



## LLG Performance Assessment

Isingiro District

(Vote Code: 560)

<b>LLG Name</b>	<b>LLG Performance Assessment</b>
Birere Subcounty	92%
Bugango Town Council	67%
Endiinzi Subcounty	53%
Endiinzi Town Council	91%
Isingiro Town Council	94%
Kaberebere Town Council	91%
Kabingo Subcounty	99%
Kabuyanda Subcounty	69%
Kabuyanda Town Council	90%
Kagarama	82%
Kakamba Subcounty	68%
Kamubeizi	83%
Kamubeizi Town Council	85%
Kashumba Subcounty	82%
Kikagate Subcounty	88%
Kikagate Town Council	74%
Masha Subcounty	92%
Mbaare Subcounty	88%
Ngarama Subcounty	97%
Ntungu	61%
Nyakitunda Subcounty	86%
Nyamuyanja Subcounty	91%
Ruborogota Subcounty	83%
Rugaaga Subcounty	100%
Rugaaga Town Council	78%
Ruhiira Town Council	86%
Rushasha Subcounty	68%

Ruyanga	<b>95%</b>
Rwanjogyera	<b>76%</b>
Rwetango	<b>74%</b>

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>A. Functionality of Parish Administrative Structures</b>				
1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>Composition of PDC is as per the guide lines the lists were submitted to the SAS on 20.5.22,19.5.2022,19.5.2022 and 19.5.2022 for kyera,kikokwa,kishuro and kahenda respectively.</p> <p>Mobilization meetings for Kyera parish dated 24/5/2022 were prepared by Nashaba Peninah PC, Kasana Parish dated 23/5/2022 by Amutuhaire Innocent PC, Kahenda parish dated 24/5/2022 ny atukwatse Setrine P, Kikokwa Parish dated 24/5/2022 by Asimire Sofie PC, and Kishuro Parish dated 24/5/ by Abyaba Irene are as per the guide and submitted to SAS.</p> <p>Evidence of submission of all proposals for; Kahenda dated 21/5/2022 by PC to SAS, Kyera dated 10/6/2022, Kishuro dated 21/5/2022 by PC to SAS, Kikokwa dated 21/5/2022 to SAS and Kasana dated 21/5/2022 submitted to SAS</p>	2
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Evidence of Parish data for; Kyera dated 24/6/2022, Kikokwa dated 24/6/2022, Kahenda dated 24/6/2022, Kishuro dated 24/6/2022 and Kasana dated 24/6/2022 all by Parish Chiefs submitted to SAS and including HH date, village, age, Gender and economic activities.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Evidence of mapped NGO's, CBOs &amp; CSOs and mobilization meetings for Kahenda 13/6/2022 by Atukwarse Setrine PC submitted to SAS, Kyera dated 17/6/2022 by Nashaba Peninah submitted by SAS, Kasaana parish dated 13/6/ prepared by Innocent Amutuhaire PC submitted to SAS, Kishuro dated 14/6/2022 prepared by Abyaba Irene submitted to SAS and Kikokwa dated 13/6/2022 prepared by Asimire Sophie PC submitted to SAS.The CDO summarized the same for the LLG.</p>	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	Evidence of approved workplan and sensitization meetings for Kahenda 20/6/, Kyera dated 21/6/2022, Kasaana dated 21/6/, Kishuro dated 20/6/2022, Kikokwa dated 20/6/2022	0
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3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  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
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## B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines  Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  i. Is consistent with the LLG approved development plan III; score 1 or else 0	The LLG approved investment plan is consistent with the LLG approved budget estimates and the AWP construction of two stance latrine with urinal at kyera market at 10m, two stance bathrooms at kasana hc111, grading of kishuro to kahenda are all in the budget page 3 and AWP page 9 and the development plan page2.	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>• Priorities from all its respective parish submissions are incorporated as was submitted by the parish chiefs. Dates of submission are as follows;</p> <ol style="list-style-type: none"> <li>1. Kahenda Parish Submitted on 27/06/2021</li> <li>2. Kishuro Parish Submitted on 17/8/2021</li> <li>3. Kikokwa Parish Submitted on 10/9/2021</li> <li>4. Kyera Parish Submitted on 10/9/2021</li> <li>5. Kasana Parish Submitted on 28/12/2021</li> </ol>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The annual budget was based on the outcomes of the budget conference as priorities made in the conference are also in the budget as per report dated 27/10/2021</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>•The LLG budget includes investments financed by the LLG such as construction of two stance latrine with urinal at kyera market at 10m, two stance bathrooms at kasana hc111, grading of kishuro to kahenda</p>	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines  Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	• The LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III profiles like; two stance latrines with urinal at kyera market at 10m, two stance bathrooms at kasana hc111, grading of kishuro to kahenda are in theDDP 111 from page 2.	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	The LLG budget was submitted to the district on 13th may 2022 and was approved by council on 13.5.2022 as per council minute of council 06/05/2022.	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	Procurement Plan was prepared by Atukwase Setrine PC and approved by Kyogabirwe Oliver SAS and was submitted to PDU ON 22/4/2022	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	DDEG 41,356,750= budget 33,085,440=was spent on Projects as per the guidelines i.e. Construction of the administration block at 15,598,656 4,135,075= Monitoring under DDEG 4,135,075= Data Collection 4,1,356,750= 80%	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	FY 2021/2022 Actual Revenue collected as per final accounts was 60,419,433 the budget was 64,091,000 which translates into a percentage of 94%.	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 Revenue collected FY 2020/2021 25,207,914= Record of Actual Revenue collected FY 2021/2022 60,419,433= Increase or Decrease 130%	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.	• The LLG remitted OSR to the administrative units FY 2021/2022 Actual Revenue collected as per final Accounts 60,419,433=. LLG Net = 0.25 X 10,499,200=. Transfers to Villages was 10499200 and 2,098,200 Transfers to Parishes	1
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	There is no evidence on the allocation of 20% for councilors allowances.	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	• Amount spent on O&M = 3239,000= per the Vrs 3/1/22,10/12/2021,11/11/2021.	1

9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	<p>OSR received and remitted respectively were Published on the Public notice board and displayed in offices as per communications copied to Noticeboard dated 30/6/2022.</p>	1
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**D. Financial Management**

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>AFS Submitted by the subcounty chief dated 30/8/2022 signed. Consent of receipt is 30/8/2022</p>	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• All four quarterly financial and physical progress reports, for the previous FY were submitted to the LG Accounting Officer as follows: Q1 on 12th October 2021</li> </ul>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 on 09th January 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3 on 6th April 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Q4 on 6th July 2022</p> <ul style="list-style-type: none"> <li>• The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format.</li> </ul>	3

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

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	The SAS appraised all staff in the LLG as below  1. Atukwase Setrine PC 30/6/2022 2. Mushabe Anthony SAA 30/6/2022 3. Mujuni Vicent CDO 30/6/2022 4. Gumisiriza Richard 30/6/2022 5. Asiimire Sophie PC 30/6/2022 6. Amutuhair Innocent 30/6/2022 7. Nshaba Peninah PC 30/6/2022 8 Arinda Ernest PC 30/6/2022	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Primary Head Teachers appraised on the following Dates;  1. Byamukama Richard – Birere Mixed P/S 30/12/2021 2. Manigaruhanga Gervase Kitooma P/S 30/12/2021 3. Tindimwebwa Bazirio Kibona Boys P/S 29/12/2021 4. Ahimbisibwe Stephen Butenga P/S 30/12/2021 5. Agaba Donax Tumwine Rukoma P/S30/12/2021 6. Kafeero Kaimu Kishuro P/S 30/12/2021 7. Ayebazibwe Beatrice Mpambazi P/S 30/12/2021 8. Nalwanga Jacinta Kibona Girls 27/12/2021 9. Byamukama Denis, St. Deo's Kitooha P/S 28/12/2021 10. Muhangisa Aplo, Kahenda P/S 30/12/2021 11. Mubangizi John Bosco, Ndaragi P/S 30/12/2021	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	Health Centre incharges appraised by SAS are as follows;  1.Turyahabwe Naome in charge for Kasana HCIII on 30/6/2022  2. Asiimwe Dinavence incharge for Kahenda HCIII on 30/6/2022	2

13	Staff duty attendance	Evidence that the LLG has	LLG has publicized list of staff inclusive of LLG staff, Head Teachers and in charges	<b>3</b>
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		

13	Staff duty attendance	Evidence that the LLG has	Monthly analysis of staff attendance with recommendations was done and submitted to the Cao dated as below	<b>3</b>
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	<p>June 4/7/2022</p> <p>May 2/6/2022</p> <p>April 5/5/2022</p> <p>March 1/4/2022</p> <p>February 3/3/2022</p> <p>January 2/2/2022</p> <p>December 4/1/2022</p> <p>November 3/12/2021</p> <p>October 2/11/2021</p> <p>September 1/10/2021</p> <p>August 2/9/2021</p> <p>July 2/8/2021</p>	

**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	N/A	<b>0</b>
	Maximum score is 2			

15	The LLG spent the funds as per budget	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	Execution of the budget in the previous FY did not deviate for any of the sectors as per annual Financial Statement and payment vouchers.	<b>2</b>
	Maximum score is 2			

16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	The projects implemented were; construction of subcounty hall and offices and maintenance of community access roads and were rated at 80% completion.	2
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### G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	Planned projects for the LLG in FY 21/22 are: -  1. Construction of Sub County Council Hall,  E&SS forms for projects seen signed by Bwengye Emmanuel DNRO, Mugarura Edward DCDO ESMP plan for projects 1,2&3  Implemented projects by the LLG in FY 21/22  E&S compliance certificates/reports 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	The LLG has a grievance handling system with a committee appointed by the SAS on 4/4/2022 with Mujuni Vicent CDO is designated as the Focal Person.  <ul style="list-style-type: none"> <li>• A Log book that records cases reported, actions taken and response taken. Log book opened on 23/5/2022 evidenced</li> <li>• A referral path in form of a flow chart was also made.</li> <li>• A flow chart showing complaints from individual or community, grievance registration desk resolved or not resolved is in place and was displayed on the notice board.</li> </ul>	1

18	The LLG has an Operational Grievance Handling System	(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	A publicized grievance redress mechanism pinned on the notice board	1
	Maximum score is 2			

19	The LLG has a functional land management system	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	1.Area land committee appointed by the SAS as per appointments dated 28/12/2021 On the instruction from CAO.as per District Council approval under MIN06/©/12/21/22/FC.  Committee held meetings as per minutes dated 20/6/2022,5/3/2022 and received 12 land applications for inspection, consideration of application forms, plots/pieces of land inspected.	1
	Maximum score 1			

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

20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	The LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery as per reports with the SAS dated 31.12.2021,3.1.2022 and 18.1.2022. signed by Kyogabirwe Oliver and Atukwatse Cetrine	3
	Maximum score is 3			

21	Monitoring of service delivery in basic schools	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:	LLG monitored all schools as per reports dated 19.4.2022,28.12.2021 and 16,6,2022 signed by Kyogabirwe Oliver. The reports were related to enrollment inadequate furniture, conditions of buildings staffing and functionality of school management committees and were presented to the committee.	4
	Maximum score is 4	If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0		

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

11 Schools

The school management committees were appointed by the DEO as dated below for each

1. Kibona Boys P/S 17/3/2021
2. St. Deo's Kitooaha P/S 15/4/2021
3. Kibona Girls P/S 15/4/2021
4. Kitooma P/S 4/3/2021
5. Rukoma P/S 17/3/2021
6. Birere P/S 22/3/2021
7. Butenga Parents P/s 13/4/2021
8. Mpambazi P/S April 21/21
9. Kahenda P/S 12/3/2021
10. Ndaragi P/S 13/4/2021,

School management committees sat as per below

Kishuro Moslem P/S 27.8.2021,14.1.2022,16.6.2022,

Ndaragi P/S 13/4/2021, 28/9/21,4/12/2021,13/04/22

Kibona boys 19.7.2021,19,12, 2021,14.2.2022

St deo kitoha 5.8. 2021,17.1.2022,15.3.2022,

Kibona girls 3.8.2021,10.12.2021,19.1.2022

Kitooma 27.8.2021,14.1.2022,,16.6.2022

Rukooma 1.7.2021,29.12.2021.,10.12.2021

Birere mixed 17.9.2021,29.12.2021,18.2.2022

Bitenga 26.7.2021,17.2.2022,30.6.2022

Mpambazi 3.9.2021,28.1.2022,6.5.2022

Kahenda 24.9.2021,10.2.2022,24.6.22.

Action plans and action implementation reports are captured

## I. Primary Health Care Services Management

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery</p> <p>score 3, else score 0</p>	<p>The LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery as per report By Turyahabwe Naome SCO dated 21/9/2021 addressed to the SAS. The report covered malaria prevention, importance of delivering in a health facility postnatal care.</p> <p>Another report was by Niyibizi Deo health assistant dated 17.3.2022 addressed to SAS covering primary health care, covid vaccination safe and piped water.</p>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY ,</p> <p>score 4 or else score 0</p>	<p>The LLG monitored HUs as per the reports by Turyahabwe Naome SCO dated 15/3/2022 addressed to the SAS. The report highlighted staff attendance, immunisation outreaches and HU fencing.</p> <p>Another report covered status of staff quarters, water sources, nutrition assessment</p>	4
25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG;</p> <p>score 3, else score 0</p>	<p>HUMCs were constituted and are functional</p> <p>Kasana health unit management committee sat on 30.6.2022 and 24/03/2022</p> <p>Kahenda HUMIC sat on 10/03/2022, 15/09/2021, 14/12/2021</p> <p>action plans/way forward and action implementation reports are in the minutes. The minutes have attached respective attendance lists,</p>	3

#### J. Water & Environment Services Management

26	<p>Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets</p> <p>Maximum score is 3</p>	<p>Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY</p> <p>score 3, else score 0</p>	<p>LLG submitted a written request to the DWO for consideration through the SAS in a submission dated 15/02/2022 and received by the DWO's office on 15/02/2022</p>	3
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27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	Reports on water and environment monitoring/supervision submitted to the SAS by the HA, Mr. Nuwahereza Amon dated 14/4/2022 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	Water and sanitation committees were established as per the following submissions/ appointments: -  Water Point/Facility Date of appointment i.Rugarama Spring water source 21/3/2022 ii.Kitooma borehole 19/1/2022 iii.Nyamirima Shallow well 21/3/2022 iv. Kasaana I borehole 20/02/2022 v. Mpambazi Shallow well 28/9/2021 vi. Rwencwera II Borehole 15/01/2022  Implementation report for Nyamirima Shallow well dated 21/3/2022 prepared by Niyibizi Deo HA attendace list 21/3/2022, Kasana I borehole 20/01/22 attendance list dated 20/01/2022  Attendance lists, Action plans & extent of implementation reports attached to minutes of all HUs.	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	Inventory of all water and sanitation facilities (public latrines) and their functionality status, seen signed by SAS, (Kyogabirwe Olive) and submitted to the DWO by Kyogabirwe Olive, the SAS	2

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



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

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

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

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

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

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

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	<p>There was a report on collection of Agricultural Statistics in Birere Sub-county as indicated.</p> <ol style="list-style-type: none"> <li>1. Report dated 13/06/2022 compiled by Gumisiriza Richard (AO) in which the AO reported on Agriculture Statistics collected from 3 micro-irrigation demonstration sites at 3 host farmers farms in Birere Sub-county.</li> <li>2. Report dated 31/03/2022 compiled by Gumisiriza Richard (AO) in which the AO conducted farmer group registration and Agricultural data collection on Banana yield in the Parishes of Kasaana, Kyera and Kikookwa.</li> <li>3. Report dated 10/12/2021 compiled by Gumisiriza Richard (AO) conducted a survey on farm households that own piggery enterprises in the parishes of Kikokwa and Kishuro Parishes.</li> <li>4. Report dated 13/06/2022 compiled by Gumisiriza Richard (AO) in which the AO reported on Agriculture Statistics collected from 3 micro-irrigation demonstration sites at 3 host farmers farms in Birere Sub-county.</li> </ol>	<b>2</b>
	Maximum score is 2			

35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	<p>There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO</p> <ol style="list-style-type: none"> <li>1. Report dated 7/05/2022 compiled by Gumisiriza Richard in which the Extension worker created awareness on environmental restoration along rehabilitated road Nsiikye to Kitooma.</li> <li>2. Report dated 7/03/2022 compiled by Gumisiriza AO in which the extension worker reported an activity of creating awareness on land management along Kishuro Road rehabilitated under ACDP.</li> <li>3. Report dated 20/09/2021 compiled by Gumisiriza AO in which the extension worker reported an activity of awareness of farmer groups in ACDP in nomination of Lead Farmers in ACDP.</li> </ol>	<b>2</b>
	Maximum score is 2			

