

# **LLG Performance Assessment**

# Mityana District

(Vote Code: 568)

LLG Name	LLG Performance Assessment
Banda Subcounty	61%
Bbanda Town Council	1%
Bulera Subcounty	20%
Busunju Town Council	72%
Butayunja Subcounty	57%
Kakindu Subcounty	84%
Kalangalo Subcounty	49%
Kikandwa Subcounty	55%
Maanyi Subcounty	41%
Malangala Subcounty	69%
Namungo Subcounty	54%
Ssekanyonyi Subcounty	64%
Ssekanyonyi Town Council	2%
Zigoti Town Council	0%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
A. Func	tionality of Parish Admin	istrative 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 Available.	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.	Seen	2
	Maximum score is 2			
2			Not seen.	0
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	Not seen.	U
	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	Not seen.	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  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	Seen	2
B. Plann	ing 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	Not seen.	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 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.	Seen	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	Seen	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	Seen	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	Seen	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Seen	1
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Seen	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	Seen	2
C. Own	Source Revenue Mobiliza	ation 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.	Seen.	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	Seen	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.	Seen	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	Seen	1
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	Seen	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.	Seen	1
<b>D. Finar</b> 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	Seen.	4

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

12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	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:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Appraisal files 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	Seen	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	Seen	0
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	Seen	3
F. Implei	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	Seen	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	Seen	2

16	Completion of	Evidence that the investment projects planned	Not seen	0
	investments as per annual work plan and budget	in the previous FY were completed as per work plan by end of FY (quarter four) :		
	Maximum score is 3	If more than 90 % was completed: Score 3		
	Maximum score is 3	If 70% -90%: Score 2		
		If less than 70 %: Score 0.		
G. Enviro	onmental and Social Saf	eguards		
17	<b>-</b> :		ESMPs not seen but promised to	0
	The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	work on them.	
	Maximum score is 2			
18			Notice board available.	1
	The LLG has an Operational Grievance Handling System	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a		
	Maximum score is 2	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		
18			No website but notice board	1
	The LLG has an Operational Grievance Handling System	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties	seen.	
	Maximum score is 2	know where to report and get redress score 1 or else 0		
19	<b>T</b>		Appointment letters and minutes	1
	The LLG has a functional land management system	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters	are up-to-dated	
	Maximum score 1	relating to land, including ascertaining rights on the land score 1 or else 0		
H. Basic	(Pre & Primary) Educati	on services Management (in public and privat	te schools)	
20	Awareness campaigns	Evidence that the LLG has conducted	Not seen	0
	and mobilization on education services conducted in last FY	awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0		
	Maximum score is 3			

21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	Seen	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	Seen	3
I. Primar 23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Management  Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Not seen	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 minutes seen.	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	Not seen	0

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	Done	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	Seen	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	Minutes of respective committees seen though they see to belong to an other subcounty.	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	Not seen	0
K. Urbar	n Planning and Managen	nent (Applicable to Town Councils and Division	ons 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		

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

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines

(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines

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

Maximum score 3

32

and implemented a solid waste management plan

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

Maximum score 2

32

and implemented a solid waste management plan

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

Maximum score 2

33

Operation and Maintenance of infrastructure

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

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Operation and Maintenance of infrastructure

(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

Maximum score is 3

33

34

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

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.

35

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

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

Maximum score is 2

36

monitoring activities on production activities for crops, animals and fisheries

Maximum score is 2

The LLG has carried out 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

Not seen

Not seen

Not seen

0

0

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.	Not available	0
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	Not available	0
A. Funct	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	new town council	0
2	Maximum score is 2  LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on	all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.  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,	new town council	0
3	Parish/community profiling as stipulated in the PDM Guidelines.  Maximum score is 2	score 2 else score 0.	new TC	0
	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		

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	NEW TC	0
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	NEW TC	0
B. Plann	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	NEW TC	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:  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.	NEW TC	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	NEW TC	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	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	NEW TC	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	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	NEW TC	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	NEW TC	0
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	NEW TC	0

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	NEW TC	0
<b>C. Own</b> \$	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.	NEW TC	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	NEW TC	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.	NEW TC	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	NEW TC	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	NEW TC	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.	NEW TC	0
<b>D. Finar</b> 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	NEW TC	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  i. Q1 by 15th October score 1 or else 0	NEWTC	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the	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	NEW TC	0

prescribed format

11 **NEW TC** 0 The LLG has submitted Evidence that the LLG submitted all four all 4 quarterly financial quarterly financial and physical progress reports, for the previous FY to the LG and physical progress reports including Accounting Officer including on the funding for the PDM on time: finances for the Parish **Development Model** iii. Q3 by 15th April score 1 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 **NEW TC** 0 The LLG has submitted Evidence that the LLG submitted all four quarterly financial and physical progress all 4 quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for reports including finances for the Parish the PDM on time: **Development Model** iv. Q4 by 30th July score 3 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 E. Human Resources Management for Improved Service Delivery 0 12 **NEW TC** Appraisal of all staff in Evidence that the SAS/Town Clerk appraised staff in the LLG: the LLG in the previous FY (i) All staff in the LLG including extension Maximum score is 6 workers in the previous FY (by 30th June): score 2 or else 0 **NEW TC** 0 12 Appraisal of all staff in Evidence that the SAS/Town Clerk appraised staff in the LLG: the LLG in the previous FY (ii) Primary School Head teachers in public Maximum score is 6 primary schools in the previous school calendar year (by 31st December) - score 2 or else 0 **NEW TC** 0 12 Evidence that the SAS/Town Clerk appraised Appraisal of all staff in

staff in the LLG:

(iii) HC III & II In-charges in the previous FY

(by June 30th) – score 2 or else

the LLG in the previous

Maximum score is 6

FY

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	NEW TC	0
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	NEW TC	0
F. Impler	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	NEW TC	0
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%:  Score 2	NEW TC	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.	NEW TC	0
<b>G. Enviro</b> 17	The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	NEW TC	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	NEW TC	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	NEW TC	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	NEW TC	0
H. Basic	: (Pre & Primary) Educat	ion services Management (in public and priva	te 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	NEW TC	0
21	and mobilization on education services conducted in last FY	awareness campaigns and parent's mobilization for improvement of education	NEW TC	0
	and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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		
	and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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:		
	and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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		

22 **NEW TC** 0 Existence and Evidence that the LLG have functional school functionality of School management committees in all schools; score Management 3, else score 0 Committees Maximum score is 3 I. Primary Health Care Services Management 23 **NEW TC** 0 Awareness campaigns Evidence that the LLG has conducted awareness campaigns and mobilized and mobilization on primary health care communities for improved primary health care conducted in last FY service delivery score 3, else score 0 Maximum score is 3 **NEW TC** 0 24 The LLG monitored Evidence that LLG monitored aspects of health health service delivery service delivery during the previous FY, score at least twice during the 4 or else score 0 previous FY Maximum score is 4 25 **NEW TC** 0 Evidence that the LLG have functional Health Existence and functionality of Health unit Management Committee for all Health **Unit Management** Facilities in the LLG; score 3, else score 0 Committee Maximum score is 3 J. Water & Environment Services Management 26 Evidence that the LLGs 

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

score 0

2	•	٦
~	?	۲

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. Score 2 else

Maximum score is 2

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

30 Development of the

Physical Development Plans as per guidelines

Maximum score 2

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

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:

Maximum score 2

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.

Score 1 or else 0

Maximum score 3

**NEW TC** 

0

0

0

**NEW TC** 

**NEW TC** 

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

33 **NEW TC** 0 Operation and (iii) If the LLG has spent own source revenues Maintenance of of not less than 20% on O&M score 1 or else 0 infrastructure Maximum score is 3 L. Production Services Management 34 **NEW TC** 0 Up to date data on If the LLG extension staff have collected, agriculture and analyzed and reported data on agriculture (i.e., irrigation collected, crop, animal and fisheries) and irrigation analyzed and reported activities including production statistics for key commodities, data on irrigated land, farmer Maximum score is 2 applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0. **NEW TC** 35 0 Farmer awareness and If the LLG has carried out awareness and mobilization campaigns mobilization campaigns on all aspects of carried out through agriculture through farmer field days and farmer field days and awareness meetings, exchange visits, reports awareness meetings compiled and submitted to LG Production Office score 2 or else 0 Maximum score is 2 **NEW TC** 0 36 The LLG has carried out If the LLG extension staff has implemented monitoring activities on monitoring activities on agricultural production production activities for for crops, animal and fisheries covering among crops, animals and others irrigation, environmental safeguards, fisheries agricultural mechanization, postharvest handling, pests and disease surveillance, Maximum score is 2 equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0 37 **NEW TC** 0 Farmer trainings If the LLG extension staff has carried out through training farmer farmer trainings on irrigated agriculture, field schools and agronomy, pests and diseases management, demonstrations operation and maintenance of equipment, organized and carried linkage to markets etc. through for example out farmer field schools, demonstrations, and field training sessions, reports compiled and Maximum score is 2 submitted to LG Production Office score 2 or else 0.

