primary health care service delivery and reports are on file dated 13/2/2023, and 12/5/2023	3
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24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	reports on health service delivery monitoring submitted by the SAS to the Executive Committee and health issues on health centres aware covered e.g for Q1 Report was dated 27/9/2022, Q2 30/12/2022, Q3 27/3/2023 and Q4 16/5/2023	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	No evidence	0
	Maximum score is 3			

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Submitted requests in place dated 13/9/2022,30/12/2022 and 13/5/2023	3
	Maximum score is 3			

27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	Submitted Monitoring reports seen dated; 30/9/2022,30/12/2022, 29/3/2023,27/6/2023	3
	Maximum score is 3			

28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	Names of Water User Committees for all Water Sources Seen	2
	Maximum score is 2			

29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.	Evidence from the SAS on updated lists on all its water and sanitation facilities (public latrines) and functionality status in place of the 64 water sources
	Maximum score is 2	Score 2 else 0	

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
	Maximum score 2	Score 1 or else 0
30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below
	Maximum score 2	Score 1 or else 0:
		20% in 2022/23
		30% in 2023/24
		40% in 2024/25
31	Implementation of the physical planning and building control measures as per guidelines	(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.
	Maximum score 3	Score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan
Maximum score 2 (i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan
Maximum score 2 (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0

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

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

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 seen on file compiled, comprehensive and submitted to LG Production Office like for crop sector report dated 14/3/2023, livestock dated 11/5/2023 but not seen for fisheries

2

35 Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings
 Maximum score is 2

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

Awareness reports seen on file as follows; crop awareness reports reports seen dated 5/4/2023 but with no attendance lists attached, fisheries dated 30/9/2022 with no attendance lists attached, and livestock dated 10/11/2022 with no attendance lists attached

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

Seen monthly monitoring reports for crop sector for example june report submitted on 10/7/2023, may received on 2/6/2023 and for fisheries, 30/9/2023, 27/10/2022 and for livestock reports dated 30/6/2023, 30/9/2022, 30/15/2022, and 31/3/2023

2

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training reports seen on file like for crop sector reports are dated 14/4/2023 but with no attendance lists, not seen the training report for fisheries sector, and for livestock sector reports seen dated 21/6/2023 ttached also were the attendance list	2
Maximum score is 2	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	Field reports on extension support provided seen on file for all the sectors in the LLG.	2
38	Maximum score is 2			

A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards	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.	<ul style="list-style-type: none"> • All parishes had PDM guidelines. • All PDCs were duly constituted and composition was in accordance with the PDM Guidelines • Mobilization for PDM was conducted (Nalenya - 7/7/2022, Bulumba Central - 7/7/2023, Busunga - 7/7/2022, • Appraisal of all proposals were submitted for the revolving funds during the previous 	2
Maximum score is 2				

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<ul style="list-style-type: none"> • All Wards in the LLG had compiled, updated, and analyzed data on community profiling disaggregated by village, gender and age, 	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<ul style="list-style-type: none"> • The LLG had mapped NGOs, CBOs & CSO operating in the LLG and a list dated 22/7/2022 was pinned on the noticeboard. <p>Nalenya ward conducted an awareness and mobilization meeting together with the CBOs about PDM and the planning cycle meeting dated 7/7/2022 and Busunga 20/4/2023, Nkonte 7/7/2022 and others</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The LLG provided guidance and information to the Village Executive Committees and to PDCs on approved as below;</p> <ul style="list-style-type: none"> • Londe - 20th/10/2022 • Nalenya - 31/8/2022 <p><u>• The rest of the wards did not provide evidence.</u></p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<ul style="list-style-type: none"> • <u>Only Masuna, Bujjeje and Nalenya provided guidance</u> 	0

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	Bulumba TC approved development plan III and Annual Work plan and Budget (AWPB) for the current FY 2023/2024 are consistent with the LLG approved development plan III	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: 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 evidence	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	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 Conferencee report dated 4th November 2022 and submitted to district on the same date	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Investment capital projects like Construction of pit latrine in FY 2023/24 is appropriated on OSR	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	In AWPB FY 2023/24 capital projects were established with project profiles in place	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Bulumba TC submitted the AWPB late by 23 May 2023	0
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Bulumba TC had procurement plan FY 2023/2024 in place but no evidence of submission to LG	0
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	Bulumba TC budget and investment priorities for the FY2023/2024 do comply with the DDEG Grant, Budget and Implementation Guidelines investment menu.	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	From the Annual financial statements for year ended 30th June 2023 and budget FY 2022/2023 reveals that; 2022/23 Budget (AFS) 46,200,000UGX 23,005,250UGX = -49.8%	Actuals 2023	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	Review of the comparative figures from AFS for years ended 30th June 2023; Actuals 2022 25,098,150UGX 23,005,250UGX = -8.3%	Actuals 2023	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.	voucher No. 14/3		1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Bulumba TC spent 47.8% of OSR on councilors allowances as established from its AFS for year ended 30 June 2023 submitted to OAG dated 30th August 2023.		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	Bulumba TC Budgeted and used OSR funds for operational and maintenance of CARs disclosed in the Annex 3 for Q2 submissions dated 9 January 2023.		1

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Notice of deceleration of funds for 2022/2023 seen on notice board	1
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D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Bulumba TC submitted AFS for year ended 30th June 2023 to Office of Auditor General with acknowledged copy dated 30th August 2023	4
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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: i. Q1 by 15th October score 1 or else 0	Submitted 11th October 2022	1
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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: ii. Q2 by 15th January score 1 or else 0	Submitted 9th January 2023	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Submitted 7th April 2023	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	Submitted 7th July 2023	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	The SAS appraised staff in the LLG including extension workers in the previous FY by 30th June 2023 as seen from the appraisal report	2
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12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The SAS appraised H/Ts in public schools in the previous FY by 31st December 2022 e.g. • <u>Some appraisals were conducted in July 2023</u>	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	The Town Council has no health facility	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	The list of LLG staff was publicized 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	12 monthly analysis of staff attendance with recommendations to CAO were submitted to registry	3
F. Implementation and Execution				
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Spent all the DDEG for the previous FY on eligible projects such as Construction of a pit latrine	2

15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The execution of budget in the previous FY does not deviate for any of the sectors/main programs	2
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16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	Investment projects planned for the FY were all completed as per workplan with completion certificates, delivery notes, invoices and GRNs.	3
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G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	screening forms seen for 2 projects	2
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	<ul style="list-style-type: none"> • Mugoda Rogers was appointed 18/3/2023 to coordinate response to feed-back. • A complaints log book with clear information and reference for onward action was in place. 	1
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18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</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>	<ul style="list-style-type: none"> • The grievance redress mechanisms had been displayed so that aggrieved parties know where to report and get redress 	1
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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>	<ul style="list-style-type: none"> • The LLG had no Area Land committee. It was using one for Budomero Sub County. • Meetings were held as evidenced by minutes and attendance lists (4th/5/2023, 31/3/2023) but without attendance lists and <u>minutes had not been owned by the secretary and chairperson</u> 	1
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H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent’s mobilization for improvement of education service delivery score 3, else score 0</p>	<ul style="list-style-type: none"> • The LLG conducted awareness campaigns and parent’s mobilization for improvement of education service delivery on 12th/4/2023 	3
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21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 - 99% - score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>Monitoring of schools was conducted as below;</p> <ul style="list-style-type: none"> • Nkonte P/S - 6/2/2023, 5/6/2022, 9/11/2022 • Bulumba P/s - 5/10/2022, 13/7/2022, 9/5/2022 • Bujjejje P/S - 1/4/2022, 10/6/2022, 5/9/2022 <p>The rest didn’t do monitoring</p> <p>Some private schools were monitored too as below,</p> <ul style="list-style-type: none"> • St Mary’s Catholic P/S - 9/9/2022, 6/6/2022, 28/3/2022 • Bulumba Central - 5/9/2022 	4
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22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Meetings had been held in the following schools; • Nkonte P/S – 29th/9/2022 • Bulumba P/S – 9/11/2022, 26/9/2022 Bujjeje P/S - 20/9/2022, 5/7/2022	3
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Report on sensitization of community on hygiene and sanitation through house to house visits and the report was dated 19/9/2022	3
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24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Monitoring of aspects of health service delivery during the previous FY was done on 11/10/2022	4
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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	The LLG has no health facility	3
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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		
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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

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

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

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

The LLG has no functional Physical Planning Committee in place

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 LLG had a detailed physical development plan but we would not ascertain the proportion of entity covered	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	The LLG had no evidence to confirm compliance to detailed physical development plan	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	There was no evidence that the LLG had named streets, numbered plots, surveyed and demarcated roads as planned	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	There was no evidence that the LLG had a 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	There was no evidence	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 campaign on management of solid waste conducted on 21/6/2022 but without attendance list	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	In place	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	No evidence	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	maintenance of roads	1

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.	Fisheries sector - data dated 7/7/2022 Veterinary sector - not seen Crop sector - Not seen	0
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35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office	Awareness and mobilization campaigns were carried out as below; <ul style="list-style-type: none"> • Fisheries sector - 31/3/2023 • Crop sector - 2/2/2023 • Veterinary - 4/10/2022 	2
	Maximum score is 2	score 2 or else 0		
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	Monitoring was conducted as below; <ul style="list-style-type: none"> • Fisheries sector - 28/2/2023, 30/3/2023, 30/5/2023, 28/3/2023, 1/1/2023, 20/12/2022, 10/4/2023, 26/6/2023, 29/11/2022, 31/8/2022, 24/7/2022 (only 10 months were seen) • Crop sector - not seen • Veterinary sector - 5/6/2023, 2/5/2023, 3/4/2023, 3/3/2023, 3/2/2023, 4/1/2023, 1/12/2022, 2/11/2022, 3/10/2022, 5/9/2022, 2/8/2022, 3/7/2022 	0
	Maximum score is 2	score 2 or else 0		
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	Farmer training trainings were scheduled and dated as below; <ul style="list-style-type: none"> • Veterinary sector - 3/10/2022 • Fisheries sector - 4/4/2023, 5/1/2023, 6/7/2022, 4/10/2022 • Crop sector - 11/6/2022, 7/10/2022, 9/1/2023, 7/4/2023 Farmer trainings were conducted as below; <ul style="list-style-type: none"> • Fisheries - 22/6/2023, 31/3/2023 • Crop - 12 reports were seen • Veterinary -3/10/2022 	2
	Maximum score is 2	score 2 or else 0.		

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Extension support to farmers and farmer groups was provided;</p> <ul style="list-style-type: none"> • Veterinary - 3/4/2023 <p>The rest of the sectors had no evidence</p>
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A. Functionality of Parish Administrative Structures

<p>1</p>	<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>	<ul style="list-style-type: none"> • All parishes had PDM guidelines. • All PDCs were duly constituted and composition was in accordance with the PDM Guidelines • Mobilization for PDM was conducted (Kasuleta - 12/3/2023, Bumanya - 28/11/2022, Kyani - 5/7/2022, 22/6/2023, Namusolo - 25/3/2023, Bulima - 12/7/2022, Kalalu - 12/12/2022) • Appraisal of all proposals were submitted for the revolving funds during the previous 	<p>2</p>
<p>2</p>	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<ul style="list-style-type: none"> • Kyani, Bulima, Namusolo, Kasuleta and Bumanya parishes had compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age 	<p>2</p>

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	<ul style="list-style-type: none"> • The LLG had mapped NGOs, CBOs & CSO operating in the LLG and a list dated 2/12/2022 was pinned on the noticeboard. • However, involvement in mobilization for PDM was only done by Kasuleta – RTV on 12/3/2023, Kyani – World Vision on 22/3/2023. 	2
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	<p>The LLG provided guidance and information to the Village Executive Committees and to PDCs on approved as below;</p> <ul style="list-style-type: none"> • Kyani – 14th/7/2022 under Min.4 (roads with the trading centre) • Kalalu – 13/12/2022 under Min.4(Desks for Kalalu P/S, road from Kalalu to Namuzi A&B, • Bulima – 13th/1/2023 – Desks for Bumanya P/S • Kasuleta – 7th/10/2022 (road from Kasuleta to Kanansega, road from Naigazi to Kasuleta mosque. • Namusolo – 12/8/2022 under Min.7 (road from Ihagalo P/S via Namusolo T/c to Kyani, desks for Kyani and Namusolo P/Ss • Bumanya – 22nd/09/2022 under Min No. 5/BPC/09/2022 	2
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	<ul style="list-style-type: none"> • Guidance was provided on priority enterprises 	2
	Maximum score is 6			

B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines 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	Bumanya approved AWPB 2023/24 is consistent with the SDP III submitted to district dated 30th March 2020	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: 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 evidence availed to meet the standard	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	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	Bumanya SC AWPB 2023/2024, reflects the outcomes from the Budget Conference Report dated 2/11/2022 and submitted to the district on the same date.	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	No Evidence	0