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

1. Infection in Kahenda Parish prepared by AO dated 14/6/2022 submitted to DPO.
2. Evidence of 12 monthly monitoring reports i.e June 14th – 22 report on monitoring pests and disease infection on 12th and 15th May, 2022 – Monitoring 2 good farmers groups in Rubeya and Kitooha villages, April 27th 2022 – monitoring banana bacterial Wilt, 18/3/2022 – monitoring and backstopping farmers on mangoes in pest control, Feb. Monitoring adopters of coffee stumping in Kishuro Parish, Jan/19/2022 – monitoring farmers' hole making for establishment of grafted mangoes in Kasaana and Kyera Parishes, 17th Dec. 2021 – monitoring banana farmers in good management practices in Kahenda Parish, 25/11/2021 monitoring farmers with agroforestry in coffee in Kishuro Parish, 19/10/2021 monitoring groups / institutions of farmer groups formation in banana improvement and goat rearing, 22/9/2021 monitoring report on use of decomposed organic manure fertilisers in Banana production, 16th Aug. 2021, monitoring decomposed manure fertilizer application in banana plantation by Kahenda II. A matokye growers, Kahenda Parish, finally 26/7/21, monitoring of farmers to benefit from DRDIP the Kahenda.
3. 21/6/2022 – on production services received in 4th quarter showing demo – irrigation system support prepared by SCC submitted to C/P LC III Birere
4. 28/3/2022 – on backstopping of farmers in control of BBW in Kyera Parish by SCC submitted to CP LC III
5. 16/12/2021 – supervision on training farmers in soil and water conservation practices in Banana and coffee plantations by S/C/C to LC III Chairperson.
6. 29/9/2021 supervision on piglets issued to beneficiaries by OWC, prepared by S/C/C to C/p LCIII Birere

Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG	Livestock monitoring reports
Maximum score is 2	Production Office score 2 or else 0.	<ol style="list-style-type: none"> <li>1. Evidence of monitoring reports dated;</li> <li>2. 20/7/2021 on dairy cow issued to beneficiaries by OWC in Birere S/C by AO submitted to DPM.</li> <li>3. 18/8/2021 - on livestock services (piglets status in Kasaana Parish by OWC/NAADS by AO submitted to DPMO</li> <li>4. 14/9/2021 on piglets status by OWC/NAADS to beneficiary farmers in Kyera Parish by AO submitted to DPMO.</li> <li>5. 20/10/2021 – on piglets received from OWC in Kishuro Parish by AO submitted to DPMO</li> <li>6. 25/11/2021 – Goats, Sheep and poultry livestock census in Kishuro Parish by AO submitted to DPMO.s</li> <li>7. 18/12/2021 on poultry keeping and piggery management in Kyera Parish in Rwencwera II by AO submitted to DPMO.</li> <li>8. 19/01/2022 – on piggery demonstration sites in Kasaana parish to ascertain the standards of piglets multiplied by AO submitted to DPMO.</li> <li>9. 22/2/2022 – 2 demo construction of an intensive piggery production in Kasaana Parish, by AO submitted to DPMO.</li> <li>10. -17/3/2022 – Visit to semi intensive dairy cows management in Kyera and Kasaana and observed good housing and feeding habits by AO submitted to DPO</li> <li>11. 30/5/2022 – monitoring on completion of 2 housing units of piggery Demo farmers in Kassana and observed a floor well laid, slanting to urine to easily move out, prepared by AO submitted by AO to DPO.</li> <li>7. 10/6/2022 – monitoring delivery of 4 piglets and 2 cows to host farmers demos – intensive piggery production by contractor and monitored feeds mobilized by two host farmers ie maize bran and mukene, prepared by AO submitted by DPMO.</li> <li>8. Evidence of a report on conducted training on fertilise application in coffee in Kishuro Parish dated 23//22 by AO submitted to DPO, attendance sheet dated 23//2022</li> <li>9. Evidence of a training report on good banana management practices in Kishuro parish dated 13/5/2022 by AO submitted to DPO, attendance sheets dated 13/5/2022 attached.</li> <li>10. Evidence of a report on training diary farmers in dry season feeds production and conservation to establish adequate pastures dated 10/3/2022 prepare by AO submitted by DPMO, attendance sheets dated 9/6/2022 attached.</li> </ol>

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<ol style="list-style-type: none"> <li>1. Report dated 8/06/2022 compiled by Gumisiriza Richard (AO) in which the Extension worker conducted technical supervision and backstopping piggery demonstration in Kasaana Parish. The report was received by the DPO on 8/06/2022.</li> <li>2. Report dated 4/03/2022 compiled by Gumisiriza Richard (AO) in which the Extension worker conducted technical supervision and backstopping development demonstrations in Birere Sub-county The report was received by the DPO on 4/03/2022.</li> <li>3. Report dated 7/09/2021 compiled by Gumisiriza Richard (AO) in which the Extension worker conducted hands on extension support for farmers for intensification of on-farm production (improved seed varieties, use of fertilizers, good agricultural practices of timely planting, roe planting, sustainable land management) in Kishuro Parish Kamakiisa, village, Kahenda Parish Kitooaha village, Kabaare village. The report was received by the DPO on 7/09/2021.</li> </ol>
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#### A. Functionality of Parish Administrative Structures

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<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<ul style="list-style-type: none"> <li>• Bugango TC is comprised of the following Wards Murema, Kishunju, Kyabazibwe, Kikokwa and Nshororo.</li> <li>• PDM guideline book was available at the station</li> <li>• PDCs for all the above Parishes were in place and membership in the PDCs was as follows: Chairpersons LC II, Town Agents, Chairpersons Women Councils, Chairpersons Disability Councils, Chairpersons Youth Councils, Chairpersons of NRM at ward and Elders/opinion Leaders.</li> <li>• The PDCs were functional as evidenced by the minutes of the meetings</li> <li>• All PDCs haven't started processes of appraisals for disbursing funds hence no proposal submitted to the revolving fund. However, PDC carried out field mobilization as evidenced by reports and attendance lists.</li> <li>• A report dated 1/6/2022 shows the election of interim executive was done and 20 people attended in Kishuju</li> <li>• A report dated 24/5/2022 shows the a training on PDM and 30 people attended</li> <li>• A report shows the enterprise selection and group formation was done in Nshororo ward and 34 people attended.</li> </ul>
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2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>The Ward data for the wards of Murema, Kishunju, Kyabazibwe, Kikokwa and Nshororo was not availed. The Town Clerk didn't present the aggregated data for the LLG.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<ul style="list-style-type: none"> <li>• The LLG had a comprehensive list of all NGOs, CBOs and CSOs operating in the area. The LLG involved the said NGOs in raising awareness about the PDM and planning cycle through quarterly coordination meetings as evidenced by the reports.</li> </ul>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<ul style="list-style-type: none"> <li>• There was evidence that the LLG through Town Agents provided guidance to village executive members and PDCs during selection of priority enterprises through demonstrations, field visits, field days and competitions.</li> <li>• A submitted list of priority enterprise was available at the LLG</li> </ul>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<ul style="list-style-type: none"> <li>• The budget and work plan didn't highlight PDM activities</li> </ul>	0
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**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>No evidence seen</p>	0
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>No evidence seen</p>	0
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	No evidence seen	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	No evidence seen	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	No 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	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	The PP was prepared by Atwine Angella but not approved. It was submitted on 2/8/2022	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	• LG Budget for the current FY comply with the investment menu in the DDEG grant.	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	i. Budget FY2021/2022 endorsed by Nuwabine Paddy Chairperson on 17/5/2021 was seen  ii. LR budget = 26,060,000  Collected = 27,855,800 as per cash book & closing statement on page 5	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	i. i. FY 2020/2021 Actual Revenue collected as per final Accounts = 10,882,000  ii. FY 2021/2022 Actual Revenue collected as per final Accounts = 27,855,800  iii. OSR increased by 256.0%	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.	i) Voucher No (23/6) for the transfer dated 28/06/2022 amount 990,000=	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	ii) TT on council in ledger = 2,313,000	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	iii) Paying contract staff = 2,804,000  Rent = 150,000  Gabbage collection 450,000  Stationery 2,329,500	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.	iv) OSR collection & allocation publicised on treasurer's office notice boards	1

## D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<ul style="list-style-type: none"> <li>• LLG submitted annual financial statements to Auditor General on 29/08/2022 as evidenced by receipt of Auditor General Mbarara.</li> </ul>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>Q1 quarterly report was submitted to LG and signed by Atwine Angella as below;</p> <p>i. Q1 on 12th October 2021</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 quarterly report was submitted to LG and signed by Atwine Angella as below;</p> <p>ii. Q2 on 10th January 2022</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3 quarterly report was submitted to LG and signed by Atwine Angella as below;</p> <p>iii. Q3 on 14th April 2022</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Q4 quarterly report was submitted to LG and signed by Atwine Angella as below;</p> <p>iv. Q4 on 11th July 2022</p>	3
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**E. Human Resources Management for Improved Service Delivery**

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	Bugango SC has the following Permanently posted Local Government staff and the Town Clerk appraised them as follows:  1. Kagumire Elisaphan– Town Agent on 28/06/2022 2. Mugumya Gerald – Town Agent on 29/06/2022 3. Agaba Roger – Town Agent on 30/06/2022 4. Aryahebwa Godwin – Town Agent on 30/06/2022 5. Nabireba Darius – Town Agent on 28/06/2022 6. Nakate Joyce – Assistant Town Clerk on 28/6/2022 7. Kamusiime Diana - CDO on 28/06/2022 8. Mwesigwa Richard – Animal Husbandry Officer on 29/06/2022	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	There was evidence that the town clerk appraised the head teachers on the following dates;  I. Muramuzi Edward Nshororo PS on 29/12/2021 II. Ssentogo Manishuli Kabula ps on 29/12/2021 III. Nampiki ANNET Kemego ps on 29/12/2021	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	There was evidence that Town Clerk appraised Health centre in charges in the LLG  i. Mwebaze alex Muhewa HCII on 30/6/2022 ii. Knight Jacent Muhewa HCII on 30/6/2022 iii. Nshororo HCII in charge on 30/6/2022	2

13	Staff duty attendance	Evidence that the LLG has	<ul style="list-style-type: none"> <li>The list of staff was displayed on the LLG notice board as follows;</li> </ul>	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0	<ol style="list-style-type: none"> <li>1. Kagumire Elisaphan– Town Agent</li> <li>2. Mugumya Gerald – Town Agent</li> <li>3. Agaba Roger – Town Agent</li> <li>4. Aryahebwa Godwin – Town Agent</li> <li>5. Nabireba Darius – Town Agent</li> <li>6. Nakate Joyce – Assistant Town Clerk</li> <li>7. Kamusiime Diana - CDO</li> <li>8. Mwesigwa Richard – Animal Husbandry Officer</li> </ol>	

13	Staff duty attendance	Evidence that the LLG has	The Town Clerk reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports.	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	<p>May 2022 submitted on</p> <p>April 2022 submitted on 5/5/2022</p> <p>March 2022 submitted on 5/4/2022</p> <p>Feb 2022 submitted on 4/3/2022</p> <p>Jan 2021 submitted on 4/2/2022</p>	

## F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	<ul style="list-style-type: none"> <li>No DDEG allocation</li> </ul>	0
	Maximum score is 2			

15	The LLG spent the funds as per budget	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	No evidence	0
	Maximum score is 2			

16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	NO Project	0
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### G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	No project was implemented for the FY2021/2022	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	<ul style="list-style-type: none"> <li>• A GRC was appointed by SAS on 4/1/2022 with kamusiime Dianah as CDO</li> <li>• The focal person was appointed on 4/1/2022</li> <li>• Other members on the committee are Nampilizi Annet, Muganya Gerald, Mwesigwa Richard , Kyarisima Jovenille and Agaba Rodgers</li> <li>• However, acceptance letters were not seen</li> <li>• TC has a clearly designed referral pathway</li> <li>• Letter explains the designated person to coordinate response</li> <li>• Information is displayed on the notice &amp; copy on file</li> <li>• Log book also seen</li> </ul>	1



18	The LLG has an Operational Grievance Handling System	(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	GRC committee & pathway interpreted in local language and displayed both in office and notice board.	1
	Maximum score is 2			

19	The LLG has a functional land management system	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	I. Area land committee was appointed by the SAS on 4/1/2022 under min no.06(oc)12/21/22/FC.  II. Committee held meetings as per minutes on 3/5/2022 and 13/8/2022  III. Issues discussed included ; providing feedback about individual land visited, provision of application forms to the community members, capacity building etc.	1
	Maximum score 1			

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

20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Report by CDO addressed to C/man seen dated 9/3/2022 covered parents' roles in educating children, child protection & explained holistic approach to child protection	3
	Maximum score is 3			

21	Monitoring of service delivery in basic schools	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:	• Monitoring report seen dated 22/06/2022 from PTO to C/man covering 5 schools ie 4 primary schools and 1 secondary school.	2
	Maximum score is 4	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	<ul style="list-style-type: none"> <li>• SMC for Kemego ps, kabura ps, Nshororo ps were appointed on 2/3/2022, 17/3/2022, 20/4/2022 under mins No.05/02/2021(i), No.05/02/2021(i), No.05/02/2021(i) respectively</li> <li>• SMCs held meetings and meeting minutes were seen eg. Kemengo PS held an SMC meeting on 10/8/2022.</li> <li>• Attendance list were seen and attached to the minutes.</li> </ul>	3
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### I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	No evidence	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	A report by PTO to C/man dated on 8/01/2022 was seen. It covered a field visit to Murema HCII. Key points in the report were staff attendance on duty, drugs availability etc.	4
25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	Not clear	0

### J. Water & Environment Services Management

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

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

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Maximum score 2	i. Has a six-member physical planning committee ii. Received application for devt on 11/3/2022 and instructed on the same day	1
30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:  20% in 2022/23  30% in 2023/24  40% in 2024/25 Maximum score 2	• No evidence	0
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	No evidence	0
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 Maximum score 3 score 1 or else 0	No evidence	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	Physical devt committee held meetings on 19/5/2022, 16/03/2022, 9/08/2022.	1
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	A status report wasn't ready but waste management plan 21/22 was 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	An awareness campaign was conducted as per report dated on 12/04/2022 during the general cleaning exercise of the town council	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	A status report dated on 27/6/2022 shows 19 pieces of land and others	1
33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	No Evidence	0

33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	27,855,800/= out of the 30,000,000 was spent on O&M	1
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**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.	There was a report on collection of Agricultural Statistics in Bugango TC as indicated.  1. A report on coffee statistics dated 08/10/2021 authored by Mwesigwa Richard (Agricultural Officer) on collection of Agricultural Statics for Coffee statistic for Kasharira ward The statistics were analyzed to show trends and the possible reason for the trends. The report was received by the DPO on 11/10/2021.  2. A report dated 12/04/2022 authored by Mwesigwa Richard on collection of Agricultural Statistics for households growing Banana. The statistics were analyzed to show trends and the possible reason for the trends. The report was received by the DPO on 12/04/2022.	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	There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO.  Report on Post harvest handling awareness meeting dated 07/07/2021 authored Mwesigwa Richard in Bugango TC. The report was acknowledged by DPO on 09/07/2021,  The awareness meeting was attended by 40 community members as evidenced by attendance list	2

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

There was evidence that the extension officers conducted monthly monitoring within the Town Council as evidenced by twelve (12) sets of monthly monitoring reports as follows;

1. July monthly monitoring report was acknowledged by DPO on ...
2. August monthly monitoring report was acknowledged by DPO on 31/08/2021
3. September monthly monitoring report was acknowledged by DPO on 31/08/2021
4. October monthly monitoring report was acknowledged by DPO on 29/10/2021
5. November monthly monitoring report was acknowledged by DPO on 26/11/2021
6. December monthly monitoring report was acknowledged by DPO on 23/12/2021
7. January monthly monitoring report was acknowledged by DPO on 31/01/2022
8. February monthly monitoring report was acknowledged by DPO on 28/02/2022
9. March monthly monitoring report was acknowledged by DPO on 04/04/2022
10. April monthly monitoring report was acknowledged by DPO on ...
11. May monthly monitoring report was acknowledged by DPO on 11/05/2022
12. June monthly monitoring report was acknowledged by DPO on 10/06/2022

37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There was evidence that the extension officers conducted farmer trainings in Bugango TC. The trainings ranged from agronomy of the major crops, good Agricultural practices in livestock keeping, aquaculture, lake fisheries management, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. The trainings were conducted day courses, demonstrations, farmer field schools etc. All the reports were received and endorsed by the DPO as indicated in the following sampled training reports and work plans.</p> <ul style="list-style-type: none"> <li>• Training Report on coffee growing &amp; management training dated 01/04/2022 authored by Mwesigwa Richard. The activity was conducted in Bugango TC attended by 65 community members and the report acknowledged by DPO on 04/04/2022.</li> <li>• Training Report on Banana Bacterial Wilt Disease training dated 21/02/2022, authored by Mwesigwa Richard. The activity was conducted in Bugango TC. The training was attended by 102 Community members in Bugango Tc as evidenced by attendance lists</li> </ul>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Bugango TC conducted farmer visits to offer extension and advisory support to farmers and farmer groups. The extension/advisory services covered the areas of good Agricultural practices in livestock, crops, aquaculture, lake fisheries, record keeping, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. Extension/advisory support reports were compile and submitted to the DPO as indicated in the following sampled Extension/advisory support reports and travel schedules.</p> <ul style="list-style-type: none"> <li>• List of farmer groups for Nshororo ward was seen and acknowledged by DPO on 18/02/2022.</li> <li>• Extension worker farmer field diary was seen and recommendations followed</li> <li>• 14 farmer groups visited and report authored by Mwesigwa Richard produced dated 15/08/2021 acknowledged by DPO on 18/08/2021</li> </ul>	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.