38

2

3

**NEW TC** 

0

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

Maximum score is 2

Office score 2 or else 0

#### 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

Evidence that all the Parishes/Wards in a LLG

have compiled, updated, and analyzed data

No evidence 2

Maximum score is 2

2, else score 0.

LLG has ensured that all Parish Chiefs/Town Agents have collected, data on

Parish/community profiling as stipulated in the PDM Guidelines.

on community profiling disaggregated by compiled, and analyzed village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.

No profiled disaggregated 0 community data seen.

Maximum score is 2

No evidence 2 Evidence that the LLG:

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

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

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	No annual work plan and budget to establish whether the LLG guided on the approved programs/activities	0
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	No evidence	2
B. Plann	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	Nothing seen	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:  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.	Nothing seen	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	Nothing seen	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	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	No comment	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	No comment	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	No comment	1
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	No comment	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	Nothing seen	0
C. Own S	Source Revenue Mobiliz	ation 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	1
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	No evidence	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	Nothing seen	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.	Nothing seen	0
<b>D. Finan</b>	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	No evidence	4
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  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	Nothing to see	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  ii. Q2 by 15th January score 1 or else 0	Nothing to see	0

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iii. Q3 by 15th April score 1 or else 0	Nothing to see	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iv. Q4 by 30th July score 3 or else 0	Nothing to see	0
E. Huma	an Resources Manageme	ant for Images and Complete Delivery		
	an nesources manageme	ent 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	Deadline for appraisal was not adhere to	0
12	Appraisal of all staff in the LLG in the previous	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):		0

10			Not published	0
13	Staff duty attendance	Evidence that the LLG has	Not publicised	U
	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	No report with recommendations submitted to CAO seen	0
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		
F. Impler	nentation and Execution	1		
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	No evidence	0
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%:  Score 2	No evidence.	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.	No progression report availed	0
G. Enviro	onmental and Social Saf	eguards		
17			No screening forms.	0
.,	The LLG has implemented environmental and social safeguards	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/	. to oor ooming torrito.	J

projects, score 2 or else score 0

during the previous FY

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No case management books  No FMCS	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	Public notice board available with contacts and name of all Officers.  Baraza meetings 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	No appointment letters No minutes	0
H. Basic	: (Pre & Primary) Educati	ion services Management (in public and priva	te 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 reports or evidence seen	0
21	and mobilization on education services conducted in last FY	awareness campaigns and parent's mobilization for improvement of education	Two reports seen for term one and schools were under lock down for term two and three 2021	1
	and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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:	Two reports seen for term one and schools were under lock	
	and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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	Two reports seen for term one and schools were under lock	

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 4 reports but without action plans and implementation report.	0
I. Primar 23	y Health Care Services M Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Management  Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Nothing was availed	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	Nothing was availed	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	Nothing was availed	0
J. Water	& Environment Services	s 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	Nothing was availed	0
	Maximum score is 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	Nothing was availed	0

0

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 Nothing was availed

Maximum score is 2

29

Functionality of investments in water and sanitation facilities

Evidence that the SAS has an updated lists on Nothing was availed all its water and sanitation facilities (public

latrines) and functionality status. Score 2 else

0

Maximum score is 2

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

30

Development of the Physical Development Plans as per guidelines

Maximum score 2

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

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:

Maximum score 2

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.

Score 1 or else 0

Maximum score 3

Implementation of the physical planning and building control measures as per guidelines

(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines

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

Maximum score 3

32

and implemented a solid waste management plan

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

Maximum score 2

32

and implemented a solid waste management plan

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

Maximum score 2

33

Operation and Maintenance of infrastructure

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

Maximum score is 3

33

Operation and Maintenance of infrastructure

(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

35

36

37

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	

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.

No data for crop, fisheries and vet. Not even raw data.

0

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

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

No reports and evidence from vet sector though crop had some.

0

Maximum score is 2

monitoring activities on production activities for crops, animals and fisheries

Maximum score is 2

The LLG has carried out 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

No reports from vet, crop and SAS.

0

Farmer trainings through training farmer field schools and demonstrations organized and carried

or else 0

Maximum score is 2

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.

No reports and evidence from the vet sector.

7 reports missing from crop.

0

2

3

The LLG has provided hands-on extension support to farmers and farmer organizations / groups

Maximum score is 2

If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports

compiled and submitted to LG Production

Agricultural extension advisory slip books not seen.

Office score 2 or else 0

### A. Functionality of Parish Administrative Structures

The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards

Maximum score is 2

Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score

2, else score 0.

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on

Parish/community profiling as stipulated in the PDM Guidelines.

Maximum score is 2

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

Wards were compliant with WDCs Constitution.

Wards of West, Central and North had the data but South missed out on data.

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the

parish

Maximum score is 6

Evidence that the LLG:

i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0

South Ward file was missing in all scoring items.

0

0

2

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	South Ward file was missing in all scoring items.	0
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	South Ward file was missing in all scoring items.	0
B. Plann	ing and Budgeting  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	Minutes available - Min.8/C/BTC/13/11/2017 - minutes fully signed.	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	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	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Evidence not seen.	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	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	To be identified later.	0
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	To be identified and submitted for scoring.	0
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Prepared and submitted on 26th April, 2022.	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	Compliant to DDEG Guidelines.	2
	Source Revenue Mobiliza	ation and Administration	V · · · • • • • • · · · · · · · · · · ·	
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.	Varience is 25% compared to the actual less by 25%.	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	Increased from 41 Million to 54 Million, representing 32%.	1
	Maximum score 1			
9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG:  i. Has remitted OSR to the administrative units, score 1 or else score 0.	Reflected to 5 Million (Vr.1/11/022)	1
	Maximum score 4			
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG:  ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	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	O & M on maintenance - Vr. 9/5/002	1

Compliant to DDEG Guidelines.

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.	publicity done.	1
	icial Management			
10	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submission was made in time.	4
	Maximum score is 4			
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  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	Reports seen 30/9/2021	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  ii. Q2 by 15th January score 1 or else 0	Evidence seen - 30/12/2021	1

(iii) HC III & II In-charges in the previous FY

(by June 30th) - score 2 or else

13	Staff duty attendance	Evidence that the LLG has	staff structure seen	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or	staff list	
		else 0	performance plans seen	
			means of publication notice board.	
			attendance register.	
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	only 2 Staff monthly returns were submitted out of 12 monthly returns.  for monthly analysis of staff attendance with recommendations.	3
F. Impler	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	LLG annual budget financial system seen.  Inevestment inventroy report seen.	2
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%:  Score 2		2
16	Completion of investments as per annual work plan and budget  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	Certification of Completion seen.	3

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	Appeal File at the Town Council.  case managment book. availabcle with CDO.	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	implemented.	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 Area Land Committee seen.  Minutes available.	1
H. Basic	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	te schools) reports presented and seen.	3

previous FY

25

Maximum score is 4

Existence and functionality of Health **Unit Management** Committee

Maximum score is 3

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

composition of HUMC not seen minutes of meeting not seen action plan not seen.

0

# J. Water & Environment Services Management

Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets

Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score

Maximum score is 3

27

water and environment services delivery during the previous FY

The LLG has monitored 
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. Score 2 else

Maximum score is 2

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

30

Development of the Physical Development Plans as per guidelines

Maximum score 2

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

Registration book seen

minutes of physical planning committee seen.

1

1

list of the Members seen.

30

Development of the Physical Development Plans as per quidelines

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:

Registration book seen

Minutes of physical planning committee seen

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	18 new investment which where approved by physical planning committee.	1
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	Named streets, numbered plots, surveyed and demercated roads.	1
31	Implementation of the physical planning and building control measures as per guidelines	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	Department and annual progress report seen.	1
	Maximum score 3		LG Organogram seen	
	Maximum 55575 5		LG staff list seen	
			Annual work plan seen with development control team.	
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	plan and status report seen.	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	evidence seen	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	Not seen	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	evidence seen.  Board of survery report with infrastcuture inventory seen.	1
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	has spent 30%	1
I Produ	ction Services Managen	nent		
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 reprot seen and submitted to LG Production office.	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 report seen.  Distribution lists for piggery and fertilizers seen.  attendance list for the awareness seen.	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	Monitoring reports seen.  supervision reports seen on the dates of 16/5/2022 and 13/3/2022.	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 seen attendance sheet 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	filed reports seen.  filled agricultural extension daireis seen.  farmers visist with photo i.e. poutry farm visit in North Ward.	2
A. Funct	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 available.	2
2	LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines. Maximum score is 2	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Parish data submitted evidence available.	2
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the	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 evidence seen	0

parish

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	No evidence seen	0
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	no evidence seen	0
B. Plann	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	LLG approved Development plan not seen	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:  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 available	0