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	Project profiles were on file for each project in AWPB 2023/24	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	No evidence of Budget submission	0
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Bumanya Sub County Procurement Plan submitted on 21st February 2023	2
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The Budgetary allocations and investment projects for 2023/24 approved are consistent with	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	From the Annual financial statements for year ended 30th June 2023 and budget FY 2022/2023 reveals that; 2022/23 Budget (AFS) 10,000,000UGX 6,912,492UGX = -30.8%	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	From the Annual financial statements for year ended 30th June 2023 and 30th June 2022 reveals that; Actuals (2022) 8,455,000UGX 6,912,492UGX = -18.2%	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.	Bumanya Sub County remitted the mandatory the 35% to the district on all OSR collected as disclosed in note 14(Grants and Transfers) from the AFS for previous year ended 30 June 2023.	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Bumanya Sub County spent 244.6% of total OSR collected on councilors allowances as established from its AFS for year ended 30 June 2023 submitted to OAG dated 30th August 2023.	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	Spent UGx.1,500,000 on O&M of OSR on furniture and fittings Vr. 09/12	1

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Published verified with the notice board dated 26th April 2023	1
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D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Bumanya Sub County submitted AFS for year ended 30th June 2023 to Office of Auditor General with acknowledged copy dated 30th August 2023	4
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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: i. Q1 by 15th October score 1 or else 0	Quarter 1 financial and physical progress reports together with Annex 3 for Bumanya Sub County were submitted on 10th October 2022 with PDM funding exclusive.	1
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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: ii. Q2 by 15th January score 1 or else 0	Quarter 2 financial and physical progress reports together with Annex 3 for Bumanya Sub County were submitted on 9th January 2023 with PDM funding exclusive.	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Quarter 3 financial and physical progress reports together with Annex 3 for Bumanya Sub County were submitted on 7th April 2023 with PDM funding exclusive.</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Quarter 4 financial and physical progress reports together with Annex 3 for Bumanya Sub County were submitted on 10th April 2023 with PDM funding exclusive.</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>The SAS appraised staff in the LLG including extension workers in the previous FY by 30th June e.g.</p> <ul style="list-style-type: none"> • Kantono Susan P/C – 30th /6/2023 • Nawaigo Betty P/C – 26th/6/2023 • Mujjasi Andrew AFO – 28th/6/2023 	2
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12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The SAS appraised H/Ts in public schools in the previous FY by 31st December 2022 e.g. • Nabongho John – Kyani P/S – 28th /12/2022 • Isooba Joseph - Namusolo P/S – 28th /12/2022	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	The in - charge of Kyani H/CII was appraised on 26th/6/2023	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	The list of LLG staff dated 10/8/2022 was publicized 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	12 monthly analysis of staff attendance with recommendations to CAO were submitted to registry	3
F. Implementation and Execution				
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Spent all the DDEG for the previous FY on eligible projects such as road opening.	2

15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The execution of budget in the previous FY does not deviate for any of the sectors/main programs	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 If less than 70 %: Score 0.	Investment projects planned for the FY were all completed as per workplan with completion certificates, delivery notes, invoices and GRNs	2

G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	screening forms and ESMPs seen for 2 roads projects	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	<ul style="list-style-type: none"> • Musiba Charles was appointed 12/7/2022 to coordinate response to feed-back. • A complaints log book with clear information and reference for onward action was in place with e.g. a case logged in on 21/2/2023 where the family of Kabita had destroyed Bulima school property and the case was referred to police. 	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	<ul style="list-style-type: none"> • The grievance redress mechanisms dated 18/7/2022 	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	<ul style="list-style-type: none"> • The LLG had a functional Area Land committee with appointment letters dated 27th/4/2022. • Meetings were held as evidenced by minutes and attendance lists (18th/5/2023, 11/2/2023, 17th/12/2022, 20th/8/2022) 	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	<ul style="list-style-type: none"> • The LLG conducted awareness campaigns and parent's mobilization for improvement of education service delivery on 30th/11/2022 	3
21	Monitoring of service delivery in basic schools Maximum score is 4	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 - 99% - score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>Monitoring of schools was conducted as below;</p> <ul style="list-style-type: none"> • Nabigwali P/S - 19/5/2022 • Kyani Nyanza P/s - 24/10/2022, 11/4/2022 • Kyani Parents - 24/10/2022 • Namusolo P/S - 30/5/2022 • Ihagalo P/S - 30/5/2022 • Bumanya P/S - 20th/7/2022, 27th/10/2022, 28/3/2022 <p>However,</p> <ul style="list-style-type: none"> • Bulyakubi, Budehe, Nabigwali public schools had not been monitored at all • No private school had been monitored • The monitoring reports were discussed by the committee on 19th/12/2022 under Min.05/HEPC - 12/2022 	0

22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Meetings had been held in the following schools; • Budehe P/S – 4th/10/2022 • Nabigwali P/S – 12/9/2022, 13/5/2022, 19/1/2022 • Bumanya P/S – 8/2/2022, 19/8/2022 But the other 3 schools no SMC held thus no minutes seen	0
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	• The LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery on 5th/12/2022	3
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24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Monitoring report dated 19th/10/2022, 10/6/2023 and 21/2/2023 The reports were discussed by SEC on 15th November, 2022 under Min. 06/BSEC – 11/22	4
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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	The LLG has functional Health unit Management Committees as evidenced by meetings held as follows; Kyani H/CII – 7/3/2023, 24/11/2022, 26/5/2023, 21/9/2022 Bumanya H/CIV – 16/12/2022, 16/3/2023, 27/9/2022, 26/6/2023	3
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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	<ul style="list-style-type: none"> • The SAS submitted in writing requests to the DWO for consideration in the planning of the current FY 	3
27	The LLG has monitored water and environment services delivery during the previous FY Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	<ul style="list-style-type: none"> • SAS monitored aspects of water and environment services during the previous FY as evidenced by reports dated 28/12/2022, 29/3/2023, 23/6/2023, 29/9/2022 	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	<ul style="list-style-type: none"> • Minutes of formation and training of WUCs dated 4/10/2022 for Wampere borehole and 10/2/2023 for Kinamagoye borehole • Functionality was seen on only Takira Central water source with WUC minutes dated 24/12/2022, 14/9/2022 • The rest of the water sources had no evidence of functionality. • No water source showed collection and proper use of community contributions 	0
29	Functionality of investments in water and sanitation facilities Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	<ul style="list-style-type: none"> • An updated list on all water and sanitation facilities and functionality status dated 6/6/2023 was seen 	2

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

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

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

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

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 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
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

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.	Fisheries sector – data dated 31/03/2023 Veterinary sector - data dated 12/6/2023 Crop sector - data dated 20th/April/2023	2	
Maximum score is 2	35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	Awareness and mobilization campaigns were carried out as below; • Fisheries sector – 30/4/2023 • Crop sector – 12/10/2022, 25/5/2023 • Veterinary – 27/6/2022	2
Maximum score is 2	36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monitoring was conducted as below; • Fisheries sector – 29/2/2023, 3/5/2023, 31/3/2023, 9/1/2023, 28/12/2022, 10/4/2023, 30/6/2023, 22/9/2022, 24/11/2022, 11/8/2022, 25/7/2022, 31/10/22 • Crop sector – 25/1/2023, 21/02/2023, 25/4/2023, 29/3/2023, 30/5/2023, 23/6/2023, 20/7/2022, 30/8/2022, 19/9/2022, 21/10/2022, 23/11/2022, 15/12/2022 • Veterinary sector – 26/6/2023, 10/5/2023, 26/4/2023, 22/3/2023, 24/2/2023, 28/1/2023, 29/12/2022, 27/11/2022, 26/10/2022, 28/9/2022, 20/8/2022, 27/7/2022	2
Maximum score is 2					

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Farmer training meetings were conducted as below; <ul style="list-style-type: none"> • Veterinary sector – 22/6/2023 • Fisheries sector – 31/3/2023, 28/4/2023, 28/12/2022, 29/8/2022 • Crop sector – 12/7/2022 	2
Maximum score is 2	38 The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	<ul style="list-style-type: none"> • Fisheries – report dated 13/12/2022. Support was provided on pond measurement and stocking • Crop sector - support was given in a report dated 20th/07/2022 • Veterinary – support was given in a report dated 12th/May/2023 	2
Maximum score is 2				

A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards	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.	Evidence seen that all parishes have functional PDCs. Evidence seen that all parishes have Qtr 1 minutes, mobilization reports and attendance seen for only Namejje Parish, Buyinda parish and Bukonde. seen also for Madibira and Kiranga parishes Qtr 2 minutes, reports and attendance seen for all parishes that is Namejje Parish dated 24/12/22, Buyinda parish dated 25/12/22 and Bukonde dated 24/12/22, Madibira dated 22/12/22 and Kiranga parish dated 22/12/22 Qtr 3 minutes, reports and attendance seen for all parishes that is Namejje Parish dated 29/3/23, Buyinda parish dated 25/3/23, Bukonde dated 24/3/23, Madibira dated 23/3/22, and Kiranga parish dated 25/3/23 Qtr 4 minutes, reports and attendance seen for all parishes that is Namejje Parish dated 24/6/23, Buyinda parish dated 25/6/23, Bukonde dated 14/6/23, , Madibira dated 25/6/23 and Kiranga parish.	2
Maximum score is 2				

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Evidence seen that parish data for the previous FY was submitted to the LLG</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Evidence seen that LLG has mapped NGOs, CBOs & CSO operating in the LLG.</p> <p>Mapping report dated 30/6/23, NGOs present include UDHA, MJAP, HOSPICE</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Evidence seen that the LLG 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 dated 4/7/23</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Evidence seen 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 as seen in Madibira parish dated 25/6/22,</p> <p>Buyinda dated 9/9/22, Bukonde dated 12/9/2022, Namejje dated 21/9/22, Kiranga dated 21/9/22</p>	2

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	Development plan in place, approved on 4/5/2020 under minute 09/BYDSC/5/2020 and has projects such as surveying of subcounty land, opening roads as contained in the budget thus linkage	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: 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.	Incorporates priorities from parishes as contained in all the different parish planning meetings.	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	Budget conference was held on 31st/10/2022 with sufficient attendance lists	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget include investments to be financed by the LLG such as Titling of subcounty land and road opening	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	there were profiles for all projects	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The budget was prepared and submitted on 15th/6/23	0
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Prepared and submitted on 15th/4/22	2
	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	DDEG was spent on the following; opening of community roads, and titling of subcounty land	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Collected in 2022/23 Shs 6,599,550 Against the budget of Shs 4,000,000 which is +64%	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	FY 2021/22 collected shs 3,003,075 FY 2022/23 collected shs 6,599,550 Which is +119%	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.	As contained in Voucher NO. 05/12 shs 204,900, Voucher No. 09/11 Shs 507,100, Voucher 03/01 shs 956,000 and voucher No. 06/01 shs 183,000 as remittances to villages and parishes	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Collected shs 6,599,550 in 2022/23 Spent Shs 2,700,000 which is 40%	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	Budgeted for 2022/23 shs 800,000 for O&M. And used shs 800,000 for O&M using voucher no. 20/11 but has also budgeted Shs 800,000 for O&M in 2023/2024 FY	1

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Publicised the OSR as seen on the notice board	1
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D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	LLG submitted its Annual Financial Statement to the Auditor General (AG) on 18/8/23	4
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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: i. Q1 by 15th October score 1 or else 0	Prepared and submitted on 5th/10/2022	1
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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: ii. Q2 by 15th January score 1 or else 0	Prepared and submitted on 12th/01/2023	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Prepared and submitted on 5/4/2023</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Prepared and submitted on 10/7/23</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Evidence seen that all staff in the LLG including extension workers in the previous FY were appraised by 30th June</p>	2
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12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Evidence seen that the SAS appraised staff the LLG Primary School Head teachers in public primary schools	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	Evidence seen that HC III & II In-charges in the previous FY were appraised 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	Evidence seen that 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	Evidence seen that LLG produced all 12 monthly analysis of staff attendance and submitted to CAO.	3
F. Implementation and Execution				
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Spent all the DDEG for the previous FY on eligible projects such as road opening, procurement of laptop and printer	2

15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The execution of budget in the previous FY does not deviate for any of the sectors/main programs	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 If less than 70 %: Score 0.	Investment projects planned for the FY were all completed as per workplan with completion certificates, delivery notes, invoices and GRNs	3

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	Copies of Environment and social screening forms, ESMPs were in place for the following projects Opening of 2km community access road from Namejje A via Namejje C to Namejje B Maintenance of 1km road from Mudoke trading centre to Budaba trading centre Maintenance of 1km road in Buyinda trading centre	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	A complaints log book was in place with defined referral path and public display of information on public notice board dated 17/05/2022	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	Grievance redress mechanism is publicised dated 17/05/2022	1
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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	Sub county has a fully constituted Area land committee with minutes as below; 1. Mutalya Moses 2. Basoma George 3. Mboneireku Samuel 4. Muhoya Patrick 5. Lovisa Kataike and the dates for minutes are 21/2/23 and 26/10/22 with attendance list and fully signed	1
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H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness report on improvement of education services dated 3/6/23	3
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 - 99% - score 2 If 60 to 79% score 1 Below 60% score 0	Have 6 Government aided schools which include Nameje, Buyinda, Bulago, Bukonde, Madibira and Kirama primary schools 7 Private schools and these include; Gods Mercy, Hope Junior, Nakola Public, Crested crane, gate way, good heart saviour nursery and primary and trinity nursery school Only monitored the 6 government schools with reports dated 20/6/23, 21/11/22 and 18/2/23 List of issues discussed under MIN: 7/BUSSC/02/23 dated 28/2/23 were PLE performance, feeding at school, over crowding of pupils	2
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22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Had all SMC minutes for the 5 government aided schools and 1 set of minute for the other 1 school as below Buyinda 22/6/23, 16/2/23, 21/9/22 with attendance and fully signed Bulago 21/2/23 with minutes and fully signed Madibira 28/9/22, 1/6/23, 24/2/23 with attendance and fully signed Kirama 11/10/22, 20/7/23, 18/4/23 with attendance and fully signed Namejje 24/5/23, 21/2/23, 22/9/22 with attendance and fully signed Bukonde 22/6/23, 10,2/23, 9/11/23 with minutes and fully signed	3
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Evidence seen that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score. For quarter 1 dated 30/9/22, Qtr 2 dated 30/12/22, Qtr 3 dated 30/3/23, Qtr 4 dated 30/6/23.	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	Evidence seen that LLG monitored aspects of health service delivery during the previous FY with Qtr 2 dated 30/12/22, Qtr 3 dated 30/3/23 and Qtr 4 dated 30/6/23	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	Evidence that the LLG has functional Health unit Management Committee for all Health Facilities with sufficient minutes and attendance as seen for Qtr 1 dated 30/9/22, Qtr 2 dated 12/12/22, Qtr 3 dated 24/3/23, Qtr 4 dated 24/6/23	3