Endiinzi SC is comprised of the following Parishes i.e. Kashonga, Buhunga, Rwambaga, and Busheeka.

The LLG had PDM guidelines in place. PDCs for all the above parishes were constituted and membership in all the PDCs was as per submissions from the Parishes. The PDCs' composition was as follows:

1. Chairpersons LC II,
2. Parish chiefs,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The PDCs conducted mobilization and sensitization activities for the communities and groups within the Parishes on PDM, as per minutes of the meetings conducted on the following dates;

1. Busheeka on 16/05/2022
2. Kashonga on 15/06/2022
3. Rwambaga 12/06/2022
4. Buhunga 23/05/022

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 for the recent PDM data collection was disaggregated by village, gender. Data for each parish was submitted as per the dates below;

- Busheeka on 12/06/2022
- Rwambaga on 12/06/2022
- Kashonga on 15/06/2022
- Buhunga on 15/06/2022

2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>There was no evidence that the LLG has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>i) There was evidence that the LLG through parish Chiefs provided guidance to village executive members and PDCs during selection of priority enterprises to be implemented per parish as evidenced by meeting reports dated as follows;</p> <ol style="list-style-type: none"> <li>1. Rwambaga on 11/06/2022</li> <li>2. Kashonga on 20/05/2022</li> <li>3. Busheeka on 10/06/2022</li> <li>4. Buhunga on 21/06/2022</li> </ol>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>There was no evidence that a list of Priority enterprises per parish was communicated through a letter by the SAS</p>	0

## B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The LLG had the 5- Year Development Plan duly signed by the Sub-county Chief and the Sub-county Chairperson.</p> <p>The LLG had an Annual Work plan and Budget for Financial Year 2022/2023 FY duly signed by the Sub-county Chief and LG Chairperson.</p> <p>The LG priority projects for the current FY include;</p> <ul style="list-style-type: none"> <li>• Supply and installation of 1000 litre tank to Busheeka HCIII</li> <li>• Procurement of furniture</li> <li>• Titling of S/c land at the headquarter</li> </ul>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>All parishes submitted their priorities and duly signed by Parish Chief and PDC Chairperson as per detailed.</p> <ol style="list-style-type: none"> <li>1. Rwambaga parish signed on 13/09/2021 and submitted on 18/09/2022.</li> <li>2. Kashonga parish signed on 10/09/2021 and submitted on 17/09/2022.</li> <li>3. Buhunga parish signed on 09/09/2021 and submitted on 17/09/2022</li> </ol>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>i) Budget conference report was in place and dated 10/11/2021.</p>	1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The budget includes investments to be financed by the LG such as</p> <ul style="list-style-type: none"> <li>• Supply and installation of 1000 litre tank to Busheeka HCIII</li> <li>• Procurement of furniture</li> <li>• Titling of S/c land at the headquarter</li> </ul>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>All the above projects have project profiles as shown on page 84 of the development plan</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>The LLG Budget was submitted to The District 18th May 2022</p>	1
	<p>Maximum score is 6</p>			
5	<p>Procurement planning for the current FY: submission of request for procurement</p>	<p>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</p>	<p>No procurement plan</p>	0
	<p>Maximum score is 2</p>			

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	The project to be funded using DDEG Supply and installation of 1000 litre tank to Busheeka HCIII and Procurement of furniture complies with the investment menu in the DDEG Grant, Budget and Implementation Guidelines.	2
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**C. Own Source Revenue Mobilization and Administration**

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	i. Collected =7,797,776*100% ii. Budgeted =9,550,000 iii. = 81%	0
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	vi. Actual FY2021/2022=7,797,776 vii. Actual FY2020/2021 not seen	0
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	NO EVIDENCE	0
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG: 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
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	NO EVIDENCE	0
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	NO EVIDENCE	0
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**D. Financial Management**

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	LLG submitted the AFS to OAG, submission letter signed by SAS Cypriano Asiimire. OAG acknowledgement by received stamp on 30th August 2022	4
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11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  i. Q1 by 15th October score 1 or else 0	All four quarterly financial and physical progress reports, for the previous FY were submitted to the LG Accounting Officer as follows:-  i. Q1 on 07th October 2021	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>ii. Q2 on 05th January 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>iii. Q3 on 3rd April 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>iv. Q4 on 13th July 2022</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format.</p>	3

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

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	I. Staff structure in place.  II. Head quarter staff appraised.  • Mwesigwa paddy/ parish cheif was appraised on 30/6/2022  • Akamwesiga Herbert /parish chief was appraised on 30/6/2022.  • Byanyima George William /parish chief was appraised on 30/6/2022.  • Muhereza bosco/ parish chief was appraised on 30/6/2022.  • Tumuhimbise Jonald / senior Accounts Assistant was appraised on 30/6/2022.  • Rukundo Simon / Veterinary Officer was appraised on 30/6/2022.  • Aryatwijuka Lauben / Agricultural Officer was appraised on 30/6/2022.  • Garima peter / Assistant Health Officer was appraised on 30/2022.	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Primary school Headteachers appraisal  I. Kamagara coleb/Head teachers was appraised on 15/7/2022 ‘  II. No evidence assessment for the another headteacher.	0
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	Health center in charge appraisal  Asiimwe Amos / Assistant Nursing officer in-charge of Busheka HCII was appraised on 30/6/2022.	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	• List of parish chiefs and extension workers were publicized and in place	3



13	Staff duty attendance	Evidence that the LLG has	• Staff monthly analysis and attendance to duty were not in place	0
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		

### F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	<p>In AWPB 2021/2022 budget was 23,323,159 for DDEG</p> <p>A vip pit latrine was constructed at a cost of 16,690,000 as indicated on page 8 &amp; 10.</p> <p>Installation of electricity at a cost of 2,000,000 and this on page 7.</p> <p>Monitoring and investment servicing was shs 1,166,158= on page 10.</p> <p>Data collection and parish planning was shs 1,166,15= also on page 10.</p> <p>Percentage for the project</p> $18,690,000 * 100 = 80\%$ $23,323,159$ <p>There was construction of 4- stance Vip Pit latrine at Rwambaga primary school at a cost 14,630,360.</p>	2
	Maximum score is 2			

15	The LLG spent the funds as per budget	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	No Evidence of submission	0
	Maximum score is 2			

16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>A vip pit larine was constructed at a cost of 16,690,000 as indicated on page 8 &amp; 10.</p>	3
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### G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>NO EVIDENCE</p>	0
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<p>LLG has a referral path</p> <p>GRC in place appointed by the SAS on 14/3/22</p> <p>Asiimwe Amos appointed as secretary and given roles of receiving and recording</p> <p>Committee meets and has a log book reflected in a minute</p> <p>Minutes were also seen dated 24/06/2022, 23/6/2022</p>	1

18	The LLG has an Operational Grievance Handling System	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	Grievance redress mechanism communicated to the community and pinned on the notice board both at the sub county headquarters and at Busheeka HCIII	1
	Maximum score is 2			

19	The LLG has a functional land management system	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	NO EVIDENCE	0
	Maximum score 1			

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

20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	<p>i. Reports on awareness creation in Rwambaga parish for improvement of education services on 15/12/2021 signed by Asimire Cyprian (SAS) and addressed to Kwarikunda William (Chairperson)</p> <p>The issues in the campaigns included;-</p> <p>Advising parents to provide school uniforms to their children.</p> <p>ii. On 21/12/2022 report was prepared on awareness and mobilization campaigns covering areas of Buhunga parish addressed to SAS and compiled by parish chief.</p> <p>The issue raised among others was providing always to food for school going children and emphasized it.</p>	3
	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	There was a report compiled by parish chief on monitoring of schools in Rwambaga parish and signed on 10/6/2022 addressed to SAS.  In monitoring the cases animal tress passing in the compound should be minimized, ensure protection of water tanks and 10/6/2022.  Quarter four monitoring report was compiled by SAS covering areas of Busheeka and Buhunga parishes addressed to chairperson LCIII on 28/5/2022.  The main objective of this monitoring was to check on staff attendance to duty, upe/project (umfsnp) funds usage and academic performance.  The sub county has only two government funded primary schools and were all monitored and that makes it 100%.  (2/2*100 = 100%)	2
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22	Existence and functionality of School Management Committees  Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	NO EVIDENCE	0
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### I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	NO EVIDENCE	0
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24	The LLG monitored health service delivery at least twice during the previous FY  Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	NO EVIDENCE	0
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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 EVIDENCE	0
	Maximum score is 3			

27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	NO EVIDENCE	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	NO EVIDENCE	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.	NO EVIDENCE
	Maximum score is 2	Score 2 else 0	

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

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

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

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

31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0

33	<p>Operation and Maintenance of infrastructure</p> <p>Maximum score is 3</p>	<p>(ii) If the LLG has prepared an O&amp;M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0</p>
33	<p>Operation and Maintenance of infrastructure</p> <p>Maximum score is 3</p>	<p>(iii) If the LLG has spent own source revenues of not less than 20% on O&amp;M score 1 or else 0</p>

**L. Production Services Management**

34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There were reports on collection of Agricultural Statistics in Endinzi SC 19/07/2021, 28/07/2021, 31,8/2021, 28/03/2022 and 20/04/2022 authored by Twimukye Emmanuel (AAHO) on collection of Agricultural Statics on households and the number and type of cattle kept. The statistics were analyzed to show trends and the possible reason for the trends. All the reports were received by the DPO.</p> <p>1. A report dated 7/04/2022 authored by Aryatwijuka Lauben (AO) on collection of Agricultural Statistics on households growing beans in the entire Sub-county. The report was received by the DPO on 20/04/2022.</p>	<b>2</b>
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports dated 30/06/2022, 6/06/2022, 30/04/2022, 5/05/2022, 15/04/2022, 2/03/2022, 03/02/2022, 07/10/2022, 8/02/2022. The reports were compiled by Twimukye Emmanuel in which the Extension Worker communicated a monitoring program for vaccination campaigns against FMD in the Sub-county. All the reports were received by the DPO.</p>	<b>2</b>



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

There was evidence that the Town Clerk and Extension officers in Endinzi monitored agricultural production activities. The activities covered ranged from production of crops, animal and fisheries, micro-scale irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality monitoring, farmers implementing knowledge from trainings, vaccination campaigns etc. All the reports were received and endorsed by the DPO as indicated in the following sampled reports.

1. Report dated 30/05/2022 compiled by Twimukye Emmanuel (AHO) in which the Extension Officer reported a disease surveillance and monitoring activity. The Officer found out that PPR disease for goats was still endemic, goats housing was still poor and goat theft was still rampant. The report was received by the DPO on 5th May 2022.
2. Report dated 27/02/2022 compiled by Twimukye Emmanuel (AHO) in which the Extension Officer reported a monitoring event for the Heifers received under Operation Wealth Creation. The Officer found out that out of the 17 Heifers received, 11 cows were doing well and yielding high, 1 cow aborted, 1 cow was sold off, 3 died and 1 became blind. The report was received by the DPO on 2/03/2022.

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.

There was evidence that the Town Clerk and Extension officers in Endinzi SC monitored agricultural production activities. The activities covered ranged from production of crops, animal and fisheries, micro-scale irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality monitoring, farmers implementing knowledge from trainings, vaccination campaigns etc. All the reports were received and endorsed by the DPO as indicated in the following sampled reports.

- Report dated 30/05/2022 compiled by Twimukye Emmanuel (AHO) in which the Extension Officer reported a disease surveillance and monitoring activity. The Officer found out that PPR disease for goats was still endemic, goats housing was still poor and goat theft was still rampant. The report was received by the DPO on 5th May 2022.
- Report dated 06/11/2021 compiled by Ywimukye Emmanuel (AHO) in which the Extension Officer reported a disease surveillance and monitoring activity. The Officer found out that FMD was still endemic in Bukanga County implying that there could have been vaccination failure, cattle

The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	<ul style="list-style-type: none"> <li>• A report dated 27/06/2022 compiled by Aryatwijuka Lauben (AO) reporting on technical support for model villages and demonstration gardens in the Sub-county.</li> <li>• A report dated 30/04/2022 compiled by Twimukye Emmanuel (AAHO) reporting on disease surveillance and diagnosis of sick animals, treatment of sick animals and technical backstopping of farmers and traders in Endinzi.</li> </ul>
Maximum score is 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.

Endiinzi TC is comprised of the following wards Endiinzi A, Endiinzi B, Kamaya, Kikoba and Nyabyondo.

The PDM guideline are in place.

PDCs for all the above Parishes were in place and membership in the PDCs was as follows:

1. Chairpersons LC II,
2. Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The PDCS were functional as evidenced by submission of PDC minutes of the meetings that took place on the following dates:

Endiinzi A on 20/05/2022

Endiinzi B on 16/05/2022

Kamaya on 18/05/2022

Kikoba on 20/05/2022

Nyabyondo on 17/05/2022

The PDCs undertook mobilization of the beneficiaries as indicated in the mobilization reports dated;

1. Endiinzi A on 17/06/2022
2. Endiinzi B on 17/06/2022
3. Kamaya 17/6/2022
4. Kikoba on 17/06/2022
5. Nyabyondo 17/06/2022

The mobilization reports and attendance lists are attached.

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Parish data for the recent PDM data collection was disaggregated by village, gender. Age and economic activity as stipulated in the PDM guideline.</p> <p>The Parish data collection exercise for the wards of Endiinzi A, Endiinzi B, Kamaya, Kikoba and Nyabyondo was in place and disaggregated by village, gender, age and economic activity as stipulated in the PDM guideline. Parish data was submitted to the TC in a submission letter by the Town Council Planner dated 16/06/2022.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>There was evidence of mapping CSOs operating in the LLG as evidenced by reports dated;</p> <ol style="list-style-type: none"> <li>1. Endiinzi A 20/04/2022</li> <li>2. Endiinzi B 20/04/2022</li> <li>3. Kamaya 20/04/2022</li> <li>4. Kikoba 20/04/2022</li> <li>5. Nyabyondo 22/03/2022</li> </ol>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>There was evidence that the LLG through Parish chiefs provided guidance to village executive members and PDCs during selection of priority enterprises through demonstrations, field visits, field days and competitions.</p> <p>A submitted list of priority enterprise was available at the LLG.</p> <p>There was a communication by the Town Clerk dated 30/06/2022 to the 5 Wards on approved programs and activities.</p>	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:

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

There was a submission of priority enterprises as indicated here below:

1. Endiinzi A on 20/06/2022
2. Endiinzi B on 19/08/2022
3. Kamaya on 20/06/2022
4. Kikoba on 2/06/2022
5. Nyabyondo on 20/06/2022

## B. Planning 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

LGDP III approved on 10/12/2019 under minute number ETC/10/12/2019 and signed by TURAHi Aron the LC III chairperson and Namirimu Lilian the Town Clerk

The AWPB was approved on 1st May 2022 under minute ETC/OLC/01/05/2022 Signed by Musiime Elison the Chairman LC III and Namirimu Lilian the Town Clerk

Investment priorities as per the TCDP and AWPB are:

Procurement of Water at a cost of 20M

- Procurement of water tank for Sano PS at a cost of 6,083,107 on page 86
- Titling of Sub-county land at an estimated cost of UGX. 3,000,000 on page 110.
- Maintenance of Akacence – Ruterano road at an estimated cost of UGX. 17,736,652 on page 99

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.