2	1	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  iii. Is based on the outcomes of the budget conference; score 1 or else 0	Budget conference report available.	1
2	1	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Evidence available.	1
2	1	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	LLG Project Profile seen	1
2	1	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	LLG budget submitted. evidence available.	1
Ę	5	Procurement planning for the current FY: submission of request for procurement  Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	LLC procurement plan submitted. evidence available.	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	Guidelines implemented under this section.	2
C. Own S	Source Revenue Mobiliza	ation and Administration		
7	LLG collected local	Evidence that the LLG collected OSR for the	aanual financial statement seen.	1
	revenue as per budget (Budget realization)	previous FY within +/- 10% of the budget score 1 or else score 0.	LLG budget approved evidence avilable.	
	Maximum score is 1		aviiabie.	
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	done in time and submitted.	1
	Maximum score 1			
9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG:  i. Has remitted OSR to the administrative units, score 1 or else score 0.	No evidence seen	0
	Maximum score 4			
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	no evidence seen	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 seen	0

9 no evidence seen 0 The LLG has properly Evidence that the LLG: managed and used iv. Publicised the OSR and how it was used OSR collected in the for the previous FY, score 1, else score 0. previous FY Maximum score 4 D. Financial Management 10 submission was made and 4 The LLG submitted Evidence that the LLG submitted its Annual evidence available. annual financial Financial Statement to the Auditor General statements for the (AG) on time (i.e., by August 31), score 4 or previous FY on time else score 0 Maximum score is 4 11 evidence available 1 The LLG has submitted Evidence that the LLG submitted all four all 4 quarterly financial quarterly financial and physical progress and physical progress reports, for the previous FY to the LG reports including Accounting Officer including on the funding for the PDM on time: finances for the Parish **Development Model** i. Q1 by 15th October score 1 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 evidence seen 1 The LLG has submitted Evidence that the LLG submitted all four all 4 quarterly financial quarterly financial and physical progress and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for reports including finances for the Parish the PDM on time: Development Model ii. Q2 by 15th January score 1 or else 0 (PDM), for the previous FY on time and in the

prescribed format

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iii. Q3 by 15th April score 1 or else 0	not seen	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iv. Q4 by 30th July score 3 or else 0	all quarterly reports submmited.	3
<b>E. Huma</b> 12	An Resources Manageme Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:	evidence seen that Staff were appraised	2
12	Maximum score is 6  Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	<ul> <li>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</li> <li>Evidence that the SAS/Town Clerk appraised staff in the LLG:</li> <li>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or</li> </ul>	No evidence seen	0
12	Appraisal of all staff in the LLG in the previous	else 0  Evidence that the SAS/Town Clerk appraised staff in the LLG:	No evidence seen	0

(iii) HC III & II In-charges in the previous FY (by June 30th) — score 2 or else

FΥ

13				3
.0	Staff duty attendance	Evidence that the LLG has	staff structure available.	
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0	performene plans available.	
13	Staff duty attendance	Evidence that the LLG has	staff monthly returns available.	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		
F. Impler	nentation and Executior	1		
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	evidence available.	2
	Maximum 3core 13 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 seen	0
16	Completion of investments as per annual work plan and	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :	no evidence seen	0
	budget	If more than 90 % was completed: Score 3		
	Maximum score is 3	If 70% -90%: Score 2		
		If less than 70 %: Score 0.		
	onmental and Social Saf	eguards		
17	The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	ESMP Certificates not 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	evidcne available.	1
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	evidece 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	No evidence avilable.	0
	/Dro 9 Drimon:\ Ed	ion services Management (in public and priva		
H. Basic	(Fre & Frimary) Educat	ion services management (in public and priva	te schools)	
H. Basic	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	te schools) no evidence seen	0
	Awareness campaigns and mobilization on education services	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education	•	0
	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education	•	4
20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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	no evidence seen  done in all the private school in	
20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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:	no evidence seen  done in all the private school in	
20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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	no evidence seen  done in all the private school in	

22	Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	eviderice available.	3
	Maximum score is 3			
I. Primary	y Health Care Services N	<b>l</b> lanagement		
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	Done on activities like:  1. Mass Covid - 19 vaccination 2. Mass Polio Campaign 3. water sources.	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 available	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 functional and evidence seen.	0
<b>J. Water</b> 26	& Environment Services	-	no evidence seen	0
	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  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	more sensitization required,.	0

evidence available.

2

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

- 1. No water committees.
- 2. community mindsent toward water managmenet committee is weak.

Maximum score is 2

29

Functionality of investments in water and sanitation facilities

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

0

Maximum score is 2

SAS usually do the monitoring.

#### 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 (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:

Maximum score 2

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. Score 1 or else 0

Maximum score 3

Implementation of the physical planning and building control measures as per guidelines

(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines

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

Maximum score 3

32

and implemented a solid waste management plan

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

Maximum score 2

32

and implemented a solid waste management plan

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

Maximum score 2

33

Operation and Maintenance of infrastructure

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

Maximum score is 3

33

Operation and Maintenance of infrastructure

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

Operation and 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 0 Up to date data on If the LLG extension staff have collected, Reports seen analyzed and reported data on agriculture (i.e., agriculture and No fisheries ponds but requisition crop, animal and fisheries) and irrigation irrigation collected, by 4 times submitted. analyzed and reported activities including production statistics for key commodities, data on irrigated land, farmer Maximum score is 2 applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0. 35 2 Farmer awareness and If the LLG has carried out awareness and evidence seen mobilization campaigns mobilization campaigns on all aspects of carried out through agriculture through farmer field days and farmer field days and awareness meetings, exchange visits, reports awareness meetings compiled and submitted to LG Production Office score 2 or else 0 Maximum score is 2 2 36 Evidence seen The LLG has carried out If the LLG extension staff has implemented monitoring activities on monitoring activities on agricultural production production activities for for crops, animal and fisheries covering among crops, animals and others irrigation, environmental safeguards, fisheries agricultural mechanization, postharvest handling, pests and disease surveillance, Maximum score is 2 equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0 37 0 Farmer trainings If the LLG extension staff has carried out reports not seen. through training farmer farmer trainings on irrigated agriculture, attendancne list not seen field schools and agronomy, pests and diseases management, demonstrations operation and maintenance of equipment, organized and carried linkage to markets etc. through for example out farmer field schools, demonstrations, and field training sessions, reports compiled and Maximum score is 2 submitted to LG Production Office score 2 or

else 0.

0

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

evidence seen.

diaries phased out.

#### A. Functionality of Parish Administrative Structures

The LLG has ensured respective

Parishes/Wards

Maximum score is 2

Evidence that the LLG has duly constituted that there are functional PDCs/WDCs with composition in accordance PDCs/WDCs in all their with the PDM Guidelines, and that PDCs are during the previous FY for all parishes, score

2

1

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

Maximum score is 2

fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds 2, else score 0.

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.

the PDM Guidelines.

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Maximum score is 6

Evidence that the LLG:

i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0

Evidence available.

No evidence seen.

No evidence seen

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	Evidence available.	2
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  iii. Priority enterprises that can be implemented in the parish score 2 or else 0	evidence available.	2
<b>B. Plan</b>	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	Process for the budget exercise if followed well. with the supporting documents in place.	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.	evidence available	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	evidence available.	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	evidence available.	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	evidence seen.	0
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	evidence seen.	1
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	no evidence seen	0

6	budget to DDEG	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	evidence available	2
C. Own S	Source Revenue Mobiliza	ation 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.	all the required documents are available and prepared.	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	evidence available	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.	available on file.	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	evidecne available	1
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	available	1

9 available 1 Evidence that the LLG: The LLG has properly managed and used iv. Publicised the OSR and how it was used OSR collected in the for the previous FY, score 1, else score 0. previous FY Maximum score 4 D. Financial Management 10 Activity condcuted in time 4 The LLG submitted Evidence that the LLG submitted its Annual Financial Statement to the Auditor General annual financial statements for the (AG) on time (i.e., by August 31), score 4 or previous FY on time else score 0 Maximum score is 4 Delivered in time with all 1 11 The LLG has submitted Evidence that the LLG submitted all four supporting documents. all 4 quarterly financial quarterly financial and physical progress and physical progress reports, for the previous FY to the LG reports including Accounting Officer including on the funding for finances for the Parish the PDM on time: **Development Model** i. Q1 by 15th October score 1 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 1 The LLG has submitted Evidence that the LLG submitted all four Delivered in time with all all 4 quarterly financial quarterly financial and physical progress supporting documents. and physical progress reports, for the previous FY to the LG reports including Accounting Officer including on the funding for finances for the Parish the PDM on time: **Development Model** ii. Q2 by 15th January score 1 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6

FY

(ii) Primary School Head teachers in public Maximum score is 6 primary schools in the previous school calendar year (by 31st December) - score 2 or else 0

12 Appraisal of all staff in Evidence that the SAS/Town Clerk appraised All staff were appaised.

2

staff in the LLG: the LLG in the previous evidence available FY (iii) HC III & II In-charges in the previous FY