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	SACAO submitted requests for consideration in the current FY with report dated 10/8/23	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	The SACAO monitored and submitted a report on water and environment to the DWO dated 30/6/2023	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	Seen minutes of water user committees seen as 23/6/2023, 14/8/2023 and others with all their attendances	2
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	Updated report dated 30/6/2023 submitted showing the water and sanitation status of the Sub County for all facilities	2

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

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

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

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

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 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
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

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.	Extension staff collected, analyzed and reported data on Crop with report dated 29/5/23 and receive by line sector on 29/5/23 Veterinary report dated 26/4/23 and received by line sector on 28/4/23 Fisheries report dated 30/6/23 and received by line sector on 30/6/23	2	
Maximum score is 2	35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	Awareness and mobilisation campaigns carried out with reports Veterinary report dated 24/10/22 and received by line ministry on 27/10/22 Crop report dated 30/5/23 received on 30/5/23 Fisheries report dated 12/4/23 and received on 27/4/23	2
Maximum score is 2	36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monitoring activities implemented by extension staff with reports Crop report dated 29/4/23, 30/11/22 and received on 30/4/23 and 30/11/22 Fisheries report dated 20/6/23, 20/1/23 and received 20/6/23 and 20/1/23 Veterinary report dated 28/4/23, 9/12/22 and received on 1/5/23 and 12/12/22	2
Maximum score is 2					

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Extension staff carried out trainings with reports Crop report dated 29/9/22 and received on 30/9/22 Veterinary report dated 23/11/22 and received 25/11/22 Fisheries report dated 26/6/23 and received 26/6/23 with attendance lists	2
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Field reports on extension support provided Crop with report dated 14/3/23 and received 14/3/23 Fisheries report dated 18/4/23 and received 27/4/23 Veterinary report dated 13/1/23 and recieved 17/1/23	2

A. Functionality of Parish Administrative Structures

1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>No evidence that all parishes had all PDC minutes, mobilization reports and attendances</p> <p>Butambala parish had a functional PDC with minutes, reports and attendance lists for all four quarters.</p> <p>Bupyani parish had a functional PDC with minutes, reports and attendance lists for Quarter 2 dated 11th/11/2022, Qtr 3, Qtr 4 dated 13/6/23 but was missing qtr 1 report, minutes and attendance</p> <p>Isalo Parish had a functional PDC with minutes and attendance lists for Quarter 1 dated 21/7/22 but no report, Qtr 2 dated 29/12/22 with a report, Qtr 3 dated 24/3/23 with no report, Qtr 4 dated 4/5/23 and no report.</p> <p>Buyuge parish has a functional PDC with minutes, reports and attendance lists for all four quarters but Qtr 1 dated 9/7/22 didnot have attendance lists.</p> <p>Tabbaba Parish .has a functional PDC with minutes, and attendance lists for Qtr 1 dated 26/8/22, Qtr 2 dated 29/12/22, Qtr 3 dated 25/3/23 and Qtr 4 dated 16/6/23 but had no reports</p> <p>Panyolo parish had a functional PDC with minutes and attendance lists for Qtr 1 only dated 8/8/22.</p>	0
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Parish data for the previous data seen and present in all parishes</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>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</p>	<p>NGOs Mapping reports seen and available in Bupyana dated 15/9/ 2022, Butambala Parish dated 10/9/2022, Buyuge parish dated 16/8/22, Panyolo Parish dated 1/9/22, Tabbaba dated 10/8/22, Isalo Parish dated 10/9/2022</p> <p>NGOs in the subcounty include; FLEP, Direct infant and orphanage center Bupyana, UGANET, UNDP, Raising the village and Evidence action</p>	2
	<p>Maximum score is 6</p>			

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>SAS provided guidance to PDC secretaries (Parish chiefs) on approved programme activities to be implemented in their parishes for the current FY that is in Bupyana, Butambala, Buyuge, Panyolo, Tabbaba and Isalo parish .dated 2/6/23</p>	2
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3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Minutes and report seen on bottom up planning field visit to discuss priority enterprises to be implemented. In Panyolo seen and dated 18/8/22, Buyuge parish dated 16/8/22, Butambala 16/7/22, Bupyana Parish, Tabbaba Parish dated 20/7/22 and Isalo Parish dated 28/7/22</p>	2
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B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The development plan is in place, projects in the annual work plan and Budget were extracted from the approved development plan for example grading of roads, procurement of furniture at office and others are on page 1 in the work plan and budget and on page 138 in the development plan</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	No evidence	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	Budget conference was held on 25th/10/2022 with sufficient attendancies and report	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	LLg investments in the workplan are in the budget for FY 2023-24 in adiministratio,works,community development departments.	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	Project profiles for the current FY are attached they have been developed for all capital investments to be implemented in the current FY and followed the prescribed format	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Budget was submitted on 15th/5/2023	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Prepared and submitted on 4th of April 2023	2
	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	Guidelines were violated	0
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budgeted for FY 2022/23 is 4,000,000 and collected 4,668,823 which is + 16%	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	2021/22 FY collected 2,500,875 and collected Shs 4,668,823 in 2022/23 FY which is + 46%	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.	No evidence	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	LLG used Shs 2,800,000 on councillor's allowances against Shs 4,668,823 which is 59%	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	Budgeted Shs 400,000 for 2022/23 FY on demo gardens and spent Shs 200,000 using voucher No. 10/02 of 50,000 and 11/05 of 150,000 all on demo gardens maintenance respectively.	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	OSR was publicized dated 30/06/2023	1

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Prepared and submitted on 15th/08/2023 to OAG and CAO	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	Submitted on 4/10/2022	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	Submitted on 9/1/2023	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Submitted on 14/4/2023	1
	<p>Maximum score is 6</p>			

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: iv. Q4 by 30th July score 3 or else 0	Submitted on 13/7/2023	3
	Maximum score is 6			

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	Performance appraisal report seen indicating that all staff were appraised by SAS dated 29/6/2023 and personal files for subcounty staff were in place.	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	Performance appraisal report seen indicating that all primary school head teachers in public schools were appraised by SAS and personal files in place	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	Performance appraisal report seen indicating that Health in charge was appraised by SAS dated 29/6/2023 and personal file in place	2

13	Staff duty attendance	Evidence that the LLG has	LLG Staff list publicized on the notice board	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		

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

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	Budgeted ddeg grant on grading of roads, monitoring and data collection, purchase of office table and chairs and preparation og BOQs as per DDEG guidelines	2
	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	No evidence that it deviated from the planned activities	2
	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) :	DEDEG was spent all as planned on community roads, BOQs, monitoring and investment servicing as planned	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. 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	Copies of the Environment and social screening forms in place, ESMP 1. Opening of 3km road in Buyuge parish 2. Grading of 1km road from Waiswas place to Kibembe borehole Tababa Parish 3. Maintenance of 1km road in Butambala parish	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	Formal description of the grievance handling system in place with the following members 1. Ngira Christopher - Chairperson 2. Mudondo Oliver - Secretary 3. Taliwo Matiya - PWD 4. Kibwika Pande Martin - Elderly 5. Peruth Kiwala - CSO 6. Kugirya Samuel - Opnion Leader Complaints log book in place	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	Sub county publicized the grievance redress mechanism.	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	Area Land Committee in place 1. Paaya Andrew 2. Kisaiza James 3. Mulesa Tapenensi 4. Mutono Joyce with minutes 16/11/22, 10/2/23 with attendance list and fully signed	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	Report in place dated 29/3/2023	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	Have 9 Government aided primary schools which include; Bupyana, Isalo, Panyolo, Kibembe, Gadumire, Kibanda, Bugada, Butambala and Buyuge Have 4 private schools which Direct infant, Buyuge modern, St Stephen and light star and were not monitored. Monitored only Government schools with reports dated 13/6/23, 24/2/23, 8/12/22 and issues like absenteeism, feeding, were discussed under minute no: 10/GPC/04/2023 dated 25/4/23	2
22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	SMC Minutes for Panyolo 14/2/23 Butambala 14/2/23 Kibembe 2/6/23 and 17/4/23 Bupyana Isalo 3/7/23, 16/2/23 Kibanda Buyuge 15/2/2023 Bugada Gaumire 20/6/2023 and 7/3/2023 Most of the schools did not have all the 3sets of the SMC minutes and some did not have at al.	0

I. Primary Health Care Services Management

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>Evidence seen that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery in all 4 quarters with Qtr 1 dated 6/7/22, Qtr 2 dated 16/11/22, Qtr 3 dated 18/1/23, Qtr 4 dated 17/5/23</p>	3
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24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>Evidence seen that LLG monitored aspects of health service delivery during the previous FY</p> <p>Reports on health service delivery monitoring seen for all four quarters with fourth quarter monitoring being done on pit latrines in primary schools, Qtr 1 dated 13/9/2022, Qtr 2 dated 12/12/22, Qtr 3 dated 14/3/23 and Qtr 4 dated 14/6/23</p>	4
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25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0</p>	<p>The LLG has a functional Health unit Management Committee for all Health Facilities with minutes seen Qtr 1 dated 15/9/22, Qtr 2 dated 15/10/22, Qtr 3 dated 6/3/23 and Qtr 23/6/23</p>	3
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J. Water & Environment Services Management

26	<p>Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets</p> <p>Maximum score is 3</p>	<p>Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0</p>	<p>SACAO submitted requests for consideration to DWO dated 6/7/23 and received 7/7/23</p>	3
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27	<p>The LLG has monitored water and environment services delivery during the previous FY</p> <p>Maximum score is 3</p>	<p>Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0</p>	<p>Report in place dated 23/6/2023 and received by DWO on 23/6/23</p>	3
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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	Composition of water and sanitation committee with Chairperson, Vice chairperson, treasurer, secretary, 2 caretakers and the composition has atleast two female. Minutes of meetings 11/7/22, 9/7/22 but no use of community contribution for water source maintenance	0
29	Functionality of investments in water and sanitation facilities Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	Updated report submitted showing the water and sanitation status report dated 23/6/23 and received 23/6/23	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
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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
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31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan
Maximum score 2 (i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan
Maximum score 2 (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0

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

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

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.
 Extension staff collected, analyzed and reported on data
 crop report dated 29/6/23 and received 29/6/23
 Vet report dated 8/4/23 and received 11/4/23
 Fisheries report dated 30/6/23 and received 30/6/23

2

35 Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings
 Maximum score is 2
 If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0
 Awareness and mobilization campaign done
 crop report dated 26/4/23 and received 27/4/23
 Vet report dated 17/3/23 and received 23/3/23
 Fisheries report dated 19/6/23 and received 19/6/23 with attendance lists

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	Extension staff implemented monitoring activities with reports Crop report dated 27/6/23 and received 29/6/23 Vet report dated 29/9/22 and received 3/10/22 Fisheries report dated 4/6/23 and received 4/6/23	2
Maximum score is 2				
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Extension staff carried out farmer training Crop report dated 17/5/23 and received 18/5/23 Fisheries report dated 20/5/23 and received 20/5/23 Vet report dated 27/8/22 and received 31/8/22	2
Maximum score is 2				
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	field reports on extension support provided crop report dated 29/5/23 and received 29/5/23 Fisheries report dated 15/5/23 and received 15/5/23 Vet report dated 17/8/22 and received 22/8/22	2
Maximum score is 2				

A. Functionality of Parish Administrative Structures

1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>The composition of PDC in all Wards was in accordance with the PDM guidelines.</p> <p>Not all Town Agents had PDC minutes. PDC minutes available for some wards were not endorsed fully and lacked attendance lists.</p> <p>PDC Minutes for Buyunga Ward(18/8/2022,10/11/2022,8/3/2023,5/5/2023) seen but lacked attendance lists.</p> <p>PDC Minutes for Bukumankoola Ward(9/3/2023,14/12/2022, 28/6/2023) 20/8/2022</p> <p>PDC Minutes for Budini Ward(29/11/22,24/3/23,23/6/2023) no attendance lists.</p> <p>PDC Minutes for Naigombwa Ward(9/2/2023,9/2/2023,14/12/2022) no attendance lists</p> <p>PDC Minutes for Lumbuye Ward (15/12/2022,21/4/2023,30/3/2023</p> <p>Evidence of Field Mobilisation reports from all the ward agents were as Lumbuye ward 10/4/2023, Naigombwa 17/7/2022</p>	2
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>All Town Agents had Parish Data dated 25/10/2022.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>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</p>	<p>Mapping Report of NGOs, CBOs and CSOs seen dated 26/6/2023. Minutes for the awareness meeting seen dated 1/9/2022 with attendance list attached. A report dated 3/9/2022 on involvement of NGOs, CBOs and CSOs in raising awareness about the PDM and Planning cycle.</p>	2
	<p>Maximum score is 6</p>			