The prioritized investments of Procurement of water tank for Sano PS and Maintenance of Akacence – Ruterano road incorporated ranked priorities from parish submissions as indicated below:

1. Endiinzi A met on 22/09/2021 and submitted on 25/09/2021
2. Endiinzi B met on 15/09/2021 and submitted on 22/10/2021
3. Kamaya met on 21/09/2021 and submitted on 21/09/2021
4. Kikoba met on 22/10/2021 and submitted on 22/10/2021
5. Nyabyondo met on 22/10/2021 and submitted on 23/0

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The LLG held a budget conference on 11/11/2022 and Procurement of water tank for Sano PS and Maintenance of Akacence – Ruterano road were outputs of the budget conference. The budget conference report is dated 21/02/2022.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The AWPB includes investments to be financed by the LLG and other funding sources and they include;</p> <p>Procurement of water tank for Sano PS</p> <ul style="list-style-type: none"> <li>• Titling of Sub-county land</li> </ul> <p>Maintenance of Akacence – Ruterano road</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>There were project profiles for Procurement of water tank for Sano PS and Maintenance of Akacence – Ruterano road on pages 86, 99 and 110</p>	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	The budget was submitted to the District on 12/05/2022	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	There was no evidence that the LLG prepared and submitted inputs into the procurement plan	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	The DDEG IPF was UGX. 12,561,339.  Budget for DDEG capital investment was UGX. 10,083,107 (80.3%)  Budget for investment servicing was UGX. 1,256,133 (10%)  Data budget was UGX. 1,222,099 (9.7%)	2

**C. Own Source Revenue Mobilization and Administration**

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	i. The Budget for Local Revenue 2021/2022 was UGX. 82,300,000  ii. Actual OSR realized was UGX. 81,415,000 equivalent to a Performance of 98.9%	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	i. FY 2020/2021 Actual Revenue collected as per final Accounts was UGX. 16,500,000  ii. FY 2021/2022 Actual Revenue collected as per final Accounts was UGX. 81,415,000  Increase in the Local Revenue collected was 45,270,737 which is equivalent to 125% in Local revenue collected.	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.	Total Local Revenue collected was UGX. 81,820,847  Total Transfer to Lower Local units was UGX. 15,341,409 (Vouchers 6/10/21 UGX. 619,264, 5/10/21 UGX. 2,477,057, 9/3/22 UGX. 1,687,629, 10/3/2022 337,526,5/6/22 UGX. 4942,861, 6/6/22 UGX. 988,570, 13/6/22 UGX. 29/6/22 UGX. 200,000, 14/5/22 UGX. 100,000 AND 13/5/22 UGX. 3,988,500).	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	Actual Local revenue collected UGX. 81,820,847.  Actual expenditure on Councilors UGX. 8,534,000 which is 104.3%.	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	There is no evidence that the entity spent at least 5% of OSR funds on O&M	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.	Report of utilization of Local Revenue in FY 2021/2022 to the Chairman LC III dated 6/07/2022 was displayed on the noticeboard.	1

#### D. Financial Management



10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>AFS Submitted by Town Clerks Letter dated 15/8/2022 signed. Consent of receipt is 16/8/2022</p>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>Q1 on 5TH October 2021</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 on 10TH January 2022</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	Q3 on 6TH April 2022	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	Q4 on 6TH July 2022	3
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**E. Human Resources Management for Improved Service Delivery**

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	Endiinzi TC has the following Permanently posted Local Government staff and the TC appraised them as follows:  1. Baganda Christopher (Physical Planner) on 30/06/2022 2. Asimwe Nelson Planner) on 23/06/2022 3. Atuhaire Ritah (Town Agent) on 30/06/2022 4. Mabanga John Chrisostom (Treasurer) on 23/06/2022 5. Twimukye Emmnauel (AAHO) on 30/06/2022 6. Bambanza John (Town Agent) on 30/06/2022 7. Mishereko Wycliff (ATC) on 30/06/2022 8. Mugabirwe Grace (Health Assistant) on 30/06/2022 9. Matsiko Mark (Town Agent) on 30/06/2022 10. Twinomucunguzi Moses (SCDO) on 23/06/2022 11. Lubowa David (Town Agent) on 30/06/2022 12. Arinaitwe Jovita (Office Attendant) on 29/06/2022 13. Muganga Edson (AEO) on 30/06/2022	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	There are 04 Head teachers for Government aided Primary Schools and were appraised as follows:  1. Ariyo Herbert Endiinzi p/s on 30/12/2021 2. Saano p/s on 29/06/2021 3. Ashitamigye Frank Kamaya p/s on 30/12/2021 4. Twesigye George on Nyabyondo p/s on 30/06/2021	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	There is 1 Health Centre in Endiinzi and appraised as below;  Mujinya Gordon In-charge Endiinzi HCIII on was appraised on 29/06/2022	2

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	Staff structure was in place  LLG staff list was in place. The list of staff was displayed on the LLG notice board.	3
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The Town Clerk reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows:  <ol style="list-style-type: none"> <li>1. July 2021 on 28/7/2021</li> <li>2. Aug 2021 on 30/8/2021</li> <li>3. Sept 2021 on 01/10/2021</li> <li>4. Oct 2021 on 04/11/2021</li> <li>5. Nov 2021 on 01/12/2021</li> <li>6. Dec 2021 on 11/1/2022</li> <li>7. Jan 2022 on 06/2/2022</li> <li>8. Feb 2022 on 07/3/2022</li> <li>9. March 2022 on 06/4/2022</li> <li>10. April 2022 on 04/5/2022</li> <li>11. May 2022 on 02/6/2022</li> <li>12. June 2022 on 30/6/2022</li> </ol>	3

**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	In AWPB for FY2021/2022, DDEG is budgeted for UGX. 13,491,421  80% was used for the procurement of Water tanks for Kamaya and Endinzi Primary Schools at UGX. 10,793,136  10% for monitoring and investment Servicing at UGX. 1,349,142 (Page17)  10% was used for data collection and planning at UGX. 1,349,142.  The project and activities are as per the DDEG grant, budget, and implementation guidelines.	2
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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

There was deviation of more than -10% in Natural resources, Planning and works.

Sector	Budget	Actual	Percent
Admin	31,097,253	30,985,600	99.6
Finance	35,541,955	35,580,555	99.2
Statutory	23,411,797	23,411,797	100
Production	3,465,613	3,265,000	94.2
Health	18,450,000	18,420,000	99.8
Education	1,680,000	1,660,000	99
Nat. Resou.	29,100,954	23,692,000	81.4
CBS	1,565,000	1,560,000	99.6
Planning	47,291,106	31,918,800	67.4
Works	572,818,476	401,715,677	70.1
Int. Audit	1,500,000	1,500,000	100

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.

Procurement of water tanks for Endinzi and Kamaya Primary Schools, Voucher number 2/4/22

3

## G. Environmental and Social Safeguards

<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<ol style="list-style-type: none"> <li>1. There was an Environment and Social mitigation compliance monitoring report for supply of 72 three seater desks dated 26/06/2022 signed by Kamoga \Abdu the senior Environment Officer and Mugarura Edward the District Community Development Officer was in place. There was an Environment and Social management Plan for the same Project.</li> <li>2. There was an Environment and Social mitigation compliance monitoring report for tarmaking Police - Ahari Ibiri road dated 30/05/2022 signed by Kamoga \Abdu the senior Environment Officer and Mugarura Edward the District Community Development Officer was in place. There was an Environment and Social management Plan for the same Project.</li> <li>3. There was an Environment and Social mitigation compliance monitoring report supply of 2 GENTEX 10,000 Capacity water tanks for installation at Endinzi Kamaya Primary Schools dated 25/03/2022 signed by Kamoga \Abdu the senior Environment Officer and Mugarura Edward the District Community Development Officer was in place. There was an Environment and Social management Plan for the same Project.</li> <li>4. There was an Environment and Social mitigation compliance monitoring report supply and installation of 2 lines concrete culverts of 600 mm dated 25/02/2022 signed by Kamoga Abdu the senior Environment Officer and Mugarura Edward the District Community Development Officer was in place. There was an Environment and Social management Plan for the same Project.</li> <li>5. There was an Environment and Social mitigation compliance monitoring report for maintenance of Miina - Kyatuka road dated 30/05/2022 signed by Kamoga \Abdu the senior Environment Officer and Mugarura Edward the District Community Development Officer was in place. There was an Environment and Social management Plan for the same Project.</li> </ol>
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<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<p>The LLG had a system for recording, investigating and responding to grievances. A complaints log book was in place and 2 complaints had been registered namely:</p> <ol style="list-style-type: none"> <li>1. Spreading of smoke.</li> <li>2. Illegal access road at the school premises</li> </ol>
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18	The LLG has an Operational Grievance Handling System	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	Evidence of the publicized grievance redress mechanism on the notice board of Endiinzi town Council	1
	Maximum score is 2			

19	The LLG has a functional land management system	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	<p>The area land committee was in place as per CAO's instruction dated 23/05/2022 based on District Council approval under minute 07 (a)/05 (i)/21/22/FC .</p> <p>Minutes of the area land committee dated 19/5/22 were in place.</p> <p>Copies of appointment letters for members to the Area Land Committee were in place as indicated below.</p> <p>Name</p> <p>Tumwebaze Joselin-Minute No ETC/OLS/09/09/2021</p> <p>Katungi Vicent ETC/OLS/09/09/2021</p> <p>Muhereza Alfred ETC/OLS/09/09/2021</p> <p>Orikiriza Patience ETC/OLS/09/09/2021</p> <p>Mugabi Silaji ETC/OLS/09/09/2021</p>	1
	Maximum score 1			

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

20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	<p>1. Report on mobilization communities on the importance of the children back to school compiled by the SCDO to the Town Clerk dated 8/01/2022</p> <p>2. Report on sensitizing communities on the importance of the children back to school compiled by the SCDO to the Town Clerk dated 20/05/2022</p>	3
	Maximum score is 3			

<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>i. Education monitoring report to the 4 Government aided Primary Schools compiled by the Town Clerk to the Chairperson LC III dated 16/05/2022.</p> <p>ii. Education monitoring report to the 4 Government aided Primary Schools compiled by the Town Clerk to the Chairperson LC III dated 20/01/2022.</p> <p>iii. Education monitoring report to the 4 Government aided Primary Schools compiled by the Town Clerk to the Chairperson LC III dated 20/10/2021.</p> <p>Issues emerging from the monitoring include Management of the UPE Grant, adherence to the accountability principles, teachers' attendance to duty.</p>
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Existence and functionality of School Management Committees  
  
Maximum score is 3

Evidence that the LLG have functional school management committees in all schools; score 3, else score 0

The School management committees were duly appointed as follows:

1. Kamaaya Primary School: the Committee was appointed on 19/03/2021 under District Council Minute 05/02/2021 (i)
2. Saano Primary School: the Committee was appointed on 26/04/2021 under District Council Minute 05/02/2021 (i)
3. Nyabyondo Primary School: the Committee was appointed on 15/04/2021 under District Council Minute 05/02/2021 (i)
4. Endinzi Primary School: the Committee was appointed on 23/04/2021 under District Council Minute 05/02/2021 (i)

The committees were functional. They met on the dates as indicated below with attendance lists and action reports:

1. Endinzi Primary School:

Term 1: 16/01/2022

Term 2: 16/05/2022

Term 3: 18/07/2021

2. Saano Primary School

Term 1:, 28/01/2022

Term 2: 14/05/2022

Term 3: 22/12/2021

3. Nyabyondo Primary School

Term 1:, 12/01/2022

Term 2: 12/04/2022

Term 3: 21/12/2021

4. Kamaaya Primary School

Term 1:, 4/01/2022

Term 2: 20/05/2022

Term 3: 26/11/2021

## I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	The LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery as per a report by;  i. Report on community sensitization compiled by the Health Assistant to the Town Clerk dated 29/04/2022 focusing on sanitation and hygiene.  ii. Report Sanitation day carried out on 30/3/2022 by Mugabirwe Grace H/A dated 31/03/2022, and addressed to the Town Clerk. The report focused on mobilizing communities for opening drainage channels and slashing.	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	i) Report on monitoring Health Services compiled by the Town Clerk addressed to the Chairman LC III dated 18/11/2021 and covered Endinzi HC III to monitor Service delivery, attendance to duty and staffing levels.  ii) HC III monitoring report compiled by the TC to the Chairman LC 3 dated 18/03/2022 on Service delivery and functionality of the HUMC	4
25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	The HUMC for Endinzi HC II was in place and functional. It was appointed by an instrument issued by the Town Clerk on 08/10/2021.  According to the Minutes reviewed, HUMC met on the following dates: 25/03/2022, 30/06/2022 and 30/09/2021.	3

## J. Water & Environment Services Management

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

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

30	Development of the Physical Development Plans as per guidelines  Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0	The Physical Planning Committee was in place that constituted on 1/07/2021.  The building plans registration book was opened on 1st April 2021. The Physical Planning Committee submitted minutes to MoLHUD on 24/06/2022, 30/05/2022, 20/05/2022 and 31/08/2021.
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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:	A physical development Plan was in place approved by Council under minute number ETC/OLC/01/03/2022. It covers 30%.	1
	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	There was no evidence that infrastructure investments implemented by the LLG in the previous FY, were consistent with the approved Physical Development Plan and had a planning compliance certificate issued by MoLHUD	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	31 roads have been named, numbered and surveyed as planned in the report to the Town Clerk dated 24/09/2021 compiled by the Physical Planner.	1
	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	The Development Control Team was appointed by the TC on 7/07/2021. The team has a work plan in place developed on 12/07/2021 by the Physical Planner and approved by the TC. The Physical Planner compiled a progress report to the TC on 17/07/2022.	1
	Maximum score 3			

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	The LLG has prepared a Five Year Solid Waste Management Plan 2020 to 2025 that was approved by Council on 6/03/2020 under minute ETC/OLC/6/03/2020. There is a report on implementation of waste management actions by the Physical Planner.	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	There is a field activity report on community sensitization compiled by the Physical Planner to the TC dated 18/03/2022.	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	There was a submission of an annual report by the Town Engineer dated 17/07/2021.	1
33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	There was no evidence that the LLG prepared an O&M Annual Plan which is based on the Annual Infra- structure inventory and condition survey.	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	There was no evidence that the LLG spent own source revenues of not less than 20% on O&M	0

## L. Production Services Management

34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There was a report on collection of Agricultural Statistics in Endiinzi TC as indicated.</p> <ol style="list-style-type: none"> <li>1. A report dated 06/04/2022 authored by Kumanya Christian (Agricultural Officer) on collection and analysis of Beans distributed to farmers under ACDP for multiplication.</li> <li>2. The statistics were analyzed to the yields from the planting materials (seeds). The report was received by the DPO on abdc2021. The report was received and acknowledged by DPO on 08/04/2022.</li> <li>3. A report dated 30/08/201 authored by Kumanya Christian on collection and analysis of Households producing for consumption only and selling. The statistics were analyzed to show trends and the possible reason for the trends. The report was received by the DPO on 27/09/2022.</li> </ol>	2
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO.</p> <ol style="list-style-type: none"> <li>1. Report on Agricultural input support awareness dated 26/04/2022 authored by Kumanya Christian conducted in Endiinzi TC on creating awareness among the farming communities on the Food security support activity, acknowledgement by DPO on 28/04/2022</li> <li>2. Attendance lists (46 members)</li> </ol>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers monitored agricultural production activities in Endiinzi Town council. The activities covered ranged from production of crops, animal and fisheries, micro-scale irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, vaccination campaigns etc. All the reports were received and endorsed by the DPO as indicated in the following sampled reports.</p> <ul style="list-style-type: none"> <li>• Report title, date, author, and place/location of activity.</li> <li>• reports by SAS/ATC</li> </ul>	2

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.

There was evidence that the extension officers conducted farmer trainings in Kikagate Sub-county. The trainings ranged from agronomy of the major crops, good Agricultural practices in livestock keeping, aquaculture, lake fisheries management, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. The trainings were conducted day courses, demonstrations, farmer field schools etc. All the reports were received and endorsed by the DPO as indicated in the following sampled training reports and work plans.

- Report on Agricultural advisory training basing on model farmer development and crop pest's/diseases surveillance dated 8/12/2021 authored by Kumanya Christian and conducted Endiinzi TC wards.
- Report on Model Farmer training support basing on modern technologies and advance agricultural productivity dated 12/05/2022 authored by Twimukye Emmanuel and conducted Endiinzi T wards.

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

There was evidence that the extension officers in Kikagate Sub-county conducted farmer visits to offer extension and advisory support to farmers and farmer groups. The extension/advisory services covered the areas of good Agricultural practices in livestock, crops, aquaculture, lake fisheries, record keeping, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. Extension/advisory support reports were compile and submitted to the DPO as indicated in the following sampled Extension/advisory support reports and travel schedules.