Maximum score is 6 (by June 30th) - score 2 or else

13				3
13	Staff duty attendance	Evidence that the LLG has	staff performance report available	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0	staff attandacne register book available.	
13	Staff duty attendance	Evidence that the LLG has	staff monthly return submitted.	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	evidence in place.	
F. Implei	mentation and Execution	1		
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	LLG Budget and LLG Annual Financial statement in place.	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 seen	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) :	evidence seen	3
	Maximum score is 3	If more than 90 % was completed: Score 3		
		If 70% -90%: Score 2		
		If less than 70 %: Score 0.		
	onmental and Social Saf	eguards		_
17	The LLG has implemented environmental and social safeguards	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/	evidence seen	2

projects, score 2 or else score 0

during the previous FY

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No evidence was 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	evidence seen	1
H. Basic	(Pre & Primary) Educati	on services Management (in public and priva	te 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 seen	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	monitoring reprots in palce SMC minutes is available	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	Functionality of School Managmement Committee. minutes of SMC meetings available. action plan implmented.	3
I. Primar 23	y Health Care Services M	Evidence that the LLG has conducted	reports on awareness campaigns and community mobilisation for	3
	and mobilization on primary health care conducted in last FY Maximum score is 3	awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	improved primary Health Centre are available.	
24	The LLG monitored	Evidence that LLG monitored aspects of health	evidence available	4
	health service delivery at least twice during the previous FY	service delivery during the previous FY, score 4 or else score 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	Evidence seen HUMC is fucntional.	3
	Maximum score is 3			
J. Water	& Environment Services	s 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	requests submitted to teh Chief Administrative Officer and District Water Officer	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	reports available	3
	Maximum score is 3			

0

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

monitoring reports not seen.

29

Functionality of investments in water and sanitation facilities

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

Maximum score is 2

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

30

Development of the Physical Development Plans as per guidelines

Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development

Maximum score 2

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

(i) If the LLG has a functional Physical

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:

Maximum score 2

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.

Score 1 or else 0 Maximum score 3

31

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

Maximum score 3

Implementation of the physical planning and building control measures as per guidelines

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

Maximum score 3

32

and implemented a solid waste management plan

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

Maximum score 2

32

and implemented a solid waste management plan

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

Maximum score 2

33

Operation and Maintenance of infrastructure

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

Maximum score is 3

33

Operation and Maintenance of infrastructure

(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

Maximum score is 3

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 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.	Evidence seen	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	evidence seen	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	all available. no fish ponds.	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.	evidence available.	2
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups  Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Evidence Available.	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.	Not seen	0
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.	Locally collected data was available from each parish	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  Maximum score is 6	Evidence that the LLG:  i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	Mapping report seen  Kalangaalo meeting 30/6/2022 seen	2
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	Kyamusisi meeting minutes of 20/5/2022 available	2

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  iii. Priority enterprises that can be implemented in the parish score 2 or else 0	Reports from sampled parishes that is Mutetema, kyamusisi and Kiteredde seen	2
B. Plann	ning and Budgeting  The LLG conducted	Evidence that prioritized investments in the	Available	1
	Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	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		
	Maximum score is 6			
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.	Seen	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	Not Seen	1
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	Not Seen	1
	Maximum score is 6			

Reports from sampled parishes

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	Available	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Not shown	1
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Seen	2
6	budget to DDEG	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	Seen	2
<b>C. Own S</b>	Source Revenue Mobiliza 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.	Available	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	Available	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.	Not seen	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	Not seen	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.	Not seen	0
<b>D. Finan</b>	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	seen	4

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  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	Not available	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  ii. Q2 by 15th January score 1 or else 0	No evidence	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iii. Q3 by 15th April score 1 or else 0	No evidence	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iv. Q4 by 30th July score 3 or else 0	No Evidence	0

12	Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension	Not available	0
	Maximum score is 6	workers in the previous FY (by 30th June): score 2 or else 0		
12	Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:	Not seen	0
	Maximum score is 6	(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0		
12	Appraisal of all staff in the LLG in the previous	Evidence that the SAS/Town Clerk appraised staff in the LLG:	No evidence	0
	Maximum score is 6	(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else		
13	Staff duty attendance	Evidence that the LLG has	Seen	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	No staff performance reports	0
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		
F. Impler	mentation and Execution	1		
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	Available	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%:	Seen	0
	Maximum score is 2	Score 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.	Not seen	0
G. Envir	onmental and Social Sat	feguards		
17	The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Not available	0
	Maximum score is 2			
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	Not 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	Not 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	Not seen	0
∐ Posi-	(Pro & Primary) Educati	ion convices Management (in public and prive	to 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	te schools) Not seen	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:	Minutes of the committee has one out of three.  monitoring report has one out of three	0
		If all schools (100%) - score 4		
		If 80 – 99% – score 2		
		If 60 to 79% score 1		
		Below 60% score 0		
22	Existence and functionality of School Management Committees  Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	minutes seen.  Action plan not seen  Implementation reports not seen	0
I. Primary 23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Anagement  Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Seen	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 and HUMC minutes seen	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	HUMC committee seen Minutes seen	3

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	No reports seen	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	No reports seen	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	Nothing is seen	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	No monitpring report	0
K. Urbaı	n Planning and Managen	nent (Applicable to Town Councils and Division	ons 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:		
	Maximum 30016 L	20% in 2022/23		
		30% in 2023/24		
		40% in 2024/25		

Implementation of the physical planning and building control measures as per guidelines

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

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines

(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines

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

Maximum score 3

32

and implemented a solid waste management plan

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

Maximum score 2

32

and implemented a solid waste management plan

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

Maximum score 2

33

Operation and Maintenance of infrastructure

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

Operation and Maintenance of infrastructure

(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

Maximum score is 3

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

35

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

Maximum score is 2

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

Production Office score 2 or else 0.

Production statistics reports seen but there is noting to show like

2

2

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

Maximum score is 2

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

Awareness reports from different months seen.

Attendance list also seen

36

monitoring activities on production activities for crops, animals and fisheries

Maximum score is 2

The LLG has carried out 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 reports seen

Supervision reports seen on 14/6/2022

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

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

meeting evidence not seen

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	Available	2
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  iii. Priority enterprises that can be implemented in the parish score 2 or else 0	Enterprises seen for each parish	2
B. Plann	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	Available	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.	Available	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	Available	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	Not seen	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	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	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	No evidence seen	0
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Submission letter on 20/4/2022 to the register seen	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	Seen	2
C. Own S	Source Revenue Mobiliz	ation 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.	Not seen	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	Not available	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	Not Seen	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.	Not seen	0
<b>D. Finan</b> 10	cial Management  The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Not seen	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  i. Q1 by 15th October score 1 or else 0	Not seen	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  ii. Q2 by 15th January score 1 or else 0	Not available	0

11 Not available 0 The LLG has submitted Evidence that the LLG submitted all four all 4 quarterly financial quarterly financial and physical progress and physical progress reports, for the previous FY to the LG reports including Accounting Officer including on the funding for the PDM on time: finances for the Parish **Development Model** iii. Q3 by 15th April score 1 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 Not available 0 The LLG has submitted Evidence that the LLG submitted all four all 4 quarterly financial quarterly financial and physical progress and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for reports including finances for the Parish the PDM on time: **Development Model** iv. Q4 by 30th July score 3 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 E. Human Resources Management for Improved Service Delivery 12 Not available 0 Appraisal of all staff in Evidence that the SAS/Town Clerk appraised staff in the LLG: the LLG in the previous FY (i) All staff in the LLG including extension Maximum score is 6 workers in the previous FY (by 30th June): score 2 or else 0 12 Seen 2 Evidence that the SAS/Town Clerk appraised Appraisal of all staff in staff in the LLG: the LLG in the previous FY (ii) Primary School Head teachers in public Maximum score is 6 primary schools in the previous school calendar year (by 31st December) - score 2 or else 0 12 Not seen 0 Appraisal of all staff in Evidence that the SAS/Town Clerk appraised the LLG in the previous staff in the LLG: FY (iii) HC III & II In-charges in the previous FY Maximum score is 6 (by June 30th) – score 2 or else

13	Staff duty attendance	Evidence that the LLG has	Seen	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	Seen	3
F. Imple	mentation and Execution	1		
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 budget seen	2
	Maximum score is 2	,		
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%:  Score 2	Vouchers seen	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.	Progress report seen certificate of completion seen Annual work plan seen	3
<b>G. Envir</b> 17	onmental and Social Sat The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	AFs seen	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	Not publicised	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	Not available	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	Not seen	0
H. Basic	(Pre & Primary) Educati	on services Management (in public and priva	te schools)	
20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Reports not seen	0
	Maximum score is 3			
	Maximum score is 3			
21	Maximum score is 3  Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:	Monitoring reports not seen.  Nothing presented on minutes of the committee	0
21	Monitoring of service delivery in basic 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	Nothing presented on minutes of	0
21	Monitoring of service delivery in basic 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:	Nothing presented on minutes of	0
21	Monitoring of service delivery in basic 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	Nothing presented on minutes of	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	Nothing presented.	0
I. Primar 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 awareness activities and mobilization seen	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 reports seen HUMC minutes seen	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	Minutes seen Action plan seen	3
<b>J. Water</b> 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	No request seen	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	No water and environment monitoring report seen	0

0

0

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

No monitoring/progress report

seen

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

Maximum score is 2

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

30

29

Development of the Physical Development Plans as per guidelines

Maximum score 2

(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning

Committee to the MoLHUD Score 1 or else 0

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:

Maximum score 2

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. Score 1 or else 0

Maximum score 3

Implementation of the physical planning and building control measures as per guidelines

(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines

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

Maximum score 3

32

and implemented a solid waste management plan

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

Maximum score 2

32

and implemented a solid waste management plan

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

Maximum score 2

33

Operation and Maintenance of infrastructure

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

Maximum score is 3

33

Operation and Maintenance of infrastructure

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

Operation and 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

L. Produ	ction Services Managem	nent		
34	Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	Production statistics reports seen	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 Attendance list seen	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	Monitoring reports seen for vet and agricultural officers Supervision reports seen for the month of april	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	Training reports seen	2

else 0.