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Letter from the Town Clerk to the Ward Agents communicating projects to be incorporated in the plan for the current FY seen dated.....</p>	2
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3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Priority enterprises seen</p>	2
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B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>Development plan is in place and prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY are consistent with the LLG approved development plan III as seen the construction of admin block in the budget on pg 21, work plan on pg 3 and in the development plan on pg 144</p>	1
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines 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 evidence	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	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 seen dated 3/11/2022 and sampled health dept for planting of tress appear in the work plan and budget as seen from the budget conference report	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Investments in the budget approved under council minute 61/KTC/05/GCM/2023 to be financed by the LLG	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	The LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III attached to the annual work plan	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Received on 2/5/2023	1
	Maximum score is 6			

5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	submitted on 25/4/2023	2
	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	investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines e.g 90% of the grant was spent on capital investments	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budget was 114797000 and actual collected was 126497370 Difference is +11003370 = +9.6% which is within +/- 10%	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	FY 2022/2023 collected 126,497,370 FY 2021/2022 collected 94,474,956 difference was +32,022,414 and the %age was +33.9%	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.	No evidence	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	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	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.	Publicised the OSR and how it was used for the previous FY report seen dated 30/6/2023	1

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submitted on 30/8/2023	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	Submitted on 7/10/2022	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	Submitted on 5/1/2023	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Submitted on 6/4/2023	1
	<p>Maximum score is 6</p>			

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Submitted on 7/7/2023</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>All staff were appraised by June 2023 as evidenced by the appraisal report dated 29th June 2023</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) - score 2 or else 0</p>	<p>The town council has five primary schools and all were appraised by 30th Dec 2022 as evidenced by their personal files</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) - score 2 or else</p>	<p>The health in charge for Kaliro Town council health centre three was appraised by 29/6/2023</p>	2

13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (i) Publicized the list of LLG staff: score 3 or else 0	Staff attendance register seen and the staff list was publicized and dated 1/ 7/ 2022	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 were evidenced and submitted with recommendation to CAO as below;- July 2022 was submitted on 7th Aug 2022 Aug 2022 was submitted on 21st Sep 2022 Sept 2022 was submitted on 5th Oct 2022 Oct 2022 was submitted on 5th Nov 2022 Nov 2022 was submitted on 8th Dec 2022 Dec 2022 was submitted on 6th Jan 2023 Jan 2023 was submitted on 2nd Feb 2023 Feb 2023 was submitted on 1st March 2023 March 2023 was submitted on 4th April 2023 April 2023 was submitted on 3rd May 2023 May 2023 was submitted on 2nd June 2023 June 2023 was submitted on 3rd July 2023	3

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	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 like construction of admin block	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 If 70% -90%: Score 2 If less than 70 %: Score 0.	The investment projects planned in the previous FY were completed as per work plan by end of FY as seen from the progress report and the payment voucher	3
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G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	Environmental and social screening (E&S) form/ESMP for all projects in place Period maintenance of 0.61 km of Sanya road, routine maintenance of 1.7km of bugoma road, routine maintenance of 0.87km of Bukaviri road, routine maintenance of 0.22km of Kirumira road, routine maintenance of 0.5km of Luta road, periodic maintenance of 0.61km of Londe road, routine maintenance of 0.8km of Mbakire road, routine maintenance of 0.76km of Balondemu road, periodic maintenance of 0.34km of Gamutambuli road dated and signed on 7/6/22	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	Complaints file in place with clear information and on ward action	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	Grievance redress mechanism in place and 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	Area Land Committee in place with members; Mwido Henry Chairperson Mugoda James Member Biso Erisa Member Nantawuna Moses Member Mbeiza Zaituna Member with minutes dated 31/5/23, 21/6/23, 28/4/23 signed with attendance list	1
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H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness report for Buyunga Ward seen dated on 12/5/2023 with attendance sheet attached, Bukumankoola Ward dated on 5/3/2023 with attendance sheet attached, Budini Ward dated on 15/6/2023, Lumbuye Ward dated 10/4/2023 and Naigombwa Ward.	3
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 - 99% - score 2 If 60 to 79% score 1 Below 60% score 0	No evidence	0
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22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Buyunga Ward: SMC minutes for Kaliro Church of Uganda P/S seen dated 27/7/2022,,27/10/2022,27/7/2023 attendance lists attached but not dated. No minutes for Private Schools. Bukumankoola Ward: No minutes and (Has only Private Schools) Budini Ward: Budini C/U P/S dated 19/11/2022, 22/8/2023 Budini Boys P/S dated 28/6/2023, 17/3/2023, 17/9/2022 St Francis Budini Girls Boarding P/S-22/9/2022 , 3/8/2022, 2/3/2023 Naigombwa Ward has only Private schools that have not submitted their SMC minutes. Lumbuye Ward: No SMC for Bukumankoola P/S but no SMC for private schools in the ward.	0
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Reports Seen dated 24/10/2022 and 30/6/2023.	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 service delivery monitoring reports dated 29/9/2022, 28/12/2022,27/3/2023 and 27/6/23 in place but no evidence of discussion in the Executive Committee.	0
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	Health Unit Management Committee is fully constituted. Health Unit Management Committee minutes in place dated 29/9/2022,28/12/2022,27/3/2023 and 27/6/2023 and attendance lists attached.	3

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0
	Maximum score is 3	
27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0
	Maximum score is 3	
28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0
	Maximum score is 2	
29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.
	Maximum score is 2	Score 2 else 0

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	<p>The town council has a functional physical planning committee fully and properly constituted as per the list of members, minutes submitted to MLHUD and building plan registration book evidenced.</p> <p>Members of the ppc are as below;-</p> <ol style="list-style-type: none"> 1. Kyoziira Henry-Town Clerk (Chairperson) 2. Nantabo Ruth- Physical planner (secretary) 3. Tulirabirawo Rose - Town Engineer 4. Ademun Juliet Hope - Surveyor 5. Kaube Charles - Architect 6 Masanja Alex - Health Assistant 7. Diogo Paul - Environment Officer <p>Minutes of the physical planning committee submitted to MOLHUD were received on the following dates</p> <p>QTR one on 13th Oct 2022, QTR two on 13th March 2023, QTR three on 13th March and QTR four on 14th Aug 2023</p>	1
30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25	<p>The town council has area action plan(s) approved by the Council for Bulangira, Buwalujo, Busoma and Nakiyanja wards as evidenced by the detailed plans</p> <p>No availability of an approved action area plan for the previous FY but development a detailed plan for the entire Town council is on going</p>	1
31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	<p>No evidence of approving new investments in the minutes of the physical planning committee although they were consistent with the approved area action plans</p> <p>No planning compliance certificate issued by MoLHUD.</p>	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	Page 11 of the Budget indicates that street naming, plot numbering, surveying and demarcating roads, were implemented 90% in the previous financial year and the implemented activities were recorded in the computerized road data base for financial year 2022-2023	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	No progress reports to prove the functionality of the Development Control Team was evidenced evidence of establishment was seen as per the appointment letters dated on 18th March 2021 and comprises of Lyavala Eric -Chairperson General Purpose committee (Chairperson), Tulirabirawo Rose-Town Engineer (secretary), Nantabo Ruth-physical planner, Masanja Alex-Health Assiatant, Lubogo Richard-representative of PWDS and the work plan was intergrated in the works departmental work plan and budget for FY 2022-2023 on page 8.	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	Solid waste management plan in place dated 18th /5/2022 with implementation status reports dated 3rd /4/23, 3/1/23, 4th /10/22	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	Awareness campaigns for solid waste management dated 16/2/23 with attendance lists, 30/6/23, 24/10/22, 24/8/22	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	No evidence	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	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	0

L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	Consolidated report for all the sectors seen and received by DPO on 28/6/2023	2
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings Maximum score is 2	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	No evidence	0

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>	No evidence	0
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Training reports seen as follows; Crop dated 17/4/2023, 11/5/2023, Vet dated 30/5/2023, 20/6/2023 and Fisheries dated 3/4/2023</p>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	No evidence	0

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>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>	<ul style="list-style-type: none"> • Only Kasokwe, Butajjube, Buyodi and Bwayuya parishes had PDM guidelines. • Only Kasokwe, Butajjube and Bwayuya parishes had duly constituted and composition • Mobilization for PDM was conducted in (Butajjube – 8/5/2023, Kasokwe – 5/8/2022 and Bwayuya – 21/3/2023). However, reports for Bwayuya were not owned. • Appraisal of all proposals were submitted for the revolving funds during the previous 	0
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<ul style="list-style-type: none"> • Kasokwe and Buyodi parishes had compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, but not economic activity. • The rest of the parishes didn't present analyzed parish data. 	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>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</p>	<ul style="list-style-type: none"> • The LLG had mapped NGOs, CBOs & CSO operating in the LLG and a list dated 30/9/2022 was pinned on the noticeboard. • However, there was no evidence of involvement in mobilization for PDM 	0
<p>Maximum score is 6</p>				

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The LLG provided guidance and information to the Village Executive Committees and to PDCs on approved as below;</p> <ul style="list-style-type: none"> • Kasokwe – 4th/11/2022 under Min.6 • Butajjube – 26/12/2022 under Min.8 <p>The rest of the parishes had no evidence of providing guidance.</p>	0
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3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<ul style="list-style-type: none"> • Guidance was provided by only Bwayuya parish 	0
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B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>kasokwe approved development plan III and Annual Work plan and Budget (AWPB) for the current FY were consistent</p>	1
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines 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 evidence	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	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	Dated 28/11/2022	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	AWPB 2023/24 included projects under capital arrangement for funding by OSR	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	project profiles developed	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	dated 5th May	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	No evidence	0
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	Kasokwe Sub County prioritized investments comply with the DDEG Grant, Budget and Implementation Guidelines investment menu.	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	From the Annual financial statements for year ended 30th June 2023 and budget FY 2022/2023 reveals that;	1								
	Maximum score is 1		<table border="0"> <tr> <td>2022/23 Budget (AFS)</td> <td>Actuals 2023</td> </tr> <tr> <td>12,200,000UGX</td> <td>12,045,500UGX</td> </tr> <tr> <td>= 1.3%</td> <td></td> </tr> <tr> <td>=</td> <td></td> </tr> </table>	2022/23 Budget (AFS)	Actuals 2023	12,200,000UGX	12,045,500UGX	= 1.3%		=		
2022/23 Budget (AFS)	Actuals 2023											
12,200,000UGX	12,045,500UGX											
= 1.3%												
=												

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	Review of the Annual financial statements for year ended 30 June 2023 in relation to previous year ended 30th June 2023 indicates an improvement in the actual OSR collected as disclosed in the statement of revenue collected for year ended 30 June 2023 on page 32 of the AF/S 2023. Actuals (2022) Actual (2023) 12,000,000UGX 12,045,500UGX = 0.37%	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.	Kasokwe Sub County remitted the mandatory the 35% to the district on all OSR collected as disclosed in note 14(Grants and Transfers) from the AFS for previous year ended 30 June 2023.	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Kasokwe Sub County spent 103.0% of OSR on councilors allowances as established from its FS for year ended 30 June 2023 submitted to OAG dated 30th August 2023. ref: page 15. Actual OSR (2023) Actual Council (2023) 12,045,500UGX 12,416,000UGX =	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	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.	Verified with the Sub County Notice Board	1

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>	<p>Kasokwe Sub County submitted AFS for year ended 30th June 2023 to Office of Auditor General with acknowledged copy dated 30th August 2023</p>	4
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>	<p>Submitted on 15th October 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Submitted on 12th January 2023</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Submitted on 10th April 2023	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	Submitted on 20th July 2023	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>The SAS appraised staff in the LLG including extension workers in the previous FY by 30th June e.g.</p> <ul style="list-style-type: none"> • Appraisal report dated 30th/6/2023 was seen - all staff were appraised by 30/6/2022 • However, few performance plans were seen 	2
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12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The SAS appraised H/Ts in public schools in the previous FY by 31st December 2022 e.g. • Appraisal report dated 30/12/2022 was seen	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	In - charge of Kasokwe H/CIII was appraised on 30/6/2023	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	The SAS appraised staff in the LLG including extension workers in the previous FY by 30th June e.g. • Appraisal report dated 30th/6/2023 was seen – all staff were appraised by 30/6/2022 • However, few performance plans were seen The SAS appraised H/Ts in public schools in the previous FY by 31st December 2022 e.g. • Appraisal report dated 30/12/2022 was seen	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	The in - charge of Kasokwe H/CIII was appraised on 30/6/2023	3
F. Implementation and Execution				
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Spent all the DDEG for the previous FY on eligible projects such as road opening, procurement of laptop and printer	2

15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The execution of budget in the previous FY does not deviate for any of the sectors/main programs	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 If less than 70 %: Score 0.	Investment projects planned for the FY were all completed as per workplan with completion certificates, delivery notes, invoices and GRNs	3