Farmer groups for Endiinzi TC (30 MEMBERS

An activity report on livestock vaccination against FMD dated 28/05/2022 authored by Twimukye Andrew received by DPO on 28/05/2022.)

Beneficiary groups for maize seeds dated 03/09/2021 received by DPO on 06/09/2021

Beneficiary groups for maize seeds received for planting season B 2021 dated 09/ received by DPO on 09/09/2021

## 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.

The Town Council is comprised of the following wards Kaharo, Kamuri, Rwekubo, Mabona and Kyabishaho.

The Town Council had PDM guidelines at the station. Composition for WDCs for all the wards was as follows;

1. LCII Chairperson
2. Town Agent (Secretary)
3. Chairperson Women Council
4. Chairperson Youth Council
5. Chairperson Disability Council
6. Chairperson of the Ruling party
7. Opinion Leader/Elderly

The WDCs were functional as evidenced by the minutes of the meetings held on the following dates;

1. Kamuri WDC meeting held on 5/5/2022 on presentation and approval of ward budget FY2022/23

2. Kyabishaho WDC meeting held on 13/5/2022 on presentation and approval of ward budget FY2022/23

3. Rwekubo WDC meeting held on 3/5/2022 on presentation and approval of ward budget FY2022/23

4. Mabona WDC meeting held on 4/5/2022 on presentation and approval of ward budget FY2022/23

5. Kaharo WDC meeting held on 6/5/2022 on presentation and approval of ward budget FY2022/23.

The WDC conducted field mobilization meetings as evidenced by the reports by Town Agents and Attendance lists as indicated below;

1. Rwekubo ward on 16/03/2022
2. Kyabishaho ward on 31/3/2022
3. Mabona ward on 31/3/2022
4. Kaharo ward on 4/4/2022
5. Kamuri ward on 11/3/2022.

All WDCs were in the process of appraising proposals submitted for the revolving funds.



2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>There was no 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.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>There was an NGOs, CBOs and CSOs Mapping report prepared by Natukunda Enos (ACDO) dated 4/3/2022 in place</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The activities to be implemented in the current FY2022/23 were in place as approved by the WDC as indicated below:</p> <ol style="list-style-type: none"> <li>1. Kamuri WDC meeting held on 5/5/2022 on presentation and approval of ward budget FY2022/23.</li> <li>2. Kyabishaho WDC meeting held on 13/5/2022 on presentation and approval of ward budget FY2022/23</li> <li>3. Rwekubo WDC meeting held on 3/5/2022 on presentation and approval of ward budget FY2022/23</li> <li>4. Mabona WDC meeting held on 4/5/2022 on presentation and approval of ward budget FY2022/23</li> <li>5. Kaharo WDC meeting held on 6/5/2022 on presentation and approval of ward budget FY2022/23.</li> </ol>	2

<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>There was evidence that the Town Council through the Town Agents, Agric Officer, CDO, provided guidance to village executive committee members and WDCs on priority enterprises to be implemented per ward; these meetings also included NGOs and CSOs as per the attendance sheets that were attached. The meetings were held on the following dates indicated below;</p> <ol style="list-style-type: none"> <li>1. Rwekubo ward on 24/11/2021</li> <li>2. Mabona ward on 22/11/2021</li> <li>3. Kaharo ward on 25/11/2021</li> <li>4. Kyabishaho ward on 24/11/2021</li> <li>5. Kamuri ward on 23/11/2021</li> </ol>
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## B. Planning and Budgeting

<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>i) The LLG has the DP III signed by the TC Nimusiima Willis and Chairperson Mr Bakiga Wiberforce. It was approved by Council on 07/09/2019 Under Minute COU.MIN.07/09/2019</p> <p>LLG AWPB is consistent with the DP as reflected by the approved projects in AWPB i.e. Installation of street solar lights, Completion of Administration block which are approved in the DP on pages 102-107</p>
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<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>ii) Wards submitted their priorities as per submission reports from ward meeting to TC as follows: -</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Ward</th> <th style="text-align: left;">Date of Meeting</th> <th style="text-align: left;">Date of Submission</th> </tr> </thead> <tbody> <tr> <td>1. Kamuri</td> <td>15/09/2021</td> <td>16/09/2021</td> </tr> <tr> <td>2. Kaharo</td> <td>12/10/2021</td> <td>13/10/2021</td> </tr> <tr> <td>3. Mabona</td> <td>15/09/2021</td> <td>11/10/2021</td> </tr> <tr> <td>4. Rwekubo</td> <td>17/09/2021</td> <td>11/10/2021</td> </tr> <tr> <td>5. Kyabishaho</td> <td>04/10/2021</td> <td>15/10/2021</td> </tr> </tbody> </table> <p>All submissions were fully signed by the respective Town Agents &amp; LCII Chairperson. The priorities forwarded in the submissions included installation of street solar lights, completion of administration block, acquisition of land titles which were incorporated in the AWP.</p>	Ward	Date of Meeting	Date of Submission	1. Kamuri	15/09/2021	16/09/2021	2. Kaharo	12/10/2021	13/10/2021	3. Mabona	15/09/2021	11/10/2021	4. Rwekubo	17/09/2021	11/10/2021	5. Kyabishaho	04/10/2021	15/10/2021
Ward	Date of Meeting	Date of Submission																		
1. Kamuri	15/09/2021	16/09/2021																		
2. Kaharo	12/10/2021	13/10/2021																		
3. Mabona	15/09/2021	11/10/2021																		
4. Rwekubo	17/09/2021	11/10/2021																		
5. Kyabishaho	04/10/2021	15/10/2021																		

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>iii) The Budget conference was held on 04/11/2021 with 50 participants and prioritized Installation of street lights and completion of the Administration Block which are included in the AWPB as shown in the budget conference report dated 09/11/2021</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>iv) The LLG AWPB includes capital projects to be financed in the current FY which are:-</p> <ol style="list-style-type: none"> <li>1. Completion of administration block (DDEG)</li> <li>2. Mechanised maintenance of roads (URF)</li> <li>3. Installation of street lights (LR)</li> </ol>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>v. The project profiles for the Projects in budget seen in the LLG DP on pages 132, 136 and 139 as per the NDP III format.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>vi. The budget was submitted to the District on 13/05/2022 as per the registry stamp.</p>	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	Procurement Plan was prepared and signed by Namusoke Zaina, the AEO & Nimusiima Willis the Town Clerk. It was submitted to the PDU on 30/04/2022.	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	The project to be funded under DDEG is Completion of the administration block which complies with the investment menu in the DDEG Grant, Budget and Implementation Guidelines.	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	FY 2021/2022 Actual Revenue collected as per final Accounts pg 27=261,937,521  ii. ii. LR budget FY 2021/22 =273,960,500  iii. iii. 261,937,521 x 100% = 95.6%  iv. 273,960,500	1
8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	FY 2020/2021 Actual Revenue collected as per final Accounts Page 32 = 201,627,437  vi.  ii. FY 2021/2022 Actual Revenue collected as per final Accounts Page 27 = 261,937,521  vii. iii. 261,937,521 – 201,627,437 x 100% = 22%  viii. 261,937,521  OSR increased by 22%	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.	i. Actual transfers worth Shs. 39,733,021 was transferred to the wards and cells.	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	Actual for previous FY 2021/2022 was UGX. 201,627,437.  Councillor's allowances was UGX. 20,627,437 which is 10%.	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	iii. The Town Council budgeted and spent 11,829,000 of OSR on Operation and Maintenance.	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.	iv. The Town Council publicized the OSR and how it was used for the previous FY on the notice board.	1

**D. Financial Management**

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Town Council submission letter of the AFS dated 09/08/2022 by the Town Clerk Nimusiima Willis received by OAG as evidenced by Stamp on 9/8/2022	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>i. Q1 on 5th October 2021</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>ii. Q2 on 7th January 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>iii. Q3 on 5th April 2022 &amp;</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	iv. Q4 on 30th July 2022	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>All the 23 staff(Physical Planner, Law Enforcement Officer, Health Inspector, Health Assistant, Asst. Engineering Officer, Senior Accounts Assistant, Agric Officer, Asst. Animal Husbandry Officer, Planner, Asst. CDO, Treasurer, 5 Town Agents, Asst. Records Officer, SCDO, Internal Auditor, Commercial Officer, Stenographer Secretary, Office Attendant and Asst. Town Clerk) were appraised by the Town Clerk on 30/06/2022</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>All the 15-primary school headteachers (St. Marys Kishaye, Kahirimbi, Kyabirukwa, Kamuri, Rwekubo, St. Peter’s Kyoga, Guma memorial, Kyarumigana, Kyabishaho, Ruhimbo Moslem, Kyeirumba, Kibwera, Igayaza, Gayaza mixed and Kigyende primary schools) were appraised by the Town Clerk on 31/12/2021</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III &amp; II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>2 HCIIIs (Kyeirumba and Mabona HCIIIs) and Kamuri HCII in charges were appraised by the Town Clerk on 30/06/2022</p>	2

13	Staff duty attendance	Evidence that the LLG has	Town Council staff list published on the noticeboard comprising 24 staff dated 30/06/2022	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		

13	Staff duty attendance	Evidence that the LLG has	Monthly staff attendance analysis of July submitted on 4/08/2021, August on 2/09/2021, September on 1/10/2021, October on 4/11/2021, November on 3/12/2021, December on 4/01/2022, January on 2/02/2022, Feb on 3/03/2022, March on 4/04/2022, April on 4/05/2022, May on 6/06/2022 and June on 5/07/2022; all were submitted by the Town Clerk with recommendations to the CAO	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		

**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	DDEG IPF FY2021/22 was UGX. 37,599,413; The Town Council budgeted 80% for project implementation equivalent to UGX. 30,079,530; 10% for Investment servicing and monitoring equivalent to UGX. 3,759,941; 10% for parish planning equivalent to UGX. 3,759,941.  The Town Council spent UGX. 31,811,738 (inclusive b/f) on the completion of Admin Block as per voucher no1 / 4 and 2 / 4, UGX. 1,800,000 on investment servicing as per voucher nos 1 / 8, 2 / 8, and 3 / , UGX. 1,800,000 on monitoring as per voucher no 5 / 8, UGX. 159,000 on environment and social safeguards as per voucher no 4 / 8, and UGX. 3,600,000 on parish planning as per voucher nos 1 / 12, 1 / 3, and 2 / 3.	2
	Maximum score is 2			



The LLG spent the funds as per budget

Maximum score is 2

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

The LLG AFS shows sector expenditure vs budget as follows:

-

**SECTOR BUDGET**

	<b>EXP %</b>	<b>AGE</b>
Administration 133,321,164	131,400,614	99
Finance 149,346,411	136,174,351	91
Statutory Bodies 39,652,989	39,434,950	99
Production Services 2,000,000	2,000,000	100
Health 36,281,471	37,799,500	104
Education 3,834,473	4,170,000	109
Works 259,622,502	161,389,094	62
Natural Resource 13,931,353	12,754,839	92
CBS 3,220,000	3,220,000	100
Planning 88,643,261	45,570,738	54
Internal Audit 6,206,838	5,960,000	96
Trade 500,000	500,000	100

The 62% and 54% performance in Works and Planning departments were brought by non-release of all the planned Road fund by URF and DDEG top up respectively.

Completion of investments as per annual work plan and budget

Maximum score is 3

Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :

If more than 90 % was completed: Score 3

If 70% -90%: Score 2

If less than 70 %: Score 0.

Projects of street solar lights, completion of Administration Block phase D, and renovation of banana sculpture were completed as shown in the completion certificates and progress reports prepared by Musoke Zaina AEO dated 30/5/2022 and 14/05/2022, 30/6/22 and 26/6/22, 30/6/22 and 27/6/22 respectively

## G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Planned projects for the LLG in FY 21/22 were: - 1. Completion of Administration Block 2. Installation of street solar lights 3. Renovation of banana sculpture  E&SS forms for project 1, 2, 3 and ESMP plan for projects 1, 2 & 3 were prepared by the Environmental Officer and CDO dated 24/08/2021, 20/07/2021, 4/01/2022.	2
18	The LLG has an Operational Grievance Handling System	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	The LLG has a grievance handling system with :- i. A committee appointed by the TC on 30/06/2021 with Sandra an Office Attendant designated as the GR desk officer. ii. A Complaints Log book FY2021/22 that records cases reported, actions taken and response taken in place; a one Sanyu Prossy complained about the trading license assessment on 3/02/2022 and the case was considered under min4/4/2022 in the committee meeting iii. A Complaints referral path in form of a flow chart was also made.	1
Maximum score is 2	Maximum score is 2			

18	The LLG has an Operational Grievance Handling System	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	Grievance redress mechanism (the flow chart) was displayed on the Noticeboard.	1
	Maximum score is 2			

19	The LLG has a functional land management system	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	The Town Council Area Land Committee was approved by the District Council held on 23/12/2021 under minute no. 06(c)/12/21/22/FC as evidenced in a letter written by CAO to the Town Clerk dated 28th/12/2021. Committee held meetings as per minutes dated 9/03/2022 and 20/04/2022. The meetings discussed issues such as need for field tools and visits to Kyabishaho and Mabona respectively	1
	Maximum score 1			

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

20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	<p>The LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery as per report by :-</p> <ol style="list-style-type: none"> <li>1. The head teacher Kyoga P/S, dated 07/06/2022 Addressed to the Town Clerk Report covers areas of training of parents to prevent and stop school drop outs.</li> <li>2. The head teacher Rwekubo P/S, dated 28/12/2021 Addressed to the Town Clerk Report covers areas of training of parents on the importance of packing food for pupils.</li> <li>3. The head teacher Kigyende P/S, dated 15/4/2022 Addressed to the Town Clerk Report covers areas of provision of school requirements to children.</li> </ol>	3
	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:

If all schools (100%) - score 4

If 80 – 99% – score 2

If 60 to 79% score 1

Below 60% score 0

The LLG monitored schools as per the reports by: -

1. Agaba Dorcus, the Town Agent , dated

30/05/2022 addressed to the Town Clerk covering enrolment in primary Government Schools.

2. Nimusiima Willis, the Town Clerk, dated

20/08/2021 addressed to CAO covering infrastructure status in all Government primary Schools.

3. Nimusiima Willis, the Town Clerk, dated

28/01/2022 addressed to CAO covering teacher attendance to duty in government Schools.

Works committee meeting held on 31/08/2021 discussed monitoring report findings on status infrastructure (report was dated 20/08/2021)

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

Appointments for all the SMCs by the DEO were in place as follows; Kyeirumba P/S on 13/04/2021, Kahirimbi P/S on 14/4/2021, Kyabirukwa P/S on 2/3/2021, Rwekubo P/S on 2/8/2021, Kigyende P/S on 26/4/2021, Kyoga P/S on 13/4/2021, Guma P/S on 2/3/2021, Igayaza mixed P/S on 12/3/2021, Kibwera on 2/3/2021, Gayaza mixed P/S on 22/3/2021, Kamuri P/S on 3/3/2021, Kyarumigana P/S on 25/3/2021, Kishaye P/S on 2/3/2021, Ruhimbo M P/S on 29/3/2021, and Kyabishaho P/S on 19/4/2021

The SMCs were functional and holding meetings as per the minutes below:-

1. Kigyende

Term One: 25/03/2022

Term Two: 18/05/2022

Term Three: 07/08/2021

2. Gayaza mixed

Term One: 09/02/2022

Term Two: 07/07/2021

Term Three: 18/09/2021

3. Igayaza

Term One: 04/02/2022

Term Two: 08/06/2021

Term Three: 08/09/2021

4. Kyeirumba

Term One: 20/03/2021

Term Two: 14/05/2021

Term Three: 10/09/2021

5. Kibwera

Term One: 24/03/2022

Term Two: 24/05/2022

Term Three: 17/09/2021

6. Ruhimbo

Term One: 19/01/2021

Term Two: 19/05/2022

Term Three: 10/09/2021

7. Kahirimbi

Term One: 11/01/2022

Term Two: 31/08/2021

Term Three: 16/09/2021

8. Kyabirukwa

Term One: 12/03/2022

Term Two: 11/06/2022

Term Three: 12/11/2021

9. Rwekubo

Term One: 11/02/2022

Term Two: 06/07/2021

Term Three: 10/09/2021

10. Kyoga

Term One: 18/02/2021

Term Two: 20/05/2022

Term Three: 17/09/2021

11. Guma Mem

Term One: 18/01/2022

Term Two: 27/06/2021

Term Three: 12/04/2021

12. Kamuri P/S

Term One: 22/02/2022

Term Two: 10/05/2022

Term Three: 20/09/2021

13. Kyarumigana

Term One: 09/03/2022

Term Two: 19/05/2022

Term Three: 23/11/2021

14. Kishaye

Term One: 15/02/2021

Term Two: 08/06/2022

Term Three: 29/10/2021

15. Kyabishaho

Term One: 24/02/2022

Term Two: 16/06/2022

Term Three: 24/09/2021

## I. Primary Health Care Services Management

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>Community sensitisation report by Yesiime Wandera the Health Inspector dated 22/02/2022 was submitted to the Town Clerk.</p> <p>Report on community sensitisation on health services provided by health centres within the Town Council; prepared by Yesiime Wandera the Health inspector on 28/04/2022 and submitted to the Town Clerk</p>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY, score 4 or else score 0</p>	<p>Monitoring report on health service delivery in the health centres; prepared by the Town Clerk dated 25/05/2022 was submitted to the LCIII Chairperson and was presented in executive committee meeting dated 16/06/2022 under min no.07/06/2022.</p> <p>Monitoring report on health service delivery in health centres; prepared by the Town Clerk dated 26/11/2021 was submitted to the LCIII Chairperson and was presented to executive committee meeting dated 2/12/2021 under min no09/12/2021.</p>	4
25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0</p>	<p>Council meeting held on 21/12/2021 renewed HUMC members terms of service for Kyeirumba HCIII and Mabona HCIII under min no. 15/12/2021.</p> <p>Executive committee meeting held on 17/2/2022 approved HUMC of 5 members for Kamuri HCII under min no. 07/02/2022.</p> <p>No evidence of appointment of Rwekubo HCIV HUMC members.</p> <p>The HUMC members met on the dates as indicated below;</p>	3

#### 1. Rwekubo HCIV

Q1: 29/09/21

Q2: 22/12/2021

Q3:22/03/2022

Q4: 24/06/2022

There were actions plans developed after each meeting and their respective implementation status reports submitted to the Town Clerk on 12/11/21, 20/1/22, 27/4/22, and 12/7/22 respectively.