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 seen

Farmers visit seen

#### 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.

No comment

2

0

Maximum score is 2

LLG has ensured that all Parish Chiefs/Town

Agents have collected, data on

Parish/community profiling as stipulated in the PDM Guidelines.

Maximum score is 2

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

only 5 parishes were able to compile parish profiles.

3

2

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Maximum score is 6

Evidence that the LLG:

i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0

No CSO mapping report seen

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	No comment	2
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  iii. Priority enterprises that can be implemented in the parish score 2 or else 0	No comment	2
B. Plann	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	No comment	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 comment	1

	4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  iii. Is based on the outcomes of the budget conference; score 1 or else 0	No comment	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	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	No comments	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	No comments	1
		Maximum score is 6			
	4	The LLG conducted Annual Planning and	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May:	No comments	1
		Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	score 1 or else 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 comment	2
		Massinasson agains in O	•		

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	No comment	2
<b>C. Own \$</b>	Source Revenue Mobilization  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.	It was evidenced	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	It was evidenced	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.	It was evidenced	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	It was evidenced	1

9				1
9	The LLG has properly managed and used OSR collected in the	Evidence that the LLG:  iv. Publicised the OSR and how it was used	It was evidenced	•
	previous FY	for the previous FY, score 1, else score 0.		
	Maximum score 4			
D. Finan	cial Management			
10	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	It was evidenced	4
	Maximum score is 4			
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  i. Q1 by 15th October score 1 or else 0	It was evidenced	1
	Maximum score is 6			
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model	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:	It was evidenced	1
	(PDM), for the previous	ii. Q2 by 15th January score 1 or else 0		

FY on time and in the prescribed format

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iii. Q3 by 15th April score 1 or else 0	It was evidenced	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iv. Q4 by 30th July score 3 or else 0	No evidence	0
F Huma	in Resources Manageme	ent 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	Nothing was presented	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:  (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	0
12	Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY	No evidence	0

(iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else

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	seen however performance increase is 6 but the scoring guide indicates 4.	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	seen however performance increase is 6 but the scoring guide indicate	3
F. Implei	mentation and Execution	1		
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	no evidence	0
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%:  Score 2		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.	Annual Work plan not seen	0
G Envir	onmental and Social Sat	ienuarde		
17	omnemai and Social Sal	cguurus		0
17	The LLG has implemented environmental and social safeguards	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/	<ul> <li>screening forms and environment report for all projects available.</li> <li>no compliance certificate</li> </ul>	J

projects, score 2 or else score 0

during the previous FY

Maximum score is 2

- no compliance certificate

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> <li>- there is a system of handling caravans</li> <li>- PMC's in place</li> <li>- ALC in place</li> <li>- Case management book in place</li> </ul>	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><li>- Publicize through baraza meeting.</li><li>- public notice board in places</li></ul>	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> <li>appointment letters available for members.</li> <li>-minutes for meetings available</li> </ul>	1
H. Basic	: (Pre & Primary) Educat	ion services Management (in public and priva	te schools)	
H. Basic	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	te schools) no envidence	0
	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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:		0
20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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	no envidence	
20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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:	no envidence	

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	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	
	Maximum score is 3				
24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	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	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	no request	0	
	Maximum score is 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	no report	0	

(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

Score 1 or else 0

compliance certificate issued by MoLHUD.

31

Implementation of the

physical planning and

building control

measures as per guidelines

Maximum score 3

Implementation of the physical planning and building control measures as per guidelines

(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines

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

Maximum score 3

32

and implemented a solid waste management plan

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

Maximum score 2

32

and implemented a solid waste management plan

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

Maximum score 2

33

Operation and Maintenance of infrastructure

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

Maximum score is 3

33

Operation and Maintenance of infrastructure

(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

35

36

37

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

Maximum score is 2

If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., analyzed. 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.

- data not consolidated and

0

0

2

0

- no data on fisheries

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 of attendance lists.
- lists on accountability files and could not be accused.

monitoring activities on production activities for crops, animals and fisheries

Maximum score is 2

The LLG has carried out 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 reports on model farmers seen by SAS and extension staff.

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.

- data not consolidated and analyzed.
- no data on fisheries

1

2

3

2

2

0

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

- advisory services extension books seen as evidence.
- reports on farm visits seen

# A. Functionality of Parish Administrative Structures

The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards

Maximum score is 2

Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.

minutes confirmed and submitted

minutes of STPC seen

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed

data on Parish/community profiling as stipulated in

Maximum score is 2

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.

The 2 parishes of Magonga and Kiwawu had the data but Kanyanya missed out on this parametor.

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Maximum score is 6

Evidence that the LLG:

i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0

NGOs were mapped and report of planning seen

2

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Maximum score is 6

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

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

planned priorities for 2022/2023 available.

Annual work plan approved.

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the

Maximum score is 6

development of the

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

iii. Priority enterprises that can be implemented in the parish score 2 or else 0 Facilitation for coordination of PDCs and Monitoring of PCs.

Kiwawu Parish, Kyesengeze village Poultry Enterprises.

## B. Planning and Budgeting

parish

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 LG approved annual work plan and budget seen.

budget conference held and report seen.

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.

Parish priorities submitted.

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	Evidence seen.	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	evidence seen.	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 available	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	LLG register submitted.	1
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Sub-county procurement plan for 2021/2022 financial year available.  availabel and submitted on 8/April, 20221, submission letter signed by Chief Adminsitrative Officer.	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	<ol> <li>procurement and installation of sub-county sign posts.</li> <li>procurement of sanitizer</li> <li>etc</li> <li>facilitation of workers on covid - 19.</li> </ol>	2
C. Own S	Source Revenue Mobiliza	ation 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 90.7%	1
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	46% increament in.9.7million - 11.9	1
	one to last financial year.	more than 5 %, score i or else score o	Million	
	Maximum score 1			
9	The LLG has properly managed and used OSR collected in the	Evidence that the LLG:  i. Has remitted OSR to the administrative units,	used OSR for O&M on compound maintenance and paiting Chairperson's office.	1
	previous FY	score 1 or else score 0.		
	Maximum score 4			
9	The LLG has properly managed and used	Evidence that the LLG:	guidelines were followed.	1
	OSR collected in the previous FY	ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY		
	Maximum score 4	(unless authority was granted by the Minister), score 1, else score 0		
9	The LLG has properly managed and used	Evidence that the LLG:	guidelines were followed.	1
	OSR collected in the previous FY	iii. Have budgeted and used OSR funds on operational and maintenance in previous FY,		
	Maximum score 4	score 1, else score 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.	publication by use of notice board.	1
D. Finan	icial 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 31/8/2021	4
	Waximum 30010 13 4			
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  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	save for PDM the rest were submitted to the Chief Administrative Officer but not on time.	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  ii. Q2 by 15th January score 1 or else 0	save for PDM the rest were submitted to the Chief Administrative Officer but not on time.	0

0

2

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 time. the PDM on time:

submitted to the Chief Administrative Officer but not on

save for PDM the rest were

iii. Q3 by 15th April score 1 or else 0

11

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format

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:

save for PDM the rest were submitted to the Chief Administrative Officer but not on

iv. Q4 by 30th July score 3 or else 0

Maximum score is 6

### E. Human Resources Management for Improved Service Delivery

12

Appraisal of all staff in the LLG in the previous

Evidence that the SAS/Town Clerk appraised staff in the LLG:

staff were appraised.

No evidence seen

FY

Maximum score is 6

(i) All staff in the LLG including extension workers in the previous FY (by 30th June):

score 2 or else 0

perforamnce plan available.