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	Evidence that the LLG carried out environmental, social and climate change screening in place for all the investment projects: road maintaince 1km, grading 3.8kms in the sub county.	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	A designated person to coordinate gievance issues atr the sub county was appointed on 17/8/2022, grievance mechanism is in place. Complaints LOG book seen with cases recorded and addressed. and defined complaints referral path, and public display of information at LLG offices seen	1

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress at the notice board seen dated 17/8/2022	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	LLG has fully constituted Area Land Committee with sets of Minutes for the previous FY, dated 17/2/2023, 19/5/2023, and the committee members are 6 seen their appointment members under min 7/ksk/council/09/22	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 report dated 23/5/2023 seen on file	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	Seen reports for term 1 and term 2 and term 3	4

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	Seen SCM minutes for all schools e.g Bwayuya p/s 22/6/2023, Butongole 14/2/2023, Zibondo 3/4/2023, Kasokwe 16/9/2022, Bugoodo 31/8/2022,	3
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Evidence in place in a report dated 21/11/2022 with attendance	3
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24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Report on health service delivery monitoring dated 27/4/2023 seen on file with the evidence of Executive Committee to check whether health issues on health centres are covered dated 26/05/2023 with attendance	4
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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	HUMC minutes seen for Kasokwe H/C III seen as 3/8/2022, 17/10/2022, 21/2/2023, and 15/6/2023 and signed with all the attendances attached	3
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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	<ul style="list-style-type: none"> The SAS submitted in writing requests to the DWO dated 13/9/2022 for consideration in the planning of the current FY 	3
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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	<ul style="list-style-type: none"> SAS monitored aspects of water and environment services during the previous FY as evidenced by a report dated 10/4/2023 	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	<ul style="list-style-type: none"> There was evidence that the LLG had functional Water and Sanitation Committees (including collection and proper use of community contributions) by minutes as at 10/7/2022, 15/5/2023, 12/3/2023 and 10/2/2023 	2
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	Updated reports submitted showing the water and sanitation status of the Sub County for all facilities dated 5/3/2023 is on file	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	
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30 Development of the Physical Development Plans as per guidelines
Maximum score 2
(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:
20% in 2022/23
30% in 2023/24
40% in 2024/25

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

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3
(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3
(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan
Maximum score 2
(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0

- 32 The LLG has developed and implemented a solid waste management plan
Maximum score 2 (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
- 33 Operation and Maintenance of infrastructure
Maximum score is 3 (i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 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
- 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

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. Fisheries sector – data dated 30/06/2023
Veterinary sector - data dated 12/6/2023
Crop sector data dated 29/6/2023

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	Awareness and mobilization campaigns were carried out as below; <ul style="list-style-type: none"> • Fisheries sector - 10/7/2022 • Crop sector - 16/6/2023 • Veterinary - 8/6/2023 	2
	Maximum score is 2	score 2 or else 0		
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	Monitoring was conducted as below; <ul style="list-style-type: none"> • Fisheries sector - 28/2/2023, 31/5/2023, 31/3/2023, 31/1/2023, 30/12/2022, 28/4/2023, 30/6/2023, 30/9/2022, 30/11/2022, 31/8/2022, 29/7/2022, 28/10/22 • Crop sector - 28/6/2023, 20/9/2022 • Veterinary sector - 12/6/2023, 23/5/2023, 24/4/2023, 31/3/2023, 7/2/2023, 6/1/2023, 12/12/2022, 30/11/2022, 28/10/2022, 30/9/2022, 31/8/2022, 29/7/2022 	2
	Maximum score is 2	score 2 or else 0		
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	Farmer training meetings were conducted as below; <ul style="list-style-type: none"> • Veterinary sector - 8/6/2023 • Fisheries sector - 30/5/2022 • Crop sector - 5/10/2022, 25/8/2022 	2
	Maximum score is 2	score 2 or else 0.		

<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>	<ul style="list-style-type: none"> • Fisheries – report dated 13/12/2022. Support was provided on pond measurement and stocking • Veterinary – Report dated 8/2/2023 • Crop – 30/6/2023
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A. Functionality of Parish Administrative Structures

<p>1</p> <p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>All PDCs are in place and functional</p> <p>All parishes did not have quarter 1 minutes, reports and attendance.</p> <p>Mpambwa parish had minutes, reports and attendance for Qtr 2, 3 and 4 dated 19/6/23</p> <p>Busulumba parish had minutes, reports and attendance for Qtr 2, 3 and 4 dated 20/6/2023</p> <p>Kisinda parish had minutes, reports and attendance for Qtr 2, 3 and 4</p> <p>Kibwiza parish had minutes, reports and attendance for Qtr 2, 3 and 4</p> <p>Nawandyo parish had minutes, reports and attendance for Qtr 2, 3 and 4</p> <p>Lubuulo parish had minutes, reports and attendance for Qtr 2, 3 and 4</p>	<p>0</p>
<p>2</p> <p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Busulumba parish, Mpambwa, Kisinda, Lubuulo, Kibwiza and Nawandyo parishes presented evidence on data compiled, updated, and analyzed for the previous FY</p>	<p>2</p>

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	No NGO/CBO operating in the LLG	2
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	Evidence seen on approved Programmes/activities to be implemented within the Parish for the current FY Busulumba dated 22/6/23, Kisinda dated 22/6/23, Kibwiza dated 22/6/23, Mpambwa dated 22/6/23, Lubuulo dated 22/6/23, Nawandyo dated 22/6/23.	2
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	No evidence	0
	Maximum score is 6			

B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	No consistency between development plan and budget	0
	Maximum score is 6			

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>No evidence of planning meetings</p>	<p>0</p>
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>There is a budget conference report prepared on 2/9/2022 with attendance lists attached</p>	<p>0</p>
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>There is evidence as seen in the work plan for support to nutrition coordination committees, opening of community roads and procurement of office furniture</p>	<p>1</p>
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>Profiles were developed for all projects</p>	<p>1</p>

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Budget was submitted to office of CAO on 26th May 2023	0
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Procurement plan submitted on 18th/04/2023	2
	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	They complied because there were projects like road opening, procurement of office furniture	2
	Maximum score is 2			
C. Own Source Revenue Mobilization and Administration				
7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	No evidence	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	FY 2021/22 collected shs 9,198,375 FY 2022/23 collected Shs 6,872,308 Which is a decrease of 25%	0
	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.	No evidence	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	Used 2,400,000 on councillors allowances in 2022/23 FY against the collected amount of Shs 6,872,308 which is 34%	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	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	0

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Prepared and submitted 28/08/2023 to OAG and CAO	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	Submitted on 13/10/2022	1
<p>Maximum score is 6</p>				
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	Submitted on 9/1/2023	1
<p>Maximum score is 6</p>				
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Submitted on 12/4/2023	1
<p>Maximum score is 6</p>				

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Submitted on 10/7/2023</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Report on staff appraisal seen. Personal files seen for evidence but staff were appraised after 30th June</p>	0
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) - score 2 or else 0</p>	<p>Report Head teachers staff appraisal seen</p> <p>Personal files for evidence seen. Head teachers appraised on 13th/12/2022</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) - score 2 or else</p>	<p>Report on staff appraisal seen</p> <p>Personal files seen for evidence but staff were appraised after 30th June</p>	0

13	Staff duty attendance	Evidence that the LLG has	Publicized the list of LLG staff	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		

13	Staff duty attendance	Evidence that the LLG has	Produced all 12 monthly analysis of staff attendance received by CAO	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		

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	Spent DDEG on road opening, procurement of plastic chairs procurement of a filling cabin	2
	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	There was no deviation between the budget and execution	2
	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) :	All projects were implemented as planned to 100%	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. 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	N evidence	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No evidence	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	No evidence	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	Minute to appoint the area land committee in place dated 19/12/22 under min: 9/KSD/SC/12/22 1. Balidawa Samuel 2. Kagenda Daniel 3. Senyonga Julius 4. Dioma Daniel 5. Namboira Perepetwa	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	No evidence	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	Have 7 government aided schools which include Kamutaka, Lubulo cope, Kisinda, Busulumba, Lubulo, Namuntu and Nakaboko Have 5 Private schools which include Kibwiza, sama p/s, zion nursery, modern and mpambwa Only monitored government schools for only two terms with report dated 10/10/22, 28/4/23	1
22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Only got minutes from 4 government schools out of the 7 and all of them didn't have the 3sets of minutes Busulumba 2/3/23, 19/10/22 Kamutaka 21/10/22, 14/6/23 Lubuulo 4/6/23, 30/11/22 and 7/3/23 Nakaboko 7/2/23, 20/6/23 and 21/9/22	0

I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Evidence seen that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery as seen Qtr 1 report dated 28/9/22, Qtr 2 dated 20/12/22, Qtr 3 dated 29/3/23, Qtr 4 dated 28/6/23	3
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24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Evidence seen with qtr 2 report dated 30/12/22, Qtr 3 dated 30/3/23, Qtr 4 dated 15/7/23	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	HUMC present and functional Minutes and sufficient attendances seen for Qtr 1 dated 22/9/22, Qtr 2 dated 14/12/22 Qtr 4 dated 14/6/2023	3
	Maximum score is 3			

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	No evidence	0
	Maximum score is 3			

27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	Quarter two monitoring reports in place dated 28th December 2022 and received 28th December, 2022	3
	Maximum score is 3			

28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	Minutes showing water and sanitation committee in place dated 11th November 2022 and received 12 November 2022	2
	Maximum score is 2			

29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Maximum score is 2	Updated list in place report dated 29/6/23 and received on 29/6/23	2
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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
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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
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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
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31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan
Maximum score 2 (i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan
Maximum score 2 (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0

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

33 Operation and Maintenance of infrastructure
 (iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0
 Maximum score is 3

L. Production Services Management

34 Up to date data on agriculture and irrigation collected, analyzed and reported
 If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.
 Reports on production statistics in place
 Fisheries report dated 18/5/23 and received on 18/5/23
 Crop report dated 29/6/23 and received 29/6/23
 Vet report dated 8/4/23 and received 11/4/23
 Maximum score is 2 **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
 Reports on awareness in place with attendance lists
 Crop report dated 26/4/23 and received 26/4/23
 Vet report dated 17/3/23 and received 17/3/23
 Fisheries report dated 19/6/23 and received 19/6/23
 Maximum score is 2 **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
 Monthly monitoring reports in place
 crop report dated 27/6/23 and received 27/6/23
 Fisheries report dated 3/4/23 and received 3/4/23
 Vet report dated 29/9/22 and received 3/10/22
 Maximum score is 2 **2**

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training reports with attendance lists in place Vet report dated 27/8/22 and received 31/8/22 Fisheries report dated 20/5/23 and received 20/5/23 Crop report dated 17/5/23 and received 18/5/23	2
Maximum score is 2				
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Field visit reports on extension support provided in place Crop report dated 29/5/23 and received 29/5/23 Fisheries report dated 15/5/23 and received 15/5/23 Vet report dated 17/8/22 and received 22/8/22	2
Maximum score is 2				

A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards	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.	PDCs are formed but functionality as evidenced by minutes and attendances are not seen	0
Maximum score is 2				

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>community profiling seen for some parishes but the parishes of Nabikooli, Bugonza, Igulamubili and Natwana were not seen</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Mapping reports seen and dated 12/7/2022</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>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 for parishes of Natwana, Nabikooli and Igulamubili not seen</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Guidance and information to the Village Executive Committees and to PDCs on priority enterprises that can be implemented in the parish for parishes of Natwana, Nabikooli and Igulamubili not seen</p>	0

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:	LLG approved development plan III and Annual Work plan and Budget (AWPB) for the current FY 2023/2024 are consistent with the LLG approved development plan III	1
	Maximum score is 6	i. Is consistent with the LLG approved development plan III; score 1 or else 0		
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:	The Sub County ranked priorities from all parish that submitted	1
	Maximum score is 6	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.		
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:	The AWPB 2023/2024 approved on 08/05/2023 under Min: 08/Council/NGG/5/2023, reflects the outcomes from the Budget Conference Report dated 28/11/2022 and submitted to the district on the same date.	1
	Maximum score is 6	iii. Is based on the outcomes of the budget conference; score 1 or else 0		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	The Approved investments for Namugongo are inclusive of investments financed other funding sources like URF and OSR to maintain community Access Road.	1
	Maximum score is 6			

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	Capital investments in WPB FY 2023/2024 were all developed and profiled in the prescribed format.	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The AWPB FY 2023/2024 were in place but there were no evidence for submission.	0
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Namugongo Subcounty submitted the procurement plan FY 2023/2024 on 14th April 2023.	2
	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	Namugongo Subcounty budget and investment priorities for the FY2023/2024 do comply to the DDEG Grant, Budget and Implementation Guidelines investment menu.	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	From the Annual financial statements for year ended 30th June 2023 and budget FY 2022/2023 reveals that; 2022/23 Budget (AFS) 13,500,000UGX. 13,075,585UGX =13,075,585/13,500,000*100 =+3%	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	Review of the Annual financial statements for year ended 30 June 2023 in relation to previous year ended 30th June 2023 indicates an improvement in the actual OSR collected as disclosed in the statement of revenue collected for year ended 30 June 2023 on page 32 of the F/S 2023.	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Namugogo Sub County remitted the mandatory the 35% to the district on all OSR collected as disclosed in note 14(Grants and Transfers) from the FS for previous year ended 30 June 2023 and also shared with administrative units the remaining 65% through meeting administrative costs	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Namugongo Sub County spent 112% of OSR on councilors allowances as established from its FS for year ended 30 June 2023 submitted to OAG dated 30th August 2023. Total Council Expenditure 2022/2023: 14,646,469UGX Total OSR Collected 2022/2023: 13,075,585UGX	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	Namugongo Sub County Budgeted and used OSR funds for operational and maintenance of 2.0km Road from Butege PS to Igulamubiri as also disclosed in the Annex 3 for Q3 submissions dated 10th April 2023.	1