#### 2. Mabona HCIII

Q1: 28/09/2021

Q2: 17/12/2021

Q3: 28/3/2022

Q4: 08/04/2022

There were action plans developed after each meeting and their implementation reports submitted to the Town Clerk and presented in the subsequent quarters dated 17/12/2021, 28/03/2022, 8/04/2022.

#### 3. Kyeirumba HCIII

Q1: 4/10/2021

Q2: 23/12/2021

Q3: 27/01/2022

Q4: 12/05/2022

There were actions plans developed after each meeting and their respective implementation status reports submitted to the Town Clerk on 10/11/21, 21/2/2022, 23/2/22, and 5/7/22 respectively.

#### 4. Kamuri HCII

Q1: 25/09/2021

Q2: 10/12/2022

Q3: 10/03/2022

Q4: 10/06/2022

There were actions plans developed after each meeting and their respective implementation status reports submitted to the Town Clerk on 14/12/21, 5/3/22, 12/5/22, 30/6/22 respectively.

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

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



30	Development of the Physical Development Plans as per guidelines	(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	i. The Town Clerk appointed the Physical Planning Committee of 7 members in a letter dated 21/06/2021 ii. Isingiro Town Council building plan registration book records showed that all the applications were considered within one month for instance Application from Murokozi received on 24/10/2021 and approved on 5/11/2021 under min no PPC.MIN.5/11/2021/C. iii. Physical Planning Committee meetings submitted to MoLHUD dated 17/07/2021, 16/11/2021, 14/12/2021 and 11/4/2022 in place.	1
30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:  20% in 2022/23  30% in 2023/24  40% in 2024/25	The Town Council had a Physical Development Plan approved by the commissioner of lands on 2/12/2018.  Area action plan for the Town Council approved on 3/09/2021 in place.	1
31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	i) Projects submitted to the Town Clerk on 05/07/2021 as approved by the Physical Planning Committee under min PPC 06/7/2021 were consistent (Admin block) ii) No evidence of have a planning compliance certificate issued by MoLHUD.	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	Uganda Road Fund workplan on table 8 showed street naming, plot numbering, surveying, road demarcations on 10 selected roads in the Town Council.  Road database of the Town Council compiled by Namusoke Zainah the Asst. Engineering Officer and submitted to the Town Clerk in a report dated 26/06/2022.  Progress report on street naming, plot numbering and surveying and road demarcation dated 17/06/2022 to the Town Clerk by the Asst Engineering Officer indicate 100% performance of implementation.	1
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	Annual progress report dated 30/06/2022 made by the Physical Planner to the Town Clerk highlighting post site approval inspections, surveillance and identification of illegal developments and issuances of penalties.	1
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0	Solid waste management plan 2021-2024 approved on 03/09/2021 in place.  Report dated 24/06/2022 prepared by the Health Inspector to the Town Clerk highlighting trips of solid waste disposal challenges and recommendations.	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	A sensitization report dated 17/02/2022 by the Health Inspector submitted to the Town Clerk highlighted sensitization of people on roles, solid waste handling at household level.	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	Annual infrastructure inventory report FY2021/2022 dated 12/10/2021 by the Asst Engineering Officer submitted to the Town Clerk. The report highlighted buildings, vehicles, assets, furniture, etc	1

33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	O&M Annual workplan FY2021/22 dated 02/07/2021 in place	1
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33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	NO EVIDENCE	0
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**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.	Report on agricultural statistics compiled by the Agric Officer dated 04/08/2021 and submitted to the DPO.  Report on animal statistics compiled by the Asst. Animal Husbandry Officer dated 27/3/2022 and submitted to and received by the DPO on 29/3/2022	2
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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 on farmer training in good agronomy practices compiled by the AO on 15/09/2021 and submitted to the DPO. Attendance lists dated 5/06/2021, 13/7/2021, 19/7/2021, 21/7/2021, 2/8/2021, 6/8/2021, 16/8/2021 and 8/9/2021 in place.  Report on vaccination against FMD to farmers compiled by the AAHO on 20/9/2021 and submitted to the DPO on 20/9/2021.	2
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36	The LLG has carried out monitoring activities on production activities for crops, animals	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation,	12 sets of monitoring reports dated 31/7/21, 31/8/21, 1/9/21, 30/10/21, 30/11/21, 21/12/21, 30/1/22, 7/2/22, 31/3/22, 30/4/22, 15/5/22, 6/6/22 prepared by the Musimenta Angella (Agric Officer) and submitted to the DPO.  1. Monitoring report on vaccination against FMD dated 13/07/2021 prepared by Nimwesiga Robert (Asst. Animal	2
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<p>and fisheries</p> <p>Maximum score is 2</p>	<p>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</p> <p>score 2 or else 0</p>	<p>Husbandry Officer AAHO) and submitted to the DPO</p> <p>2. Monitoring report on vaccination against rampy skin diseases dated 8/08/2021 prepared by Nimwesiga Robert (Asst. Animal Husbandry Officer AAHO) and submitted to the DPO</p> <p>3. Monitoring report on vaccination against FMD in Mabona and Kaharo wards dated 29/09/2021 prepared by Nimwesiga Robert (Asst. Animal Husbandry Officer AAHO) and submitted to the DPO</p> <p>4. Monitoring report on progress of vaccination against FMD in Kaharo, Kamuri, Mabona, Kyabishaho and Rwekubo wards dated 29/10/2021 prepared by Nimwesiga Robert (Asst. Animal Husbandry Officer AAHO) and submitted to the DPO</p> <p>5. Monitoring report on vaccination against rabbies in petty animals dated 18/11/2021 prepared by Nimwesiga Robert (Asst. Animal Husbandry Officer AAHO) and submitted to the DPO</p> <p>6. Monitoring report on vaccination against ramps diseases in Kaharo ward dated 29/12/2021 prepared by Nimwesiga Robert (Asst. Animal Husbandry Officer AAHO) and submitted to the DPO</p> <p>7. Monitoring report on progress of vaccination against FMD in Kamuri and Kaharo wards dated 31/01/2022 prepared by Nimwesiga Robert (Asst. Animal Husbandry Officer AAHO) and submitted to the DPO</p> <p>8. Monitoring report on progress of vaccination against PPR diseases in Mabona ward dated 28/02/2022 prepared by Nimwesiga Robert (Asst. Animal Husbandry Officer AAHO) and submitted to the DPO</p> <p>9. Monitoring report on progress of vaccination against FMD dated 31/3/2022 prepared by Nimwesiga Robert (Asst. Animal Husbandry Officer AAHO) and submitted to the DPO</p> <p>10. Monitoring report on progress of vaccination against FMD in Kaharo ward dated 29/04/2022 prepared by Nimwesiga Robert (Asst. Animal Husbandry Officer AAHO) and submitted to the DPO</p> <p>11. Monitoring report on vaccination against ramp skin disease in Rwekubo ward dated 20/5/2022 prepared by Nimwesiga Robert (Asst. Animal Husbandry Officer AAHO) and submitted to the DPO</p> <p>12. Monitoring report on PPR in Kamuri ward dated 30/6/2022 prepared by Nimwesiga Robert (Asst. Animal Husbandry Officer AAHO) and submitted to the DPO</p> <p>Supervision reports on production extension workers dated 30/9/2021, 5/01/2022, 28/03/2022, and 28/06/2022; prepared by the Town Clerk and submitted to the LCIII Chairperson</p>
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37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Evidence of farmer field schools in Ruhimbo Ishozi watershed in January 2022 prepared by Musimenta Angella and submitted to the DPO. Attendance lists dated 6/1/2022, 13/01/2022, 20/1/2022 and 27/1/2022.</p>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Evidence of field report on training farmers on soil fertility management in banana using inorganic and organic fertilizers dated 2/11/2021; prepared by Musimenta Angella (AO) and submitted to the DPO</p>	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.

Kaberebere TC is comprised of the following Wards; South, East & West.  
  
PDM guidelines were available at the station.  
  
WDCs for all the above wards were in place and membership was as follows:  
  
1. Chairpersons LC II,  
2. Town Agents,  
3. Chairpersons Women Councils,  
4. Chairpersons Disability Councils,  
5. Chairpersons Youth Councils,  
6. Chairpersons of NRM at ward  
7. Elders/opinion Leaders.  
  
The LLG mobilized and sensitized communities on the pillars of PDM in all wards. The Town Agents prepared reports and submitted to TC showing minutes as follows:-  
  
1. South Ward on 25/4/22,  
2. East Ward on 25/4/22  
3. Westward on 25/4/22.

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.

The wards East, South and West in Kaberebere TC have compiled, updated and analyzed data on community profiling disaggregated by village, households, names, sex, age, wealth category and economic activity. The Town Agents submitted this data to the Town Clerk as follows:  
  
1. East ward dated 14/2/2022,  
2. South ward dated 14/2/2022,  
3. West ward dated 14/2/2022.

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

- i. The LLG mapped NGOs and CBOs as reported by Town Agents in their communiqués as indicated below:
  - a. East Ward on 16/08/2021
  - b. West Ward on 13/08/2021
  - c. South Ward on 9/06/2021
- Reports of involvement these NGOs and CBOs were reported by Town Agents as follows:
  - a. East Ward dated 16/07/2021
  - b. West Ward dated 13/04/2022
  - c. South Ward dated 20/04/2022

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

- ii. The LLG provided guidance & information to the village executives on activities to be implemented as per the following evidence:-
  - Report on sensitization at village level date 20/5/2022 for, Kikokwa, Akateete and Kabiririzi villages of West ward involving pillars of PDM with attendance sheets date 16/5/2022, 16/5/2022, 17/5/2022 respectively prepared by TA submitted to TC.
  - Report on sensitization at village level dated 28/5/2022 for; Kyenyangi village, Kaberebere I and Rwiziringiro II villages of East Ward involving guidelines of PDM and pillars with attendance sheets dated 16/5/2022, 15/5/2022 respectively report prepared by TA submitted to TC
- 1. Submission of a list of priority enterprises as follows:
  - 2. East ward dated 1/7/2022 prepared by TA submitted to TC
  - 3. South ward dated 1/7/2022 prepared by TA submitted to TC,
  - 4. West ward dated 1/7/2022 prepared by TA submitted to TC
- There was evidence of approved work plan and budget as follows:
  - 1. West ward dated 1/7/2022 prepared by TA submitted to TC,
  - 2. East ward dated 1/7/2022 prepared by TA to TC,
  - 3. South ward dated 1/7/2022 prepared by TA submitted to TC

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:

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

iii. The LLG provided guidance & information to the village executives on Priority enterprises that can be implemented as per the evidence below:-

Evidence of priority enterprises incorporated in the work plan dated 1/7/2022 for West ward as Registration, assessment and collection of local revenue by TA

Evidence of priority enterprises incorporated in the work plan for East ward dated 1/7/2022 as Procurement of street lights, sensitization meetings on PDM, registration assessment and collection of local revenue by TA.

Evidence of priority enterprises incorporated in work plan for south ward dated 16/2022 replacing of damaged culverts, procurement and supply and supply of three seater desks, ensuring sanitation and hygiene by TA.

Evidence of a consultative meeting by LLG Team (Planner, CDO, AO and TC)

## B. Planning and Budgeting

4

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

Maximum score is 6

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

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

The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The TC, Sebastian Tubehamwe and the Town Council V/Chairman Buyonjo Magrette signed on 11/10/19. The TCDP was approved by Council on 08/10/2019 under Minute MIN.04/10/2019.

The LG had in place an approved budget for FY 2022/2023 under Minute Min08/KTC/12/05/2022 duly signed by the TC, Twinomugisha Sam and the TC Chairperson Kajumbwino Kawesa on 12/05/2022.

The LG priority projects in the ABWP for the current FY include, purchase & Supply of 3 seater twin Desks to schools & Installation of street lights on page 71 of the 5 Year Development Plan.

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.

There was evidence of submission of ranked Ward priorities Town Agents as follows:

- a. East Ward met on 20/09/2021 & submitted on 26/06/2021
- b. West ward met on 20/09/2021 & submitted on 29/09/2021
- c. South Ward met on 23/09/2021 & submitted on 27/09/2021.

1



4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The priorities were based on the proceedings of the Budget Conference held on 29/10/21 as seen in a report dated 2/11/21 by the Planner, Kachemba Bruce highlighting revenues and priorities approved.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The LLG Budget included investments on page 5 like Installation of street lights with LR at UGX. 16,500,000 &amp; processing of a land title.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>The LLG has developed project profiles in the Town Council Development Plan on pages, 79, 84 &amp; 90 for selected capital Investments that include purchase and supply of 3 seater twin Desks to schools &amp; Installation of street lights.</p>	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	The LLG submitted its Budget to the District on 13/5/22.	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	The LLG prepared and submitted the procurement plan for the current FY to PDU on 15/3/22	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	<ul style="list-style-type: none"> <li>• The DDEG IPF for the LLG in the Current FY = UGX. 11,733,503=.</li> <li>• Infrastructural Project budgeted for is Purchase &amp; supply of Desks to schools at UGX. 9,386,803 which out of the total IPF equates to 80%.</li> </ul> <p>The project allocation complies to DDEG guidelines of spending NOT LESS THAN 80% on Capital projects and the investments to be funded of Purchase &amp; supply of Desks to schools complies with the investment menu in the DDEG Grant, Budget and Implementation Guidelines</p>	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	<p>The Total Local Revenue Budget for FY 2021/2022 was UGX. 111,649,000=</p> <p>Actual Collected was UGX. 110,794,750=.</p> <p><math>110,794,750/111,649,000 \times 100=99\%</math></p> <p>Total OSR collected was 99% of the Budget, a -1% which is within the +/-10%.</p>	1
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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	<ol style="list-style-type: none"> <li>1. FY 2020/2021 Actual Revenue collected as per final Accounts pg.30 was UGX. 28,292,437=</li> <li>2. FY 2021/2022 Actual Revenue 110,794,750</li> <li>3. Increase in LR Collected 110,794,750– 28,292,437= 82,502,313</li> <li>4. Percentage Increase = (28,292,437/82,502,313) * 100% = 292%</li> </ol>	1
	Maximum score 1		OSR collected increased from previous FY but one to previous FY by 292%.	
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.	<ol style="list-style-type: none"> <li>i. The Total Local Revenue Budget for FY 2021/2022 was UGX. 110,794,750=</li> <li>• 25% of LR = 22,158,950=</li> <li>• Actual remittances made as follows:-  Vr.76/6-10,415,000=, Vr.10/6- 3,117,000=, Vr.44/10-1,089,000, Vr.11/12 – 2,547,000 Totalling to 18,528,000=</li> </ol> <p><b>The LLG remitted 18,528,000= instead of at least 22,158,950=</b></p>	0
	Maximum score 4			
9	The LLG has properly managed and used OSR collected in the previous FY	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	<ol style="list-style-type: none"> <li>1. 20% of the actual collection of 110,794,750= is 22,329,800=</li> <li>2. Total Spent on councilors = 4,556,000.</li> <li>3. Percentage spent = (4,556,000/110,794,750=) * 100% = 4.1%</li> </ol> <p>The LLG did not use more than 20% of the OSR on councilors allowances in the previous FY</p>	1
	Maximum score 4			
9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	The LG budgeted and used OSR for Compound maintenance, payment of salary for the cleaner and minor repairs that were done on the offices and refixing of doors summing up to 5,700,000=	1
	Maximum score 4			