12

Appraisal of all staff in the LLG in the previous FY

Evidence that the SAS/Town Clerk appraised staff in the LLG:

no evidence seen 0

Maximum score is 6

(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) - score 2 or

else 0

12

Appraisal of all staff in the LLG in the previous FY

Evidence that the SAS/Town Clerk appraised

staff in the LLG:

(iii) HC III & II In-charges in the previous FY

Maximum score is 6

(by June 30th) - score 2 or else

13				3
	Staff duty attendance	Evidence that the LLG has	LLG budget seen	
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0	LLG Annual Financial Statement seen.	
			investment not seen.	
13				3
	Staff duty attendance	Evidence that the LLG has	submission of monthly staff return.	
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	attendance register seen.	
F. Implei	mentation and Execution	1		
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	implementation of DDEG guidelines.	2
	Maximum score is 2	2, 01 0100 00010 0		
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		2
	Maximum score is 2	sectors/main programs by more than +/-10%:	AFS seen	
	Waximum 30010 13 Z	Score 2	payment vouchers seen.	
10				•
16	Completion of	Evidence that the investment projects planned	Annual work plan seen.	3
	investments as per annual work plan and	in the previous FY were completed as per work plan by end of FY (quarter four) :	Certificate of completion seen.	
	budget	If more than 90 % was completed: Score 3	Budget performance reports seen	
	Maximum score is 3	If 70% -90%: Score 2	AFS seen	
		If less than 70 %: Score 0.	completion 100%	
G. Envir	onmental and Social Sat	eguards		
17	The LLG has implemented	Evidence that the LLG carried out environmental, social and climate change	forms available certificates available.	2
	environmental and social safeguards during the previous FY	screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	cerunicales avanable.	

18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	complaint book system available though not formal.	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	they used to conduct Baraza Suggestion Box.	1
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	No appointment for 2 members.  No minutes.	0
H. Basic	(Pre & Primary) Educati	on services Management (in public and priva	te schools)	
20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	no report seen and submitted.	0
	Maximum score is 3			
	Maximum score is 3			
21	Maximum score is 3  Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:	monitoring was done and reports seen but some do not show that they monitored in third term because no evidence of stamp to show that they presented the report.	1
21	Monitoring of service delivery in basic 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	seen but some do not show that they monitored in third term because no evidence of stamp to show that they presented the	1
21	Monitoring of service delivery in basic 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:	seen but some do not show that they monitored in third term because no evidence of stamp to show that they presented the	1
21	Monitoring of service delivery in basic 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	seen but some do not show that they monitored in third term because no evidence of stamp to show that they presented the	1

	functionality of School Management Committees	management committees in all schools; score 3, else score 0	minutes with the action plan and implemented reprots.	
	Maximum score is 3			
I. Primary	y Health Care Services N	<b>M</b> anagement		
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 are presented and seen	3
24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Reports are presented and work plan shown.	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 are present and the minutes are shown with work plans.	3
	Maximum score is 3			
	& Environment Services	s 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 seen	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	evidence not seen	0
	Maximum score is 3			

Evidence that the LLG have functional school

have 3 schools with SMC

minutes with the action plan and

3

22

Existence and

Existence and functionality of Water and Sanitation Committees

Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0

No evidence on water and sanitation committees.

0

0

Maximum score is 2

29

investments in water and sanitation facilities

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

Maximum score is 2

Functionality of

No evidence.

## 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 (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:

Maximum score 2

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

Implementation of the physical planning and building control measures as per guidelines

(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines

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

Maximum score 3

32

and implemented a solid waste management plan

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

Maximum score 2

32

and implemented a solid waste management plan

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

Maximum score 2

33

Operation and Maintenance of infrastructure

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

Maximum score is 3

33

Operation and Maintenance of infrastructure

(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey

Maximum score is 3

score 1 or else 0

Operation and Maintenance of infrastructure

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

Maximum score is 3

### 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.

The production Office at DLG Headquarters should receive reports to confirm submisison. 2

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

Maximum score is 2

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

attadance list and reprots seen.

2

NB. Copies of Attandance lists and reports should be in one file.

36

37

35

monitoring activities on production activities for crops, animals and fisheries

Maximum score is 2

The LLG has carried out 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 conducted on production sector.

0

Farmer trainings through training farmer field schools and demonstrations organized and carried out

Maximum score is 2

If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.

Reports seen

attandance list attached.

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

seen in the advisory services Extension work book.

# A. Functionality of Parish Administrative Structures

1 The LLG has ensured that there are functional respective

Parishes/Wards

Maximum score is 2

Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance PDCs/WDCs in all their 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.

Office score 2 or else 0

It was evidenced

2

2

2

LLG has ensured that all Parish Chiefs/Town Agents have collected, data on

Parish/community profiling as stipulated in the PDM Guidelines.

Maximum score is 2

Evidence that all the Parishes/Wards in a LLG It was evidenced have compiled, updated, and analyzed data on community profiling disaggregated by compiled, and analyzed village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.

3 The LLG provided guidance and information to the

> Village Executive Committees and PDCs on strategies for the development of the

parish

Maximum score is 6

Evidence that the LLG:

i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle:

score 2, or else 0

It was evidenced

	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	It was evidenced	2
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  iii. Priority enterprises that can be implemented in the parish score 2 or else 0	No evidence	0
<b>B. Pl</b> á	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	It was evidenced	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	It was evidenced	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	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	It was evidenced	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	It was evidenced	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	It was evidenced	1
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	It was evidenced	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	It was evidenced	2
C. Own S	Source Revenue Mobiliza	ation 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.	It was evidenced	1
	Maximum score is 1			
8	Increase in LLG own	Evidence that the OSR collected increased	It was evidenced	1
	source revenues from last financial year but one to last financial year.	from previous FY but one to previous FY by more than 5 %, score 1 or else score 0		
	Maximum score 1			
9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG:  i. Has remitted OSR to the administrative units, score 1 or else score 0.	No evidence	0
	Maximum score 4			
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG:  ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	It was evidenced	1
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	It was evidenced	1

9				1
9	The LLG has properly managed and used OSR collected in the	Evidence that the LLG:  iv. Publicised the OSR and how it was used	It was evidenced	•
	previous FY	for the previous FY, score 1, else score 0.		
	Maximum score 4			
D. Finan	cial Management			
10	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	It was evidenced	4
	Maximum score is 4			
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  i. Q1 by 15th October score 1 or else 0	It was evidenced	1
	Maximum score is 6			
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model	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:	It was evidenced	1
	(PDM), for the previous	ii. Q2 by 15th January score 1 or else 0		

FY on time and in the prescribed format

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iii. Q3 by 15th April score 1 or else 0	It was evidenced	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iv. Q4 by 30th July score 3 or else 0	It was evidenced	3
E. Huma	n Resources Manageme	ent 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	Deadline not met.	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:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	No submission seen	0
12	Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY	No appraisal for health staff seen.	0

(iii) HC III & II In-charges in the previous FY (by June 30th) — score 2 or else

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	Recommedantion should be in forma of a report.	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	Recommendations should be in form of a report.	3
F. Imple	mentation and Execution	1		
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	No evidence	0
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%:  Score 2	No evidence	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.	No evidence	0
G Envir	onmental and Social Sat	iaguarde		
17	The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	Environment social screening seen	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	It was evidenced	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	Grievancy handling mechanism not publicised	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	Minutes seen and attendance lists	1
H. Basic	: (Pre & Primary) Educati	on services Management (in public and priva	te 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	and mobilization on education services conducted in last FY	awareness campaigns and parent's mobilization for improvement of education	2 reports seen.  1st and 2nd quarters not monitored because schools were under lockdown.	2

	functionality of School Management Committees	management committees in all schools; score 3, else score 0	Seen issues raised and action reports on the same.	
	Maximum score is 3			
I. Primar	y Health Care Services I	Management	Reports on awareness in place	3
20	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	Troports on awareness in place	J
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	Two reports submitted but not from SAS and no evidence of discussion in the executive meeting.	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	Two sets out of four seen with out action plans or reports.	0
	Maximum score is 3			
	& Environment Services	s 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  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	No evidence	0

Evidence that the LLG have functional school 33 minutes seen.

3

22

Existence and

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 No evidence **0** 

Functionality of investments in water and sanitation facilities

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

Maximum score is 2

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

Development of the Physical Development

Plans as per guidelines

Maximum score 2

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

30

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:

Maximum score 2

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. Score 1 or else 0

Maximum score 3

Implementation of the physical planning and building control measures as per guidelines

(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines

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

Maximum score 3

32

and implemented a solid waste management plan

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

Maximum score 2

32

and implemented a solid waste management plan

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

Maximum score 2

33

Operation and Maintenance of infrastructure

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

Maximum score is 3

33

Operation and Maintenance of infrastructure

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

Operation and 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

L. Produ	iction Services Managem	ient		
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.	Vet data available and summarized.  Crop not available thus a zero.	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	Report for vet and evidence available.  Crop sector has a report and attendance list.	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	Report in place for vet but missing for the crop sector thus a zero	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	Quarterly reports seen for both crop and vet sector.	2

else 0.

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

Advisory extension workers books seen for both crop and vet sector.

2

0

2

## A. Functionality of Parish Administrative Structures

The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards

Maximum score is 2

Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score

2, else score 0.

Office score 2 or else 0

Data available.

No evidence.

2

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community

profiling as stipulated in the PDM Guidelines.

Maximum score is 2

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

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Maximum score is 6

Evidence that the LLG:

i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0

Not available and no evidence or awareness.