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>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	<p>Namugongo Sub County published its OSR on notice boards dated 22nd February,2023.</p>	1
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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>	<p>Namugongo Sub County submitted AFS for year ended 30th June 2023 to Office of Auditor General with acknowledged copy dated 30th August 2023</p>	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>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>	<p>Quarter 1 financial and physical progress reports together with Annex 3 for Namugongo Sub County were submitted on 4th September 2022 with PDM funding exclusive.</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Quarter 2 financial and physical progress reports together with Annex 3 for Namugongo Sub County were submitted on 6th January 2023 with PDM funding exclusive.</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Quarter 3 financial and physical progress reports together with Annex 3 for Namugongo Sub County were submitted on 10th April 2023 with PDM funding exclusive.</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Quarter 3 financial and physical progress reports together with Annex 3 for Namugongo Sub County were submitted on 10th April 2023 with PDM funding exclusive.</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Seen staff lists for 13 staff all appraised by 30/6/2023 and the appraisal report dated 4/7/2023 on file</p>	2
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12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	seen appraisal reports for 6 head teachers all appraised on 6/12/2022	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	seen appraisal reports for Mukembo Alex Grace in charge Namugongo H/C 111 appraised on 28/6/2023	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	LLG staff list dated 7/7/2022 seen 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	Monthly analysis of staff produced for the 12 months and this is on file	3
F. Implementation and Execution				
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Spent all the DDEG for the previous FY on eligible projects such as road opening.	2

15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The execution of budget in the previous FY does not deviate for any of the sectors/main programs	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 If less than 70 %: Score 0.	Investment projects planned for the FY were all completed as per workplan with completion certificates, delivery notes, invoices and GRNs	3

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	Environment, social and climate change screening forms together with ESMPs were seen for 6 roads projects	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	Grievance focal point person in place with appointment dated 13/6/2022, log book in place also mechanism in place dated 13/6/2022 and also minutes dated 6/7/2022, 14/9/20222 and 11/5/2023 are on file	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	grievance redress mechanisms publicized on the notice board and it was dated 13/6/2022	1
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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 evidence	0
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H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness reports dated 12/5/2023 for mobilization of community for parental involvement in education activities seen on file with the attendences	3
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 - 99% - score 2 If 60 to 79% score 1 Below 60% score 0	There are 8 P/Ss in the LLG but only monitored 3 schools which is only 37.5% and the issues discussed in GPC that sat on 15/5/2023 to discuss the education issues	0
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22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Seen minutes of the SMCs on file but the responsible officers had not signed on them for all the schools	0
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Community mobilization report dated 24/4/2023 was seen on file	3
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24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Health monitoring reports seen, dated 20/1/2023, the sub county report also seen dated 20/8/2022 which discussed in GPC on 22/2/2023 under minute 4/SEC/NGG/Feb 2023 health sector monitoring report	4
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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	HUMIC minutes seen and they were fully signed for the two H/Cs, Namugongo H/CIII and Nabikooli H/CII	3
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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	Requests seen for the LLG submitted to the water office on dates 4/7/2022 and 6/4/2022	3
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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	Reports dated 30/9/2022, 4/1/2023, 30/3/2023 and 30/6/2023 on water and environment monitoring/supervision reports submitted by the SAS where new and old facilities were covered	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	Water and Sanitation committees are all functional as seen from minutes dated 20/5/2023 for Kitalikikyo village in Butege parish, Namukooge and Bugoda parishes dated 9/12/2023	2
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	Reports dated 30/9/2022, 4/1/2023, 30/3/2023 and 30/6/2023 on water and environment updated monitoring/supervision reports submitted by the SAS where new and old facilities were covered	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
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30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(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:</p> <p style="margin-left: 20px;">20% in 2022/23</p> <p style="margin-left: 20px;">30% in 2023/24</p> <p style="margin-left: 20px;">40% in 2024/25</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(i) If all infrastructure investments implemented by the LLG in the previous FY:</p> <p style="margin-left: 20px;">(i) are consistent with the approved Physical Development Plan; and</p> <p style="margin-left: 20px;">(ii) have a planning compliance certificate issued by MoLHUD.</p> <p>Score 1 or else 0</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(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</p>
31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0</p>
32	<p>The LLG has developed and implemented a solid waste management plan</p> <p>Maximum score 2</p>	<p>(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</p>

- 32 The LLG has developed and implemented a solid waste management plan
Maximum score 2 (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
- 33 Operation and Maintenance of infrastructure
Maximum score is 3 (i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 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
- 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

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 for all the three sector seen and were fully updated and submitted to line sector heads at production departments as fisheries submitted on 30/6/2023, crop 30/6/2023 and vet on 30/6/2023

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	Awareness reports seen as crop submitted on 22/4/2023, vet 15/3/2023, fisheries 12/7/2022	2
	Maximum score is 2	score 2 or else 0		
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	Monitoring reports seen on file as Fisheries Q1 dated 15/9/2022, Q2 10/3/2023, Q3 31/5/2023 and Q4 4/7/2023, Crop dated Q1 2/9/2022, Q2 2/1/2023, Q3 2/6/2023 and Q4 3/7/2023 and lastly Vet Q1 2/12/2022, Q2 3/4/2023, Q3 30/5/2023, Q4 30/6/2023	2
	Maximum score is 2	score 2 or else 0		
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	Training reports seen for all the sector as follows; Vet 9/5/2023, Fisheries 30/6/2023 and crop 17/1/2023	2
	Maximum score is 2	score 2 or else 0.		

38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Extension support to farmers seen in reports dated; fisheries 31/3/2023, crop 8/3/2023, and vet 30/6/2023</p>	2
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A. Functionality of Parish Administrative Structures

1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>Evidence seen 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, minutes, reports and attendance.</p> <p>Qtr 1 minutes, mobilization reports and attendances seen for all four parishes that Saaka parish dated 29/7/22, Kiganda dated 16/8/22, Kinawabuzi parish dated 23/9/22 and Namwiwa parish dated 29/7/22</p> <p>Qtr 2,3 and 4 minutes, mobilization reports and attendances seen for all four parishes that is Saaka parish, Kiwanabuzi, Kiganda and Namwiwa Parish</p>	2
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Evidence seen 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 for the previous FY.</p>	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	Mapping report not seen but workplan for UDHA seen	0
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	Evidence seen that the LLG 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 dated 2/7/2023	2
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	Evidence seen 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 as seen in Namwiwa parish dated 30/9/22, Saaka dated 28/9/22, Kinawabuzi parish dated 30/8/2022 and Kiganda parish dated 28/11/22	2
	Maximum score is 6			

B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	There was linkage between budget and development plan and the annual work plan, by the development projects in the work plan are in the budget and are priorities in the development as seen in chapter 3.5 and in the cost implementation matrix	1
	Maximum score is 6			

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>As contained in the planning committee minutes of all parishes and report there to</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>Budget Conference was held on 1st/11/2022</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>LLG budget contains projects like procurement of office furniture, titling of government land and maintenance of community roads</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>The LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III</p>	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Budget submitted on 14th August 2023	0
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	No evidence	0
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	Spent on the following Partial completion of the administration block, titling of administration block land, maintenance of community roads, procurement of tree seedlings.	2
	Maximum score is 2			
C. Own Source Revenue Mobilization and Administration				
7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Collected Shs 2,831,000 budget for comparison was 2,000,000 Diff +831,000 %diff = +41%	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	FY 2021/22 actual was 1,239,188 FY 2022/23 actual was 2,83,1000 Diff 1591812 %diff 128%	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.	Voucher No. 02/06 worth 503,000 and Voucher No. 05/06 worth 100,600 respectively to LC I and IIs	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Spent 1,392,750 on council allowances out of 2,831,000 which 49% of the actual collection	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	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	0

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submitted on 29th/8/23	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	Prepared and submitted on 11th/10/2022	1
<p>Maximum score is 6</p>				
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	Prepared and submitted on 13th Jan 2023	1
<p>Maximum score is 6</p>				
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Prepared and submitted on 10/04/2023	1
<p>Maximum score is 6</p>				

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: iv. Q4 by 30th July score 3 or else 0	Prepared and submitted on the 13th/7/2023	3
	Maximum score is 6			

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	Seen the appraisal report dated 15/6/2023 where all staff were appraised on the 12/6/2023 as also evidenced from their personal files	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	Evidence not seen Report seen but No personal files at the LLG	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 health incharge in the LLG	2

13	Staff duty attendance	Evidence that the LLG has	Evidence seen that the LLG had publicized the list of LLG staff dated 20/6/2023 on the notice board	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		

13	Staff duty attendance	Evidence that the LLG has	Evidence seen that the LLG has produced all 12 monthly analysis of staff attendance.	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		

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	Spent all the DDEG for the previous FY on eligible such as road opening, partial completion of administration block, renovation of the subcounty pit latrine and procurement of plastic chairs	2
	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	does not deviate for any of the sectors/main programs	2
	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) :	All investments were completed such as renovation of pit latrine, opening of community roads, procurement of fruit trees with certificates	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. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	No evidence	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	The LLG has a specified system for recording, investigating and responding to grievances, which includes a complaints log book with clear information and reference for onward action, a defined complaints referral path, and the public display of information at LLG offices seen also seen the designated officer to handle grievances appointed as Mr.Mwagale Joel.	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	The evidence of publicizing the grievance redress mechanism was seen at the notice board dated 18/5/2022	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	Appointment letters for area land committee in place 1.Mugerwa Muhamud Kalenzi 2. Walwendo Kalim 3. Wakooli Martin 4. Nabirye Edisa Namugosa Syslivia with minutes dated 14/4/23, 4/11/22, 20/2/23	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	Report on awareness campaigns in place dated 12/11/22 with attendance	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	have 6 government aided schools which include Saaka, Kakosi, Kiwa Nabuzi, Izinga, Busambeko, Saaka cope have 5 private schools which include bwesire, kakosi standard, kakosi central, base sider and hill view Monitored only government schools twice with reports dated 6/6/23 and 10/10/22 Did not monitor the private schools	1
22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Only had sets of minutes for two schools Busambeko dated 16/2/23 and 24/11/22 Saaka 27/10/22, 10/2/23 and 27/6/23	0

I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	No evidence	0
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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	No evidence	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	There is no health facility in the LLG	3
	Maximum score is 3			

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Request made to DWO with report dated 28/6/23 and received on 29/6/23	3
	Maximum score is 3			

27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	Seen 4 inspection reports which includes aspects of water and environment services during the previous FY including review of water points and facilities as Q1 report dated 26/9/2022, Q2 30/12/2022, Q3 30/3/2023, Q4 26/6/2023	3
	Maximum score is 3			

28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	Have minutes for the meeting dated 11/11/22 with the attendences	2
	Maximum score is 2			

29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.	Updated report submitted showing the water and sanitation status of the Sub County for all facilities dated 2/7/2023
	Maximum score is 2	Score 2 else 0	

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
	Maximum score 2	Score 1 or else 0

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

31	Implementation of the physical planning and building control measures as per guidelines	(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.
	Maximum score 3	Score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan
Maximum score 2 (i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan
Maximum score 2 (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0

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

33 Operation and Maintenance of infrastructure
 (iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0
 Maximum score is 3

L. Production Services Management

34 Up to date data on agriculture and irrigation collected, analyzed and reported
 If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.
 Report on production statistics in place
 Vet report dated 8/6/23 and received 8/6/23
 Fisheries report dated 8/6/23 and received 8/6/23
 Crop report dated 30/6/23 and received 30/6/23
 Maximum score is 2 **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
 Awareness reports carried out in all the three sectors as below;
 Crop report dated 5/7/22 and received 5/7/22 with attendance
 Vet report dated 27/6/23 and received 27/6/23 with attendance
 Fisheries report dated 7/6/23 and received 7/6/23 with attendance
 Maximum score is 2 **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
 monthly monitoring reports by extension staff in place
 Fisheries report dated 31/3/23 and received 31/3/23
 Crop report dated 30/5/23 and received 30/5/23
 Vet report dated 30/5/23 and received 30/5/23
 Maximum score is 2 **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 in place crop report dated 6/4/23 and received 11/4/23 30/3/23 and received 4/4/23 Vet report dated 5/5/23 and received 5/5/23 Fisheries report dated 31/3/23 and received 31/3/23	2
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	field reports on extension support provided in place crop report dated 25/4/23 and received 25/4/23 Fisheries report dated 2/4/23 and received 21/4/23 Vet report dated 2/2/2023 in place	2