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

**D. Financial 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	LLG submitted annual financial statements to Auditor General on 10/8/22 as evidenced by receipt of Auditor General Mbarara.	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	The LLG submitted the First quarter financial and physical progress report for the previous FY to the LG Accounting Officer on 12/10/2021	1
	Maximum score is 6			

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>The LLG submitted the second quarter financial and physical progress report, for the previous FY to the LG Accounting Officer on 4/01/2022</p>	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>The LLG submitted the third quarter financial and physical progress report for the previous FY to the LG Accounting Officer on 13/04/2022</p>	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>The LLG submitted the fourth quarter financial and physical progress report for the previous FY to the LG Accounting Officer on 28/07/2022.</p>	3
	<p>Maximum score is 6</p>			

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

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:	The Town Clerk appraised all the 18 LLG staff as follows:		
	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	Name	Designation	Date
		1 Kigozi Abdunoor	ATC	30/06/2022
		2 Yahaya Kijana 30/06/2022	Health Assist	
		3 Atwine Winnie	Treasurer	30/06/2022
		4 Ayesigamukama Tracy	CDO	30/06/2022
		5 Kengonzi Olive 30/06/2022	Senior Internal Auditor	
		6 Namanya Mercy	Agriculture Officer	30/06/2022
		7 Kenyonyozi Justine 30/06/2022	Office Attendant	
		8 Kachemba Bruce 30/06/2022	Planner	
		9 Muhwezi Balaam	Engineer	30/06/2022
		10 Ahaturabize Dan	Physical planner	30/06/2022
		11 Natweta Sally	Asst tax Officer	30/06/2022
		12 Amumpaire Christine	Sec.	30/06/2022
		13 Katabazi Bosco	Enforcement	30/06/2022
		14 Sentongo Ali	Porter	30/06/2022
		15 Sengiuva Barnabas	Town Agent	30/06/2022
		16 Tukahirwa Mariam	Town Agent	30/06/2022
		17 Ninsiima Jeal	Town Agent	30/06/2022
		18 Mundu Enock	Health Inspector	30/06/2022

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:	The Town Clerk appraised all the 4 Primary School Head teachers as follows:-		
	(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Name	School	Date
		1 Kyarikunda Angella 30/12/2021	Rweiziringiro	
		2 Kemirembe Justin	Kakoma	30/12/2021
		3 Muwonge Sadic	Rutsya	30/12/2021
		4 Busingye Medius 30/12/2021	Kaberebere Town school	

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The Town Clerk appraised the In-charge Kiikokwa HC III on 30/06/2022.	2
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The LLG publicized staff on Notice Board and in TC's office as per the list dated July 2022.	3
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The TC reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports that were received by District Registry as follows:  <ul style="list-style-type: none"> <li>• July 21-02/08/21</li> <li>• August 1/09/21</li> <li>• September 4/10/21</li> <li>• October- 01/11/21</li> <li>• November – 02/12/21</li> <li>• December – 05/1/22</li> <li>• January – 01/02/22</li> <li>• February – 04/03/22</li> <li>• March – 04/04/22</li> <li>• April – 06/05/22</li> <li>• May – 02/06/22</li> <li>• June – 11/07/22</li> </ul>	3

## F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	The LLG had a DDEG IPF of 12,710,936, and expenditure was as follows :-  <ul style="list-style-type: none"> <li>Acquiring land titles: Voucher no.1/4 -3,000,000, Voucher no. 3/12- 1,200,000, &amp; 2/12-850,000= dated 14/12/21 &amp; totaling to 7,310,000=</li> <li>Data Collection: Voucher no. 4/12 dated 21/12/21- 1,295,000.</li> <li>80%of the Total IPF of 12,710,936 is equal to 10,168,748 &amp; 10% 1,271,094.</li> </ul> LLG spent more than 10% on data collection and less than 80% on investment.	2
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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	Administration 115.9%, Finance 118.8%, Statutory Bodies 134.8%, Production 196.7%, Health 141.2%, Education 0, Roads 40%, Natural resources 0%, CBS 84%,  Planning 56%, Internal Audit 100%.  Whereas some sectors spent above their budgets, others grossly under spent to less than even 50%	0
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16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	No evidence of progress reports to determine the percentage	0
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### G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	The LLG carried out environmental, social and climate change screening as per Screening reports and ESMPs for renovation of 2 stance latrine at TC Quarters, Supply of desks to P/S & maintenance of Com Centre – Rugarama Rd complete.	2
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18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<p>The LLG has a system for recording, investigating and responding to grievances.</p> <p>i. The TC Twinomugisha Sam appointed a GRC according to the appointment letters seen dated 6/7/2021.</p> <p>ii. The designated person to coordinate &amp; also response for feed-back is Ayesigamukama Tracy a CDO appointed on 6/7/2021</p> <p>iii. The LG has a log book with information and reference for onward action capturing the details of the complainants, the case and action taken with complaints handled on 14/4/2022 and 10th May, 2022.</p> <p>iv. The LG had a Flow chart defining the referral and feedback path for any grievance.</p>	1
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0</p>	<p>The LLG has publicized the grievance redress mechanisms on the TC offices Notice Board</p>	1
19	<p>The LLG has a functional land management system</p> <p>Maximum score 1</p>	<p>If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0</p>	<p>The TC Appointed an area land committee on 29/12/2021 in minutes on instructions from CAO in a letter dated 28/12/2021 based on Council approval under minute 06/ (c) 12/20/22/FC.</p> <p>The committee held meetings as per minutes dated 1/2/2022 and 18/3/2022 prerogatives.</p>	1

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

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>The LLG conducted awareness campaigns and mobilization of parents for improvement of service delivery in Education as per:</p> <ol style="list-style-type: none"> <li>1. Report dated 8/6/22 prepared by TC on school dropout rates and early marriages with attendance sheet prepared for the LC III C/P on reduction of school dropouts and of early marriages.</li> <li>2. Report on parent's awareness and mobilization dated 10th March 2022 addressed to the Town Clerk. The report covers areas of payment of school dues, development funds and meals at Rweziringiro Primary school</li> <li>3. Report on parents' awareness dated 8/06/2022 on school feeding, girl child education and early childhood education at Kakoma Primary school.</li> </ol>	3
21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>The LLG monitored schools as per the following monitoring reports :-</p> <ol style="list-style-type: none"> <li>1. Third term monitoring report addressed to the Town Clerk dated 25/10/2021 compiled by the Assistant Town Clerk covering the Primary Schools of Rweziringiro, Kakoma, Rutsya and Kaberebere.</li> <li>2. Second term monitoring report addressed to the Town Clerk dated 10/05/2022 compiled by the Assistant Town Clerk covering the Primary Schools of Rweziringiro, Kakoma, Rutsya and Kaberebere.</li> <li>3. First term monitoring report addressed to the Town Clerk dated 25/03/2022 compiled by the Assistant Town Clerk covering the Primary Schools of Rweziringiro, Kakoma, Rutsya and Kaberebere.</li> </ol> <p>Notable issues highlighted include; Inadequacy of desks for learners, status of school infrastructure, inadequacy of staffing levels. Term 3 issues were discussed in the General Purpose Committee on 12/11/2021. 100% of the schools were monitored.</p>	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	Letters of appointment written by DEO to Head teachers dated 12/3/2021, 9/4/2021, 22/3/2021 and 14/5/21 for Rutsya P/S, Rweiziringiro P/S, Kakoma P/S and Kaberebere Town School respectively with the appointment letters to members seen.  Meetings were held on the following dates:-  1. Kakoma Primary School on 4/9/21, 8/2/22 & 18/5/22.  2. Kaberebere Town School on 10/06/22  3. Rutsya Primary School on 26/10/2021, 30/12/2021, 29/09/2021, 15/06/2022, 15/02/2022  4. Rweiziringiro Primary school on 26/9/21, 10/3/22, 8/6/22  The Minutes covered issues like budgets, inspection reports and they all had action plans as well as implementations status reports.	<b>3</b>
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**I. Primary Health Care Services Management**

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	The LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery as per the reports below:-  1. Mobilization and advocacy for COVID 19 immunization in Kaberebere TC dated 17/12/2021 to the TC by Yahaya Kijana a Health Inspector.  2. Sensitization and mobilization for COVID 19 Campaign dated 10/1/2022 to TC by Kesande Barbra a H/A  3. Mobilization and sensitization for Polio immunization dated 10/1/2022 by Kesande Barbra.	<b>3</b>
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24	The LLG monitored health service delivery at least twice during the previous FY  Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	The LLG monitored aspects of health service delivery like immunization services, emergency preparedness, maternal and child health service and nutrition at Kikokwa HC III as per monitoring reports from Yahaya the Health Inspector to the TC dated as below :-  1. 5/4/2022 report discussed in executive meeting held on 21/4/2022 under Min No. 21/4/2022.  2. 18/1/22 report discussed in executive meeting held 7/1/2022 under Min No. 7/1/2022	<b>4</b>
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25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	The LLG has one Government Hc – Kiikokwa HC III & one PNFP – Kakoma HC.  i. Kiikokwa HC III: HUMC composed, members were approved in a council meeting held on 19/3/2021, under minute no. 03/3/2021 being 9 members and Lubega Kazooru Midragi signed by Kabegambire Hilary the Secretary & confirmed by Kahima Bakemans Speaker  Meetings were meetings held on 10 /12/2021, 31/3/2022, 29/6/22, 25, 9 members attended.  Report on implementation of council recommendation 25/2/2022, 24/5/2022 ,
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### J. Water & Environment Services Management

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

29	<p>Functionality of investments in water and sanitation facilities</p> <p>Maximum score is 2</p>	<p>Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.</p> <p>Score 2 else 0</p>
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**K. Urban Planning and Management (Applicable to Town Councils and Divisions only)**

30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0</p>	<p>There is a Physical Planning committee of 5 members appointed by the Town Clerk On 8/6/21.</p> <p>The committee considers new investments/ application for development permission on time as seen in the register opened in January 2013.</p> <p>The LLG submitted minutes dated 2/8/21, 268/1/22, 26/5/22 &amp; 26/5/22 to the MoLHUD.</p>	1
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30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:</p> <p>20% in 2022/23</p> <p>30% in 2023/24</p> <p>40% in 2024/25</p>	<p>There was the physical Development Plan 2010/2021 and an approved area Action Plan showing focus area of surveyed plots and roads to be marked. It was approved on 13/08/2021 under minute 10(e)/8/2021.</p> <p>The area Action Plan Implementation report for FY 2021/2022 addressed to the Town Clerk, dated 6/05/2022 compiled by the Assistant Physical Planner was also in place.</p>	1
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31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0</p>	<p>The TC has no approved Physical Development Plan for comoarison;</p>	0
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31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0	10 roads named and 23 plots surveyed as planned and reported in the Area action plan implementation report dated 06/05/22.	1
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	There was no Evidence that the LLG has a functional Development Control	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	The LLG had prepared Status report on Garbage and Disposal 2021/22 date 30/6/2022, written by the Health Inspector, Kijana Yahaya Jerry addressed and received for action by the Town Clerk Kaberebere Town Council, Twinomugisha Sam	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	The LLG conducted awareness campaigns as per the report on sensitization on solid waste management dated 7/4/2022 made by the HI to TC where 68 participants attended (30 males & 38 Females)	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	The LLG prepared an annual Infrastructure Inventory for FY 2021/22 as per report dated 29/6/2022 compiled by the Ag. Town Engineer and signed by TC covering Roads & Buildings.,	1

33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	The LLG prepared an O&M annual workplan for for the current FY equating to 8,000,000= including repairs of motorcycles, vehicle, compound maintenance, operating the tractor and minor repairs on TC buildings.	1
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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	There was No evidence seen for expenditure on O&M for FY 2021/22	0
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**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported  Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	LLG extension staff collected production statistics and Data collect analyzed and reported on post-harvest handling on 30th July, 21 by AO submitted to DPO on 30/7/21.	2
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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 of visits and training farmers on agronomic practices dated 29/2/22 by AO submitted to DPO.  Evidence of a report on awareness creation impact of rabies diseases by AO on 30/8/2022 submitted to DPO attendance sheets date 12/8/22 attached.	2
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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

Evidence of 12 monthly reports as follows:

30/6/22 Monitoring report on activities done in the slaughter slab during meat inspection to find out level of public hygiene of an area, a report prepared by AO submitted to DPO

31/5/22 monitoring report on veterinary drug shop operating in the TC to monitor the recommended Veterinary drug shops on efficiency and safety of drugs in the TC by AO submitted to DPO

30/4/22 monitoring of dairy cattle and poultry distributed under Operation Wealth Creation to assess the quantities of livestock supplied if still alive, died or out of stock

30/3/22 Monitoring report on disease surveillance of rabies outbreak in dogs to identify the signs and symptoms of rabies in dogs, prepared by AO submitted to DPO

28/2/2022 Monitoring report on disease surveillance of outbreak and Des Petites (PDR) in goats and sheep to assess the effects of PPR on goats farmers income from the above areas prepared by AO submitted to DPO

30/1/2022 Monitoring the distribution of NPK fertilizer and its application to pasture gardens by AO submitted to DPO

20/12/2021 Monitoring report on control of African Swine fever disease to advise farmers on how they can reduce the spread of the disease by AO submitted to DPO.

30/11/2021 Monitoring report on occurrence and control measures of FMD to assess the implementation of quarantine measures and vaccination program by AO submitted to DPO.

30/9/2021 Monitoring on distribution of pasture cutting and legume seed to monitor LCs on the ways of distribution by AO submitted to DPO

31/7/2021 Monitoring on construction of zero grazing unit with Bio Gas to monitor the stage of construction by AO submitted to DPO

Evidence of supervision report on disease surveillance on outbreak of pests, Des Petites (PPR) in Goats to assess the prevalence of pests des in shoots date 28/2/2022 by TC LCIII Chairperson on 28/2/22

Evidence of supervision report by TC on NPK fertilizer and its application to pasture gardens to verify the number of NPK bags received by farmer by farmers, prepared by TC to Chairperson LC II on 22/12/2021

Evidence of supervision report on veterinary drug shops and dairy cattle distribution under OWC dated 30/6/2022 by TC to Chairperson on 30/6/2022



37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Evidence of report on training farmers in post-harvest handling of Beans and maize dated 30/12/2021 by AO submitted to DPO on 2/1/222  Evidence of training report on outbreak of Lumpy skin disease to equip farmers with skills on control of disease from farm to another by AO submitted to DPO	2
Maximum score is 2				
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	Evidence of a report on technical backstopping on how to use irrigation kits, prepared by AO from 5-10th June, submitted on 22nd June, 2022.  Evidence of report on technical backstopping of farmers (Goats, sheep) in control measures and treatment of PPR in villages of Kyenyangi,	2
Maximum score is 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.

Kabingo SC is comprised of the following 5 Parishes i.e. Kagogo, Katembe, Kyeirumba, Kyarugaju and Bitooma.

The LG had PDM guidelines in place. PDCs for all the above parishes were constituted and membership in all the PDCs was as per submissions from the Parishes dated as follows:

1. Kagogo 24/02/2022
2. Katembe 24/02/2022
3. Kyeirumba 21/02/2022
4. Kyarugaju 23/02/2022
5. Bitooma 21/02/2022

The PDCs' composition was as follows:

1. Chairpersons LC II,
2. Parish Chief,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The PDCs conducted mobilization and sensitization activities for the communities and groups within the Parishes on PDM, as per minutes of the meetings conducted on the following dates;

1. Kagogo on 05/03/2022
2. Katembe on 30/03/2022
3. Kyeirumba 04/03/2022
4. Kyarugaju 08/03/2022
5. Bitooma 29/03/2022

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 for the recent PDM data collection was disaggregated by village, gender. Age and economic activity as stipulated in the PDM guideline.

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

• The LLG mapped NGOs, CBOs and CSO operating in the sub county as follow;

TPO which operates in the entire sub county rendering activities such as; child protection, HIV/AIDS prevention, Wash activities and COVID-19 awareness.

ARISE which operates in Kagogo Parish with activities such as; provision of scholastic materials, pay school fees, pay salaries for teachers, provision of pads and support co-curricular activities in schools.