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	No evidence	0
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	No evidence	0
B. Plann	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	Council approval minutes not found.	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	No evidence yet.	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	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	Evidenced	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 seen and two quoted seen in the note book.	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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	Submission letter and date not seen.	0
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Procurement plan submitted on 14 April 2022.	0

	budget to DDEG investment menu for the current FY Maximum score is 2	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	patience waiting shed at 1,273,000 seen.  Hihg grading and installation of culverts, magala- kireka- Nkuubi road 11,703,746= seen	
<b>C. Own S</b>	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.	Actual increased by 10% of the budget.	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	Actual increased by 28% from that of the previous year.	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.	Evidenced	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	Increased by 14%.	1
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.	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.	No evidence.	0
	ncial Management			
10	The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Submitted on the 30/08/2022.	4
	Maximum score is 4			
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  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	Evidenced	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  ii. Q2 by 15th January score 1 or else 0	Evidenced	1

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iii. Q3 by 15th April score 1 or else 0	Evidenced	1
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  iv. Q4 by 30th July score 3 or else 0	Evidenced	3
E. Huma	n Resources Manageme	ent for Improved Service Delivery		
<b>E. Huma</b>	Appraisal of all staff in the LLG in the previous	ent for Improved Service Delivery  Evidence that the SAS/Town Clerk appraised staff in the LLG:	Staff structure seen.	2
	Appraisal of all staff in	Evidence that the SAS/Town Clerk appraised	Staff structure seen.	2
	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6  Appraisal of all staff in the LLG in the previous	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):	Staff structure seen.  Staaf lists seen.	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6  Appraisal of all staff in	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0  Evidence that the SAS/Town Clerk appraised		
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6  Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0  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		

13			Staff structure seen.	3
13	Staff duty attendance	Evidence that the LLG has	Stan Structure Seen.	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	Staff lists seen	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC	Staff performance reports means of publication seen .	
		score 3 or else 0	attendance register seen	
F. Impler	mentation and Execution	1		
14	The LLG has spent all	Evidence that the LLG budgeted and spent all	LLG budget seen.	2
	the DDEG funds for the previous FY on eligible	the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant,	DDE grant budget seen.	
	projects/activities	budget, and implementation guidelines: Score 2, or else score 0	Annual FS seen.	
	Maximum score is 2		Inventory report seen.	
15	The LLG spent the	Evidence that the execution of budget in the	AFS for previous fy seen .	2
	funds as per budget  Maximum score is 2	previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	payment vounchers seen.	
16	Completion of	Fuidance that the investment projects planned	Contificate of completion coop	3
	Completion of investments as per	Evidence that the investment projects planned in the previous FY were completed as per	BPR seen	
	annual work plan and budget	work plan by end of FY (quarter four):	AFs seen	
	Maximum score is 3	If more than 90 % was completed: Score 3	Al 3 seen	
		If 70% -90%: Score 2		
		If less than 70 %: Score 0.		
	onmental and Social Saf	eguards		
17	The LLG has	Evidence that the LLG carried out	No evidence	0

	3		
		No evidence	0
The LLG has	Evidence that the LLG carried out		
implemented	environmental, social and climate change		
environmental and	screening where required, prior to		
social safeguards	implementation of all planned investments/		
during the previous FY	projects, score 2 or else score 0		
	implemented environmental and social safeguards	implemented environmental, social and climate change environmental and screening where required, prior to implementation of all planned investments/	The LLG has Evidence that the LLG carried out implemented environmental, social and climate change environmental and screening where required, prior to implementation of all planned investments/

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	No evidence	0
H. Basic	(Pre & Primary) Educati	ion services Management (in public and priva	te 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 activities and awareness seen.	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	No monitoring reports on schools seen.	0
		Below 60% score 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	Minutes of SMC meetings seen action plan seen.  No implementation report seen.	0
I. Primar 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 seen.	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. HUMCs minutes seen.	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	All the required things have been seen.	3
J. Water 26	& Environment Services  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	No request from the LLG seen.	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	No environment monitoring reports seen	0

0

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

Evidence that the SAS has an updated lists on

latrines) and functionality status. Score 2 else

all its water and sanitation facilities (public

Maximum score is 2

No report seen.

29 Functionality of investments in water

investments in water and sanitation facilities

Maximum score is 2

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

30

Development of the Physical Development Plans as per guidelines

Maximum score 2

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

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:

Maximum score 2

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. Score 1 or else 0

Maximum score 3

Implementation of the physical planning and building control measures as per guidelines

(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

Maximum score 3

31

Implementation of the physical planning and building control measures as per guidelines

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

Maximum score 3

32

and implemented a solid waste management plan

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

Maximum score 2

32

and implemented a solid waste management plan

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

Maximum score 2

33

Operation and Maintenance of infrastructure

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

Maximum score is 3

33

Operation and Maintenance of infrastructure

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

Operation and 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

Maximum score is 2

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

Production statistics reports seen.

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 for irrigation and piggery distribution lists for piggery and banana suckers seen

2

2

36

monitoring activities on production activities for crops, animals and fisheries

Maximum score is 2

The LLG has carried out 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 reports on irrigation seen.

Supervision reports on pasture improvement on coffee demo on 31/12/2021 seen.

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 on 13/4/2022, 24/03/2022, 15/02/2022 and pasture production 23/6/2022,021/03/2022,2/03/2022 seen.

2

0

0

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 seen with photos.

Farmers visits evidence seen with list of farmer with photos

#### A. Functionality of Parish Administrative Structures

The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards

Maximum score is 2

Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.

**NEW TC** 

**NEW TC** 

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed

data on Parish/community profiling as stipulated in the PDM Guidelines.

Maximum score is 2

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

0 **NEW TC** Evidence that the LLG:

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

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

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	NEW TC	0
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	NEW TC	0
B. Plann	ing and Budgeting  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	NEW TC	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:  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.	NEW TC	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	NEW TC	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	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	NEW TC	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	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	NEW TC	0
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	NEW TC	0
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	NEW TC	0

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	NEW TC	0
<b>C. Own</b> 9	Source Revenue Mobilization  LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	ation and Administration  Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	NEW TC	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	NEW TC	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.	NEW TC	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	NEW TC	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	NEW TC	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.	NEW TC	0
<b>D. Finar</b> 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	NEW TC	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  i. Q1 by 15th October score 1 or else 0	NEW TC	0
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	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	NEW TC	0

11 **NEW TC** 0 The LLG has submitted Evidence that the LLG submitted all four all 4 quarterly financial quarterly financial and physical progress and physical progress reports, for the previous FY to the LG reports including Accounting Officer including on the funding for the PDM on time: finances for the Parish **Development Model** iii. Q3 by 15th April score 1 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 **NEW TC** 0 The LLG has submitted Evidence that the LLG submitted all four quarterly financial and physical progress all 4 quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for reports including finances for the Parish the PDM on time: **Development Model** iv. Q4 by 30th July score 3 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 E. Human Resources Management for Improved Service Delivery **NEW TC** 0 12 Appraisal of all staff in Evidence that the SAS/Town Clerk appraised staff in the LLG: the LLG in the previous FY (i) All staff in the LLG including extension Maximum score is 6 workers in the previous FY (by 30th June): score 2 or else 0 **NEW TC** 12 0 Evidence that the SAS/Town Clerk appraised Appraisal of all staff in staff in the LLG: the LLG in the previous FY (ii) Primary School Head teachers in public Maximum score is 6 primary schools in the previous school calendar year (by 31st December) - score 2 or else 0 0 12 **NEW TC** 

Evidence that the SAS/Town Clerk appraised

(iii) HC III & II In-charges in the previous FY

(by June 30th) - score 2 or else

staff in the LLG:

Appraisal of all staff in

the LLG in the previous

Maximum score is 6

FY

13	Staff duty attendance	Evidence that the LLG has	NEW TC	0
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	NEW TC	0
F. Impler	mentation and Execution	1		
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	NEW TC	0
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%:  Score 2	NEW TC	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.	NEEW TC	0
G. Enviro	onmental and Social Saf	eguards		
17	The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	NEW TC	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	NEW TC	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	NEW TC	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	NEW TC	0
H. Basic	: (Pre & Primary) Educat	ion services Management (in public and priva	te schools)	
	,	en con noce management (in pasie and prina	to 30110013)	
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	NEW TC	0
21	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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:		0
	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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	NEW TC	
	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3  Monitoring of service delivery in basic schools	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0  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	NEW TC	