A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards Maximum score is 2	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	Evidence seen 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, minutes, reports and attendance. Qtr 1 minutes, reports and attendance seen for 6 parishes that Bukaire parish dated 20/7/22, Bunswezya Parish, Wangobo parish dated 28/9/22, Bilali Parish dated 8/8/22, Kanabugo parish, busereka dated 8/8/2022 Qtr 2,3 and 4 minutes, reports, and sufficient attendances seen for all 7 parishes that is Buserka, Bilali, Namwiwa, Wangobo, Kanabugo, Bunswezya and Bukaire Parish.	2
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2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Evidence seen that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>No NGOs, CBOs in LLG</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Evidence seen that the LLG 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 dated 22/6/23 for all 7 parishes</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Evidence seen that the LLG provided guidance and information to the Village Executive Committees and to PDCs on priority enterprises that can be implemented in the parish</p>	2

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	Approved on 4/5/2021, there is consistence between budget and development plan as for the following projects such as; Support to nutrition coordination committees, procurement and installation of street lights, procurement of metallic garbage kits.	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: 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.	Incorporates projects such as procurement of garbage kits, procurement and installation of street lights, support to nutrition as contained in the minutes in the minutes of the various ward planning meetings	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	Budget conference report seen on file dated 3/11/2022 and prioritized investments in the LLG council approved Annual Work plan and Budget are based on the outcomes of the budget conference	1
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Projects such as grading and leveling of the market, procurement of metallic garbage kits, procurement and installation of street lights.	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	there are project profiles for all projects implemented and those to be implemented	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Budget was submitted on 15/5/2023	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Procurement plan prepared and submitted on 14th April 2023	2
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The approved LLG Budget for the current FY complies with the investment menu in the DDEG Grant, Budget and Implementation Guidelines	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	No evidence	0
8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	No evidence	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	No evidence	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	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	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	0
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D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	AFS were submitted on 29/8/2023	4
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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: i. Q1 by 15th October score 1 or else 0	Prepared and submitted on 11/10/22	1
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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: ii. Q2 by 15th January score 1 or else 0	Prepared and submitted on 13/1/23	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Prepared and submitted on 10th April 2023</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Prepared and submitted on 13/7/23</p>	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Appraisal report by the SAS that appraised staff in the LLG including extension workers in the previous FY by 30th June. Report seen, as dated 8/7/2023</p>	2
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12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	SAS appraised head teachers in the LLG in the previous calendar year and personal file in place	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	SAS appraised HC III & II In-charges in the LLG in the previous FY by 30th June report dated 30/6/2023 and personal files in place	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	Evidence seen that the LLG has 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	Evidence seen that the LLG has Produced all 12 monthly analysis of staff attendance and submitted to CAO	3
F. Implementation and Execution				
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	There is evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects such maintenance of community roads.	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	Budget for the previous FY does not deviate from any of the sectors/main programs.	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 If less than 70 %: Score 0.	There is evidence for projects such as opening of community roads, data collection and planning activities which was at 94%.	3

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	Environment and social screening forms in place 1. Road maintenance of 1km kaliro saaka road to namwiwa T/C headquarters	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	Formal description of the grievance handling system with composition as 1. Ngira Jude - chairperson 2. Alim Denis 3. Takuwa Janet 4. MUWUMBA CYPRIAN 5. Wambi Ronald 6. Swaga Azuba Ibabda	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	publicized the grievance redress mechanism on notice board	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	appointment letters for area land committee in place 1. Tazindu Juma 2. Hamadi Alubeya 3. Mirember Susan 4. Magino Charles 5 Magala Jackson with minutes dated 15/11/22 and 11/12/22 fully signed	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	awareness campaign report in place dated 24/4/23	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	Four government schools that is Kanabugo, Namulungu, wangobo and Namwiwa Monitored all government schools once report dated 20/10/22 Did not monitor private schools	1

22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	SMC for Kanabugo 10/2/23 and 14/11/22 Wangobo 23/2/23 and 20/9/22 Namwiwa 16/9/22 Namlungu 24/2/23 All the four government schools did not have 3sets of SMC minutes and no private school had the minutes	0
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Evidence seen that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery Qtr 3 dated 12/3/23, Qtr 2 dated 14/11/22, Qtr 1 dated 21/8/22	3
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24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Evidence seen that LLG monitored aspects of health service delivery during the previous F. Qtr 1 dated 21/9/22, Qtr 2 dated 20/12/22, Qtr 3 dated 22/3/23 and Qtr 4 dated 9/5/23	4
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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	Evidence seen that the LLG has functional Health unit Management Committee for all Health Facilities in the LLG with sufficient minutes and attendance. Qtr 1 dated 29/9/22, Qtr 2 dated 20/12/22, Qtr 3 dated 24/2/2023, Qtr 4 dated 22/6/2023	3
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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		
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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

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

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

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

No physical planning committee. that they use for the district **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	No building plan registration book and no minutes of the physical planning committee. Did not submit at least four sets of minutes of physical planning committee to the MOLHUD plan for both town board and not town council and no evidence of being approved	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 of new investments No certificate of compliance	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	Annual workplan for previous FY does not have activities like street naming, plot numbering and demarcating. it has maintenance of 2km road network from the main road to Namwiwa T/C headquarters	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 of functional development control team which comprise of the engineer, physical planner and building inspector No operational annual work plan and annual progress report	0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0	No evidence	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 campaign on solid waste management in place dated 19/4/23	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	No annual infrastructure inventory	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	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 of final accounts	0

L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	Reports on production statistics in place Crop report dated 30/6/23 and received 30/6/23 Fisheries report dated 8/6/23 and received 8/6/23 Vet report dated 8/6/23 and received 8/6/23	2
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35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office	Awareness reports in place crop report dated 17/11/22 and received 26/11/23 Fisheries report dated 5/5/23 and received 5/5/23 Vet report dated 5/7/22 and received 5/7/22	2
	Maximum score is 2	score 2 or else 0		
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	Monthly monitoring reports in place crop report dated 9/5/23 and received 16/5/23 Vet report dated 30/6/23 and received 30/6/23 Fisheries report dated 25/1/23 and received 27/1/23	2
	Maximum score is 2	score 2 or else 0		
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	Training reports in place Crop report dated 5/10/22 and received 11/10/22 Fisheries report dated 31/5/23 and received 31/5/23 Vet report dated 5//23 and received 9/5/23	2
	Maximum score is 2	score 2 or else 0.		

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Field reports in place</p> <p>crop report dated 1/6/23 and received 1/6/23</p> <p>fisheries report dated 20/4/23 and received 20/4/23</p> <p>Vet report dated 2/2/23 and received 2/2/23</p>
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A. Functionality of Parish Administrative Structures

1

2

<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>Composition of PDC is in accordance with the PDM guidelines.</p> <p>PDC minutes in place to indicate that PDC carried out mobilisation activities E.g Nansololo Parish dated on; 21/6/23, Buluya Parish on 16/1/2022, Bulike Parish on 24/11/2023, Nantamali Parish 29/12/2022, Muhira Parish 23/6/2023.</p> <p>Field Mobilisation Reports for all wards seen; E.g Nansololo Parish dated on; 30/6/23, Buluya Parish on 01/11/2022, Bulike Parish on 24/3/2023, Nantamali Parish 13/2/2023, Muhira Parish 23/6/2023.</p> <p>PDC Minutes indicate that proposals were appraised.</p>
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2

2

<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>All parishes had Parish Data analysed and disaggregated. Nansololo Parish dated on; 16/5/23, Buluya Parish on 16/5/2023, Bulike Parish on 24/10/2022, Nantamali Parish 16/5/2023, Muhira Parish 15/11/2022.</p>
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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	Mapping report seen dated on 11/5/2023 and the awareness report indicating their involvement in PDM and Planning Cycle seen dated 15/6/2023	2
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	The letter from the SAS to the Parish Chiefs and PDCs communicating projects to be implemented in the current F/Y is in place. LG budget and workplan for the FY in question do tally; projects in the work plan are in the budget..	2
	Maximum score is 6			
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	Guidance provided as evidenced in the Parish Councils Minutes. Nansololo Parish dated on 2/2/2023, Buluya Parish on 18/2/2022, Bulike Parish on 14/11/2022, Nantamali on 3/7/2022 and Muhira on 15/11/2022	2
	Maximum score is 6			

B. Planning and Budgeting

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

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>Ranked priorities from all parish submissions seen</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>Budget Conference Report dated 20th october 2022</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Operational and maintainane financed by local revenue</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>project profiles seen for all projects</p>	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	LLG budget was submitted	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Submission dated 24th March 2023	2
	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	budget for the current FY comply to the DDEG Grant, Budget and Implementation Guidelines investment menu LIKE; Completion of staff office rooms at the subcounty 5000000	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budgeted was 2500000, and collected was 2315385 Difference was -184615 %age diff was -7.4%	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	FY 2021/2022 actual was 2500000 FY 2022/2023 actual was 2315385 Decrease is 184615 %decrease is -7.3% out side the range	0
	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.	35% share remitted as reflected in the financial statements for year ended 30th June 2023	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	No evidence	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Maintenance of office block and partitioning 500,000 using local revenue VR. 3/4	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	As seen on the subcounty notice board dated 22nd February 2023	1

D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submitted on 30/8/2023	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>LLG submitted Q1 quarterly financial and physical progress reports by 12th October 2022</p>	1
<p>Maximum score is 6</p>				
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>LLG submitted Q2 quarterly financial and physical progress reports by 10th January 2023</p>	1
<p>Maximum score is 6</p>				
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>LLG submitted Q3 quarterly financial and physical progress reports by 12th April 2023</p>	1
<p>Maximum score is 6</p>				

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: iv. Q4 by 30th July score 3 or else 0	LLG submitted Q4 quarterly financial and physical progress reports by 24th July 2023	3
	Maximum score is 6			

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 the staff were appraised by 30th June 2023 as evidenced by the appraisal report signed on 26th June 2023	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 the six Primary School Head teachers in public primary schools in Nansololo subcounty were appraised by 30th Dec 2022 as evidenced by appraisal report dated 15th Dec 2022	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	Nansololo subcounty has no health centre III and II	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	Publicized the list of LLG staff on the notice board dated 1st July 2023	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	12 monthly analysis of staff attendance with recommendations to CAO were produced and submitted as evidenced below;- 1. July 2022 was submitted on 1st Aug 2022 2. Aug 2022 was submitted on 6th Sept 2022 3. Sept 2022 was submitted on 1st Oct 2022 4. Oct 2022 was submitted on 2nd Nov 2022 5. Nov 2022 was submitted on 6th Dec 2022 6. Dec 2022 was submitted on 11th Jan 2023 7. Jan 2022 was submitted on 2nd feb 2023 8. Feb 2023 was submitted on 2nd March 2023 9. March 2023 was submitted on 4th April 2023 10. April 2023 was submitted on 4th May 2023 11. May 2023 was submitted on 1st June 2023 12. June 2023 was submitted on 3rd July 2023	3

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Investments are eligible projects/ activities as per the DDEG LLG investment menu.	2
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%	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 If less than 70 %: Score 0.	Projects completed	3
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G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	No evidence adduced.	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No evidence in that regard.	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	Evidence of publicization seen.	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	Area Land committee in place with appointment letters and the functionality was evidenced by a set of minutes	1
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H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Reports on awareness campaigns and parents' mobilization for improvement of education services were in place for all the parishes as below in bulike parish dated 15th July 2022, in Buluya parish dated 12th July 2022, Muhira parish dated 12th July 2022, Nantamali dated 22 July 2022, Nansololo 2nd Feb 2023	3
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 - 99% - score 2 If 60 to 79% score 1 Below 60% score 0	The LLG 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 by 80 - 99% evidenced by the reports dated 30th Spt 2022, 24th Nov 2022, 5th Sept 2022, 28th Sept 2022, 24th Nov 2022, 6th Feb 2022	2
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22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Only four schools out of six had school management committees in the subcounty held i as below Nansololo PS on 11th Oct 2022 , Nantamali PS on 2nd July 2023, Buluya parents PS on 25th July 2022 and Bulike PS on 11th May 2023	0
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Reports on awareness campaigns and community mobilization for improvement of primary health care in place dated 31st Dec 2022 and 9th March 2023	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	Monitoring report on health service delivery in place were in place dated 30th Sept 2022 qtr one, 30th June 2023 qtr 4 and presented to the Executive Committee as per the meeting held on 4th May 2023	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	The LLG has no health centre	0
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	Submitted requests seen dated; 10/8/23, 3/10/22,3/4/23 and 4/7/2022 .	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	Submitted Monitoring reports seen dated;30/9/2022,30/3/2023,30/6/2023 and 29/12/2022	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	60 Water and Sanitation Committees were established but lack of minutes shows that there are not operational	0
29	Functionality of investments in water and sanitation facilities Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	there is an updated list on all the water and sanitation facilities(public latrines).	2

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

30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0
30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25

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

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3
(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3
(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan
Maximum score 2
(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan
Maximum score 2
(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0

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

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

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. All the three sectors had the sector statistics updated as per the required format **2**

35 Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings
 Maximum score is 2
 If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0. Awareness reports in place e.g for Vet report dated 5/7/2022, fisheries 22/7/2022, and crop report dated 5/7/2022 and they were submitted to the line sector heads at the district **2**

36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	No monitoring reports seen	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.	Monthly trainingg reports for all the sectors seen	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	extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry and reports compiled and submitted to LG Production Office	2