22 NEW 0 Existence and Evidence that the LLG have functional school functionality of School management committees in all schools; score Management 3, else score 0 Committees Maximum score is 3 I. Primary Health Care Services Management 23 **NEW TC** 0 Awareness campaigns Evidence that the LLG has conducted awareness campaigns and mobilized and mobilization on primary health care communities for improved primary health care conducted in last FY service delivery score 3, else score 0 Maximum score is 3 **NEW TC** 0 24 The LLG monitored Evidence that LLG monitored aspects of health health service delivery service delivery during the previous FY, score at least twice during the 4 or else score 0 previous FY Maximum score is 4 **NEW TC** 25 0 Evidence that the LLG have functional Health Existence and functionality of Health unit Management Committee for all Health **Unit Management** Facilities in the LLG; score 3, else score 0 Committee Maximum score is 3 J. Water & Environment Services Management 26 submitted requests to requests to the DWO for consideration in the the DWO for planning of the current FY score 3, else score consideration in the current FY budgets Maximum score is 3 27 The LLG has monitored 
Evidence that SAS/ATC monitored/supervised water and environment aspects of water and environment services services delivery during during the previous FY including review of the previous FY water points and facilities, score 3 or else score 0 Maximum score is 3

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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. Score 2 else

Maximum score is 2

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

30 Development of the Physical Development

Plans as per guidelines

Maximum score 2

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

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:

Maximum score 2

20% in 2022/23

30% in 2023/24

40% in 2024/25

31

30

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

**NEW TC** 

**NEW TC** 

**NEW TC** 

0

0

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	NEW TC	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	NEW TC	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	NEW TC	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	NEW TC	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	NEW TC	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	NEW TC	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	NEW TC	0
L. Produ	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.	NEW TC	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	NEW TC	0
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	NEW TC	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.	NEW TC	0

Office score 2 or else 0

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

0

## A. Functionality of Parish Administrative Structures

1 **NEW TC** 0 Evidence that the LLG has duly constituted

The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards

Maximum score is 2

PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.

2 **NEW TC** 0

Evidence that all the Parishes/Wards in a LLG

LLG has ensured that all Parish Chiefs/Town Agents have collected, data on Parish/community

profiling as stipulated in the PDM Guidelines.

have compiled, updated, and analyzed data on community profiling disaggregated by compiled, and analyzed village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.

Maximum score is 2

3 **NEW TC** 0

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish

Maximum score is 6

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

Evidence that the LLG:

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	NEW TC	0
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	TC	0
B. Plann	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	NEW TC	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:  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.	NEW TC	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	NEW TC	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	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	NEW TC	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	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	NEW TC	0
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	NEW TC	0
5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	NEW TC	0

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	NEW TC	0
C. Own S	Source Revenue Mobiliz	ation 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.	NEW TC	0
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	NEW TC	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.	NEW TC	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	NEW TC	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	NEW TC	0

9 **NEW TC** 0 The LLG has properly Evidence that the LLG: managed and used iv. Publicised the OSR and how it was used OSR collected in the for the previous FY, score 1, else score 0. previous FY Maximum score 4 **D. Financial Management** 10 **NEW TC** 0 The LLG submitted Evidence that the LLG submitted its Annual annual financial Financial Statement to the Auditor General statements for the (AG) on time (i.e., by August 31), score 4 or previous FY on time else score 0 Maximum score is 4 **NEW TC** 0 11 The LLG has submitted Evidence that the LLG submitted all four all 4 quarterly financial quarterly financial and physical progress and physical progress reports, for the previous FY to the LG reports including Accounting Officer including on the funding for finances for the Parish the PDM on time: **Development Model** i. Q1 by 15th October score 1 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 **NEW TC** 0 The LLG has submitted Evidence that the LLG submitted all four all 4 quarterly financial quarterly financial and physical progress and physical progress reports, for the previous FY to the LG reports including Accounting Officer including on the funding for finances for the Parish the PDM on time: **Development Model** ii. Q2 by 15th January score 1 or else 0 (PDM), for the previous

FY on time and in the prescribed format

11 **NEW TC** 0 The LLG has submitted Evidence that the LLG submitted all four all 4 quarterly financial quarterly financial and physical progress reports, for the previous FY to the LG and physical progress reports including Accounting Officer including on the funding for the PDM on time: finances for the Parish **Development Model** iii. Q3 by 15th April score 1 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 11 **NEW TC** 0 The LLG has submitted Evidence that the LLG submitted all four quarterly financial and physical progress all 4 quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for reports including finances for the Parish the PDM on time: **Development Model** iv. Q4 by 30th July score 3 or else 0 (PDM), for the previous FY on time and in the prescribed format Maximum score is 6 E. Human Resources Management for Improved Service Delivery **NEW TC** 12 0 Appraisal of all staff in Evidence that the SAS/Town Clerk appraised the LLG in the previous staff in the LLG: FY (i) All staff in the LLG including extension Maximum score is 6 workers in the previous FY (by 30th June): score 2 or else 0 **NEW TC** 12 0 Appraisal of all staff in Evidence that the SAS/Town Clerk appraised the LLG in the previous staff in the LLG: FY (ii) Primary School Head teachers in public Maximum score is 6 primary schools in the previous school calendar year (by 31st December) - score 2 or else 0

Evidence that the SAS/Town Clerk appraised

(iii) HC III & II In-charges in the previous FY

(by June 30th) - score 2 or else

staff in the LLG:

12

Appraisal of all staff in

Maximum score is 6

FY

the LLG in the previous

0

**NEW TC** 

13	Staff duty attendance	Evidence that the LLG has	NEW TC	0
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	NEW TC	0
F. Implei	mentation and Execution	1		
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	NEW TC	0
	Maximum score is 2	2, or else score o		
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	NEW TC	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.	NEW TC	0
C Fassia	ammantal and Casial Caf	a musanda		
G. Enviro	onmental and Social Saf	eguaros	NEW TC	0
17	The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	NEW TO	J

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	NEW TC	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	NEW TC	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	NEW TC	0
H. Basic	(Pre & Primary) Educati	on services Management (in public and priva	te schools)	
20	Awareness campaigns and mobilization on education services	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education	NEW TC	0
	conducted in last FY Maximum score is 3	service delivery score 3, else score 0		
21		·	NEW TC	0

22 **NEW TC** 0 Existence and Evidence that the LLG have functional school functionality of School management committees in all schools; score Management 3, else score 0 Committees Maximum score is 3 I. Primary Health Care Services Management 23 **NEW TC** 0 Evidence that the LLG has conducted Awareness campaigns awareness campaigns and mobilized and mobilization on primary health care communities for improved primary health care conducted in last FY service delivery score 3, else score 0 Maximum score is 3 **NEW TC** 0 24 The LLG monitored Evidence that LLG monitored aspects of health health service delivery service delivery during the previous FY, score at least twice during the 4 or else score 0 previous FY Maximum score is 4 25 **NEW TC** 0 Existence and Evidence that the LLG have functional Health functionality of Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0 **Unit Management** Committee Maximum score is 3 J. Water & Environment Services Management 26 Evidence that the LLGs Evidence that the SAS submitted in writing submitted requests to requests to the DWO for consideration in the the DWO for planning of the current FY score 3, else score consideration in the current FY budgets Maximum score is 3 27 The LLG has monitored 
Evidence that SAS/ATC monitored/supervised water and environment aspects of water and environment services services delivery during during the previous FY including review of the previous FY water points and facilities, score 3 or else score 0

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. Score 2 else

Maximum score is 2

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

30 Development of the Physical Development

Plans as per guidelines

Maximum score 2

(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning

Committee to the MoLHUD Score 1 or else 0

**NEW TC** 

0

0

30 **NEW TC** 

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:

Maximum score 2

20% in 2022/23

30% in 2023/24

40% in 2024/25

Score 1 or else 0

31 **NEW TC** 0

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

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	NEW TC	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	NEW	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	NEW TC	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	NEW TC	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	NEW TC	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	NEW TC	0

33 **NEW TC** 0 Operation and (iii) If the LLG has spent own source revenues Maintenance of of not less than 20% on O&M score 1 or else 0 infrastructure Maximum score is 3 L. Production Services Management 34 **NEW TC** 0 Up to date data on If the LLG extension staff have collected, agriculture and analyzed and reported data on agriculture (i.e., irrigation collected, crop, animal and fisheries) and irrigation analyzed and reported activities including production statistics for key commodities, data on irrigated land, farmer Maximum score is 2 applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0. **NEW TC** 35 0 Farmer awareness and If the LLG has carried out awareness and mobilization campaigns mobilization campaigns on all aspects of carried out through agriculture through farmer field days and farmer field days and awareness meetings, exchange visits, reports awareness meetings compiled and submitted to LG Production Office score 2 or else 0 Maximum score is 2 **NEW NEW** 0 36 The LLG has carried out If the LLG extension staff has implemented monitoring activities on monitoring activities on agricultural production production activities for for crops, animal and fisheries covering among crops, animals and others irrigation, environmental safeguards, fisheries agricultural mechanization, postharvest handling, pests and disease surveillance, Maximum score is 2 equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0 37 **NEW YTC** 0 Farmer trainings If the LLG extension staff has carried out through training farmer farmer trainings on irrigated agriculture, field schools and agronomy, pests and diseases management, demonstrations operation and maintenance of equipment, organized and carried linkage to markets etc. through for example out farmer field schools, demonstrations, and field training sessions, reports compiled and Maximum score is 2 submitted to LG Production Office score 2 or

else 0.

NEW TC 0

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