A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards	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.	Composition of PDCs is in accordance with PDM guidelines. Appraisal of Proposals was done as evidenced in the available PDC minutes of some Parish Chiefs.	2	
Maximum score is 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.	All adduced evidence of Parish data say for Kyambaya, Bupeeni and Namawa Parishes are all on file	2
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	Mapping Report for NGOs, CBOs and CSOs seen dated 23/6/2023 but no evidence of their involvement in awareness creation about PDM and Planning Cycle.	0
Maximum score is 6	3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	No letter from the SAS to Parish Chiefs and PDCs communicating Approved projects to be implemented in the current financial year.	0
Maximum score is 6					

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish 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	Priority enterprises discussed in PDCs as Bupeeni dated 6/2/2023, Buwangala 20/10/2022,	2
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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	Seen the development plan and the prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY consistent with the LLG approved development plan III, evidenced on pg 124 in the development plan and the last pages in the work plan and budget	1
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	All parish priorities were submitted to the sub county on 30/6/2022,	1
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	Seen in the Budget Conference report on page 2 dated 12/10/2022 activities in the work plan and budget were derived from the budget conference report	1
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	The LLG budget include investments to be financed by the LLG as evidence from the annual work plan	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	There were no project profiles attached to the work plan	0
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The LLG budget was submitted to the District on 25/5/2023	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	No evidence	0
	Maximum score is 2			

6	Compliance of the LLG budget to DDEG investment menu for the current FY Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	prioritized investment comply to the DDEG Grant, Budget and Implementation Guidelines investment menu	2
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C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budget was 3000000, Actual collected was 3074412 and difference was 74412; %age difference was 2.5% which was within +/- 10% limit	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	FY 2022/2023 collected 3074412 and FY 2021/2022 collected 7994625 and the difference was more than 5%	1
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9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	This was seen in the Quarterly PBS reports and the final accounts	1
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9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	council expenditures was 375000 out of the total collection 3074412 which was 12.2%	1
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9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	No evidence	0
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9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Seen the report on the notice board dated 10/7/2023	1
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D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	LLG submitted its Annual Financial Statement to the Auditor General on 28/8/2023	4
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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: i. Q1 by 15th October score 1 or else 0	submitted on 10/10/2022	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	submitted on 5/1/2023	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	submitted on 6/4/2023	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	submitted on 6/7/2023	3

E. Human Resources Management for Improved Service Delivery

12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	All staff including extension workers were appraised 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	Primary School Head teachers in public primary schools were appraised 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	Not Applicable because the Sub County has no Healthy Facility.	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	The Staff List was publicized 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	All reports of monthly attendance analysis were compiled and submitted to the Chief Administrative Officer.	3

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Planned for solar at P/Ss , rehabilitation of roads and also NRS which were all eligible projects/ activities as per the DDEG LLG investment menu	2
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	This was seen where 90% of the project execution was done as per the completion certificates and payment vouchers	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 If less than 70 %: Score 0.	No DDEG quarterly reports to confirm the completion rate	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	No evidence seen.	0

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No evidence seen .	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	No evidence seen.	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	Appointment Letters for members of the Area Land Committee seen. Three sets of Minutes seen.	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	Seen awareness reports submitted to CAO dated and received 29/3/2023	3
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 - 99% - score 2 If 60 to 79% score 1 Below 60% score 0	Monitored all schools except for term two only one school was monitored instead of the four schools	2
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	No evidence	0
I. Primary Health Care Services Management				
23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	No health facility in the LLG	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	Not Applicable as Sub County does not have a Healthy Facility.	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	Not Applicable as the Sub County has no Health Facility.	3
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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	Evidence of submission of Requests seen as it was submitted to the water office on 13/9/2022, 13/5/2023	3
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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	Evidence of Submitted Monitoring Reports on water and environment seen.dated 20/9/2022, 29/3/2023, 30/12/2022	3
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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	No evidence adduced.	0
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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	Updated reports submitted showing the water and sanitation status of the Sub County for all facilities seen on file and it was dated 28/9/2022	2
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K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

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

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

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

31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 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
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

L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	Reports on production statistics were compiled, comprehensive and submitted to LG Production Office for crop report dated 18/6/2023	0
	Maximum score is 2			
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	Awareness reports for fisheries seen dated 11/4/2023, 3/6/2023 , livestock dated 31/5/2023 and crop report dated 18/6/2023	2
	Maximum score is 2			
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monthly monitoring reports for fisheries seen on file, livestock report seen dated 30/6/2023, crop sector reports are on file 20/12/2022, 26/3/2023, and etc	2
	Maximum score is 2			

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training reports for fisheries seen as dated 5/6/2023, 13/6/23, 11/4/2023 livestock dated 31/3/2013, crop sector reports seen dated 29/5/2023, 2/9/2022	2
Maximum score is 2				
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Field visits done and reports seen for fisheries dated 27/6/2023, 17/5/2023, 19/4/2023, livestock dated 28/4/2023, crop sector reports seen dated 14/2/202023, 15/5/2023, and others seen on file	2
Maximum score is 2				

A. Functionality of Parish Administrative Structures

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards	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.	Composition of PDCs is in accordance with the PDM guidelines. Field Mobilisation Reports seen,For Example; Musiha Ward on 20/3/23, Mwangha Ward on 13/2/2023,Walyabira Ward on 30/3/2023,Nawaikoke Ward on 11/11/2022,Nombe Ward on 30/3/2023 and Bugwabi Ward 27/3/23. PDCs appraised proposals as evidenced in the PDC minutes. Musiha Ward on 20/3/23, Mwangha Ward on 29/3/2023,Walyabira Ward on 29/3/2023,Nawaikoke Ward on 11/11/2022,Nombe Ward on 29/3/2023 and Bugwabi Ward 27/3/23..	2
Maximum score is 2				

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>All had Parish Data dated; Musiha Ward on 28/10/23, Mwangha Ward on 25/10/2022, Walyabira Ward on 25/10/2022, Nawaikoke Ward on 25/10/2022, Nombe Ward on 30/3/2023 and Bugwabi Ward 27/3/23.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Mapping Report seen dated on 24/7/2022.</p> <p>However no evidence of involvement in raising awareness about the PDM and Planning cycle.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>No letter seen from the Town Clerk to the ward agents and PDCs communicating projects to be implemented in the current F/Y.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Lists of Priority Enterprises seen.</p> <p>Guidance provided as seen in the Parish Council Minutes. E.g Musiha Ward dated on 15/3/2023, Mwangha Ward on 15/3/2023, Walyabira Ward 19/1/2023, Nawaikoke Ward on 15/3/2023, Nombe Ward on 5/10/22 and Bugwabi Ward on 30/3/2023.</p>	2

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:	Projects in the work plan and Budget were extracted from the approved development plan as seen on page 111 in the development plan	1
	Maximum score is 6	i. Is consistent with the LLG approved development plan III; score 1 or else 0		
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:	Parish priorities seen which were duly signed and some projects were picked and included in the work plan and Budget	1
	Maximum score is 6	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.		
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:	Seen the Budget conference report dated 12/10/2022 and outcomes seen presented in the Budget and work plan	1
	Maximum score is 6	iii. Is based on the outcomes of the budget conference; score 1 or else 0		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	seen council minutes of Budget approval under minute 10/NWK/TC/GCM/29/5/23	1
	Maximum score is 6			

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	Seen project profiles as annex on the annual work plan for th LLG.	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The Budget was submitted after the required date of 15/5/2023 but instead was submitted on 14/5/2023	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	LLG submitted the procurement plan on 11th April 2023	2
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The prioritized investment comply to the DDEG Grant, Budget and Implementation Guidelines investment menu	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budget 6900000, Actual collected was 5283000, difference was -1617000 %diff was -23.4% which is outside the range of +/- 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	FY 2021/22 Collection was 8876000 and FY 2022/2023 collection was 5283000 which was a decrease instead of the expected increase of more than 5%	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.	The LLG Has remitted OSR to the administrative units as evidenced from the quarterly performance reports and the final accounts	1
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	No evidence of some LRR allocated to council	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Used 300,000 out of 5,280,000 which is 5.6% on operational and maintenance	1

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>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	<p>OSR was publicized on the notice board and it was dated 13/7/2023</p>	1
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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>	<p>Submitted on 28/8/2023</p>	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>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>	<p>Submitted on 13/10/2022</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Submitted on 6/1/2023</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Submitted on 4/4/2023	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	Submitted on 6/7/2023	3
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>All staff in the LLG including extension workers in the previous FY were appraised by 30th June as evidenced by the appraisal report dated 31st July 2023</p>	2
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12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>The two Primary School Head teachers in the public primary schools in Nawaikoke TChad not been appraised in the previous school calendar year by 31st December as evidenced in the performance appraisal report of 31/7/2023</p> <p>Kanuna Stephan Nawaikoke mixed primary school was appraised on 28th July 2023</p> <p>TimulungiPatrick Mwangha ps was appraised on 15th June 2023</p>	0
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>The Nawaikoke H C III In-charge in the previous FY was appraised by June 30th as evidenced by the performance appraisal report dated 31st July 2023</p>	2
13	<p>Staff duty attendance</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG has</p> <p>(i) Publicized the list of LLG staff: score 3 or else 0</p>	<p>There is evidence of Publicizing the list of LLG staff: on the notice board dated 1st July 2022</p> <p>Two attendance register books were evidenced running from 1st July 2022 to 30th June 2023</p>	3

13	Staff duty attendance	Evidence that the LLG has	Only ten monthly analysis of staff were evidenced instead of 12.	0
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	<ol style="list-style-type: none"> 1. July 2022 submitted and received on 2nd Aug 2022 April 2023 submitted on 11th May 2023 2. Aug 2022 submitted and received on 2nd Sept 2023 May 2023 submitted on 18th June 2023 3. Oct 2022 submitted and received on 4th Nov 2022 June 2023 submitted On 3rd July 2023 4. Nov 2022 submitted and received on 5th Dec 2022 5. Dec 2022 submitted and received on 2nd Jan 2023 6. Jan 2023 submitted and received on 2nd Feb 2023 7. Feb 2023 submitted and received on 2nd March 2023 8. March 2023 submitted and received on 3rd April 2023 9. April 2023 submitted and received on 11th May 2023 10. May 2023 submitted and received on 18th June 2023 	

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	LLG budgeted and spent all the DDEG for the previous FY on eligible projects like rehabilitation of roads in the Town Council	2
	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	The planned projects were executed as per budget thus no deviation for any sector	2
	Maximum score is 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 If less than 70 %: Score 0.	The investment projects planned in the previous FY were completed as per work plan by end of FY	3
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G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	No evidence seen	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No evidence seen in that regard.	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	No evidence of Publicization.	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	Appointment letters for the Area Land Committee members seen dated;14th/ 3/2022. Minutes with attendance lists attached dated on;10/2/2023, 4/11/2022, 14/9/2022 and 12/4/2023.	1
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H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	awareness campaigns and parent's mobilization for improvement of education service were conducted as evidenced by dated 30th Sept 2022 for Nawaikoke mixed primary school	3
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 - 99% - score 2 If 60 to 79% score 1 Below 60% score 0	All schools were monitored at least once per term in the previous 3 terms as evidenced by the reports dated 30th Nov 2022 term 3 2022, 19th Nov 2022 for term 1, 16th Sept 2022 for term 2	4
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22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	The LLG has functional school management committees in all schools as per the meetings held and dated 23 Feb 2023 for Nawaikoke mixed PS and Mwangha primary school held and dated 30th Sept 2022	3
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I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	No evidence on awareness campaigns and community mobilization for improvement of primary health	0
24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	No evidence on health service delivery monitoring	0
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	The LLG has a functional Health unit Management Committee evidenced by the committee minutes dated 9th Jan 2023, 18th Dec 2022 and 21st Oct 2022	3

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0		
27	The LLG has monitored water and environment services delivery during the previous FY Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0		

28 Existence and functionality of Water and Sanitation Committees
 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

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

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
 No evidence of having a functional physical planning committee. this is a new town council where some of the sectors were not functional due to lack of funds **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 Town council has detailed physical development plan(s)) approved by Council covering at least the percentage below 20% in 2022/23 **1**

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	List of new investment was in place but investments were not approved by physical planning committee	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	street naming, plot numbering, surveying and demarcating roads were not planned and implemented .	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	the LLG 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	solid waste management plan not in place	0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	No report/minutes on awareness campaigns for solid waste management in place	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	Annual Infrastructure inventory and condition survey report for FY 2022-23 in place	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	O&M Annual Work Plan for the current FY not in place	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 of spending own source revenues on O&M	0

L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	LLG Reports on production statistics were compiled, comprehensive and submitted to LG Production Office for crop sector report dated 18/6/2023 but there are no reports for the other sectors	0
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings Maximum score is 2	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	Awareness reports seen on file as for fisheries dated 16/3/2023, 24/3/2023, livestock reports were in place as dated 28/2/2023, and crop sector report was added 16/6/2023	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	Monthly monitoring reports for fisheries were in place for the months of jan, feb and march, livestock dated 30/6/2023, for crop sector reports seen as 30/11/2022, 28/5/2023.	2
Maximum score is 2				
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training reports for the fisheries were in place dated 5/6/2023, 13/6/2023, livestock report dated 30/4/2023, and for crop reports were dated 30/11/2022, 28/2/2023, 30/7/2022	2
Maximum score is 2				
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Field reports for fisheries seen dated 18/4/2023, 22/3/2023, livestock report seen dated 31/5/2023, crop sector reports were seen and dated 11/5/2023, 25/10/2022, 18/4/2022	2
Maximum score is 2				