OXFAM operating in Rwemigango Kagogo Parish rendering activities such as; Environmental conservation, inputs and provision of water.

ICYD operating in the parishes of Kyeirumba, Kyarugaju & Kagogo rendering activities such as: Education for out of school, training of Head teachers on violence against children in schools, training of out of school youth, training teachers in home learning, paying school fees for pregnant girls.

ACTS UGANDA operating in Kyeirumba parish giving services such as; Provision of water, sanitation and hygiene and tree planting.

2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>i) The LLG provided guidance and information to the Village Executive Committees and to PDCs during approval of Programs/activities to be implemented within the Parish as evidenced by Parish Executive Committee Meeting Minutes dated as follows;</p> <ol style="list-style-type: none"> <li>1. Kagongo dated 22/11/2021</li> <li>2. Kyarugaju dated 26/11/2021</li> <li>3. Bitooma dated 22/09/2021</li> <li>4. Kyeirumba dated 22/11/2021</li> <li>5. Katembe dated 22/11/2021</li> </ol>	2
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3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>A list of Priority enterprises per parish was communicated through a letter by the SAS dated 26/06/2022.</p>	2
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**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The LLG had the 5- Year Development Plan duly signed by the Sub-county Chief and the Sub-county Chairperson.</p> <p>The LLG had an Annual Work plan and Budget for Financial Year 2022/2023 FY duly signed by the Sub-county Cief1 and LG Chairperson.</p> <p>The LG priority projects for the current FY include;</p> <p>i) Construction of 3 stance pit latrine drawn from the development plan III page 77 project profile and Pg 62</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>i) Construction of 3 stance pit latrine drawn from the development plan III page 77 project profile and Pg 62</p> <p>All parishes submitted their priorities and dully signed by Parish Chief and PDC Chairperson as per detailed.</p> <p>1. Kagogo parish signed on 25/11/20221 and submitted on 28/11/2021</p> <p>2. Kyeirumba parish signed on 24/11/2021 and submitted on 24/11/202021 .</p> <p>3. Kyarugaju parish signed on 29/11/2021 and submitted on 29/11/2021 .</p> <p>4. Katembe parish signed on 15/3/2022 and submitted on 15/3/2022.</p> <p>5. Bitooma parish signed on 25/9/2021 and submitted on 25/11/2021</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>iii) Budget conference report was in place and dated 29/10/202.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>iv) The budget includes investments to be financed by the LG such as Construction of 2 stance pit latrine at Nyakayojo.</p>	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	v) Project profiles for construction of 2-stance latrine developed on pg 77, road maintenance of Kyeirumba, Kabagabe, Rugara on pg 80 using RF.	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	vi) That the LLG budget for Financial Year 2022/2023 was approved on 13/05/2022 and submitted to the District on 13/05/2022.	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	The procurement Plan for the LLG was in place and was submitted PDU on 14/4/2021 for 2021/2022 and on 11/4/2022 for 2022/2023.	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	The project to be funded using DDEG is Construction of 2 stance pit latrine in Nyakayojo Primary School which complies with the investment menu in the DDEG Grant, Budget and Implementation Guidelines.	2

#### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The Total Local Revenue Budget for FY 2021/2022 was UGX. 19, 930,000 as per approved budget estimates Page 6. Actual Collected was UGX. 20,230, as per approved budget estimates Page 6.	1
	Maximum score is 1		$20,230,000 / (19,930,000) \times 100 = 101\%$	
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	2020/2021 Budget as per final Accounts was UGX. 20,899,694  FY 2020/2021 Actual Revenue collected as per final Accounts was UGX 20,899,694.  FY 2021/2022 Budget collected as per final Accounts was UGX. 19,930,000  FY 2021/2022 Actual Revenue collected as per final Accounts UGX. was 20,230,000  Increase in LR Collected $20,230,000 - 20,899,694 = -669,694$  iv. $20,899,694 \times 100 = (3.2)\%$  O OSR reduced by 3.2% from previous FY but one to previous FY  Approved budget 2021 Sec I on revenue performance proceeding 19/20 and 2020/21 and details as revenue Account Pg. 32 statement or revenue submitted On 30/8/2021.	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.	The LLG remitted OSR to the administrative units as follows:  Voucher No. 1/11 UGX.1,190,000=  Voucher No. 1/6 UGX.1,768,000=  Voucher No. 2/11 UGX.185,000=  Voucher No. 2/6 UGX.355,000=	1
	Maximum score 4			
9	The LLG has properly managed and used OSR collected in the previous FY	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	There was payment of UGX. 1,960,000 to councillors as their allowances with voucher numbers  (13/8, 15/8, 12/11, 27/11, 26/11, 25/11, 24/2, 25/2, 5/2, 4/2, 17/5, 16/5, 21/5, 20/5.)	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:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	The LLG used the funds as was budgeted for operation and maintenance in the previous financial year as indicated in their approved budget on page 30.	1
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Revenue assessment details and sources items were displayed on the notice board for public access.  Also the details of revenue performances per items were displayed.	1
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**D. Financial Management**

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	LLG submitted its annual financial statements to Auditor General for the year that ended on 23/8/2022	4
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11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  i. Q1 by 15th October score 1 or else 0	The LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer on the following dates:  1. Quarter One 15/10/2021	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>2. Quarter two on 13th January 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>3. Quarter Three on 7th April 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>4. Quarter Four 18th June 2022</p> <p>All the 4 reports were endorsed by the Sub-county Chief Kyomugasho Juliet.</p>	3

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

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Kabingo Sub-county has the following Permanently posted Local Government staff and the Sub-County Chief appraised them as follows</p> <ol style="list-style-type: none"> <li>1. Naabaasa Tomson (Agricultural Officer) was appraised on 30/06/2022.</li> <li>2. Mwesigwa Amos (Assistant Animal Husbandry Officer) was appraised on 30/6/2022</li> <li>3. Kyarisima Agatha (Saa) appraised on 30/6/2022</li> <li>4. Tushabe Patience (CDO) appraised on 30/6/2022</li> <li>5. Kazarwa moreen (Parish chief) appraised on 30/6/2022</li> <li>6. Ainembaabazi Miria (Parish chief) appraised on 30/6/2022.</li> <li>7. Nsimenta rosemary (Parish chief) appraised on 30/6/2022</li> <li>8. Kato Alex (Parish Chief) appraised on 30/6/2022</li> <li>9. Ntungire Yonah (Parish chief) appraised on 30/6/2022</li> </ol>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>The Sub-County Chief appraised the Primary School Head teachers as follows as;</p> <ol style="list-style-type: none"> <li>1. Ampurire Elizabeth Head teacher Rubira Primary School was appraised on 31/12/2021</li> <li>2. Tujunwe Catheline Head teacher Kyarugaju Primary School was appraised on 31/12/2021</li> <li>3. Kyomugisha Angella Head teacher Kayonza Cope Primary School was appraised on 31/12/2021</li> <li>4. Katagira Turinawe Deus Head teacher Kagoogo United Primary School was appraised on 31/12/2021</li> <li>5. Mbabazi shallon Head teacher Nyakayojo Primary School was appraised on 31/12/2021</li> <li>6. Muhimbise Deus Head teacher Katembe Primary School was appraised on 31/12/2021</li> <li>7. Bangirana Alex Head teacher Byaruha Primary School was appraised on 31/12/2021</li> </ol>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III &amp; II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>The Sub-County Chief appraised the Health Centre In-charges as follows:</p> <ol style="list-style-type: none"> <li>1. Muhereza Nicholas the in-charge Kyarugaju HC II was appraised on 30/06/2022.</li> <li>2. Tugume Philip the in-charge Katembe HC II was appraised on 30/6/2022.</li> </ol>	2

13	Staff duty attendance	Evidence that the LLG has	<ul style="list-style-type: none"> <li>• Staff structure was in place</li> <li>• LLG staff list was in place, comprehensive and it included Health centre and Primary School Staff.</li> <li>• The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charges.</li> </ul>	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	<p>The Sub-county Chief reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows:</p> <ul style="list-style-type: none"> <li>July 2022 on 04/8/2021</li> <li>Aug 2021 on 06/09/2021</li> <li>September on 05/10/2021</li> <li>Oct 2021 on 04/11/2021</li> <li>Nov 2021 on 02/12/2021</li> <li>Dec 2021 on 04/1/2022</li> <li>Jan 2022 on 04/2/2022</li> <li>Feb 2022 on 4/3/2022</li> <li>March 2022 on 04/4/2022</li> <li>April 2022 on 04/5/2022</li> <li>May 2022 on 06/6/2022</li> <li>June 2022 on 01/07/2022</li> </ul>	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		

## F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	<p>DDEG IPF- 42,231,154, 33,784,923,2,11,557, 4,4,223,115</p> <p>Data Collection UGX. 4,200,000</p> <p>Project Appraisal UGX. 2,110,000</p> <p>Land titling UGX. 12,000,000</p> <p>Supply of 3 seater twin desks to Kabibi, Rubiira and Kyarugaju Primary schools</p>	2
	Maximum score is 2			

15	<p>The LLG spent the funds as per budget</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The LLG AFS shows sector expenditure against budget as follows: -</p> <p>SECTOR %AGE</p> <p>Administration 127.5</p> <p>Finance 80</p> <p>Statutory Bodies 51</p> <p>Production Services 400</p> <p>Health 233</p> <p>Education</p> <p>The LLG deviated more than 10% in Administration, Production and Health.</p>	2
16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>The land titles have already been processed and received.</p> <p>Also the 3 seater twin desks were procured and supplied to the respective schools evidenced with 21,657,720. Vr ¼ and vr 2/12, 1/12, 1/9/ 1/10,3/10 totalling to shs 18,330,0000</p>	2

### G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Screening was conducted for the following roads</p> <ul style="list-style-type: none"> <li>• Construction of pit a latrine at Kyarugaju Primary School and Kayonza Cope Primary School dated 14/04/2022</li> <li>• Supply of twin desks to Rubira Primary School, Kabibi Primary School and Kyarugaju Primary School dated 14/04/2022.</li> <li>• Kayonza-Kyarugaju-Katembe Road dated 25/11/2021.</li> <li>• Kayonza-Rwakasharura-Ndoragye road dated 25/11/2022.</li> <li>• Rwakasharura-Ndorwagye road dated 3/01/2022</li> </ul>	2
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18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A specified a system for recording to, investigating and responding to grievances was in place.  A complaints log book was in place where all complaints were recorded with a complaint submitted on 25/02/2022  The CAO designated a Focal Point Person to coordinate response to feed-back on 5/10/2021.  There was no defined complaints referral path.  The Grievance Redress Mechanism displayed on the LLG Noticeboard in a notice dated 14/10/2021.	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	he Grievance Redress Mechanism displayed on the LLG Noticeboard in a notice dated 14/10/2021	1
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area Land Committee appointed by SAS as per appointments dated 28/12/2022 on the instruction from CAO dated 23/12/2022 based on District Council approval under MIN.No: 06(c) 12/21/22/FC.  The Committee appointed the following;  1. Tugume Jonan 2. Kamukama Issiah 3. Bigirwa Richard 4. Kyarimpa Nuriat 5. Kansiime Adrine  Committee held meetings as per minutes dated 06/06/2022, 22/03/2022 and 13/01/2022.  In the meeting, the Committee reviewed applications that had been submitted for land titling and visited lands to be titled.	1

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

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>There is a report authored by Kyomugasho Juliet, the Senior Assistant Secretary dated 21/02/2022. The report cover areas;</p> <ul style="list-style-type: none"> <li>Dangers associated with teenage pregnancy</li> <li>Child education and sexual reproductive health</li> <li>Need for children to learn</li> </ul> <p>There is also a report authored by Kyomugasho Juliet, the Senior Assistant Secretary dated 20/09/2021 addressed to LCIII chairperson. The report covers areas;</p> <ul style="list-style-type: none"> <li>Alcoholism and drug abuse among youth</li> <li>Poverty eradication among communities</li> <li>Domestic violence among families</li> </ul>	<b>3</b>
21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>Report on monitoring status of 7 dated 21/3/2022, 4/02/2022 and 13/12/2021 by the SAS in the 7 primary schools by the Sub-county Chief.</p> <p>Report on monitoring school enrolment in the 7 Primary Schools dated 29/06/2022 by the Sub-county Chief.</p> <p>Report on monitoring maintenance of 7 Primary schools of dated 6/09/2021 by the Sub-county Chief.</p> <p>The monitoring reports were submitted to the General Purpose Committee held on 13/02/2022.</p>	<b>4</b>

22	Existence and functionality of School Management Committees  Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	The School Management Committees appointed on the following dates:  1. Rubira Primary School on 30/07/2021 under MIN.No: 05/02/2021(i)  2. Nyakayojo Primary School 9/4/2021 2021 under MIN.No: 05/02/2021(i)  3. Katembe Primary School on 15/04/2021 2021 under MIN.No: 05/02/2021(i)  4. Byaruha Primary School on 26/03/20212021 under MIN.No: 05/02/2021(i)  5. Kagogo United Primary School on 29/03/2021 2021 under MIN.No: 05/02/2021(i)  6. Kyarugaju Primary School on 30/07/2021 2021 under MIN.No: 05/02/2021(i)  7. Kayonja Cope Primary School on 29/03/2021 2021 under MIN.No: 05/02/2021(i)	<b>3</b>
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**I. Primary Health Care Services Management**

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Report on awareness campaigns to communities on PHC dated 26/06/2022, by the in-charge Katembe HC II was on file.	<b>3</b>
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	The Sub-county Chief monitored Health Service delivery as per reports dated 10/03/2022 and 19/12/2022.	<b>4</b>

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 Health Centres in the LLG i.e Katembe and Kyarugaju had functional Health Unit Management Committees appointed on 20/03/2022.  <ul style="list-style-type: none"> <li>• The HUMC of Kyarugaju sat on the following dates; 9/06/2022, 04/11/2021 and 13/01/2022.</li> <li>• The HUMC of Katembe Health Center II HUMC was also approved and appointed by the council on 18/3/2022 under min.7/3/2022.</li> </ul> <p>The committee members were people for each health unit.</p>	<b>3</b>
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**J. Water & Environment Services Management**

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Request letter dated 8/1/2022 written by the Sub County Chief Kabingo to the District Water Officer for consideration of Rwemigango borehole maintenance in FY 2022/2023	<b>3</b>
27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	<ul style="list-style-type: none"> <li>• Monitoring report dated 12/1/2022 made by the CDO to the Sub County Chief highlighting water facilities visited as Byaruha 1 &amp; 2 boreholes, Kabagabe Boreholes, Kyaruhagaju Community Dam and Rwemigango borehole and findings.</li> <li>• The main objectives for monitoring were to evaluate the functionality of these water points.</li> <li>• To equip awareness on water sources to the community inline water and sanitation management.</li> <li>• The functionality of appointed water management committee.</li> </ul>	<b>3</b>



28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	Water and sanitation committees were established as per the following submission/ appointments;  1. Kyarugaju dam on 08/03/2022 2. Rwemigango Borehole on 13/03/2022 3. Byaruha I Borehole on 08/09/2021 4. Kabagabe Borehole on 08/09/2021 5. Byaruha II borehole on 08/09/2021  The committees are functional and hold meetings as evidenced by Minutes of the meetings dated as follows;  1. Kyarugaju dam on 11/02/2022 2. Rwemigango Borehole on 03/03/2022 3. Byaruha I Borehole on 15/04/2022 4. Kabagabe Borehole on 18/03/2022 5. Byaruha II borehole on 12/04/2022	2
29	Functionality of investments in water and sanitation facilities  Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.  Score 2 else 0	Updated list seen dated 5/6/2022 compiled by the CDO to SAS indicating water sources that are functional and those not functional.	2

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

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

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

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

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

## L. Production Services Management

34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There were reports on collection of Agricultural Statistics in Kabingo SC as shown below:</p> <ol style="list-style-type: none"> <li>1. A report dated 20/12/2021 compiled by Nabasa Tomson (Agricultural Officer) on collection of season production data for beans enterprise. The report was received by the DPO on 22/12/2021.</li> <li>2. A report compiled by Nabasa Tomson (Agricultural Officer) on collection of season production data for beans and coffee enterprises. The report was received by the DPO on 06/04/2022.</li> <li>3. A report compiled by Nabasa Tomson (Agricultural Officer) on registration of coffee farmers, data collection and projected production returns. Agricultural data was collected in the parishes of Katembe, Kyabinunga, Nyakigyera, Kyeirumba, Kagogo and Kyarugaju in kabingo Sc. The report was received by the DPO on 06/04/2022. List of farmers registered with their contacts and NIN attached.</li> </ol>	2
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Kabingo SC conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO as indicated below.</p> <ol style="list-style-type: none"> <li>1. Report dated 05/04/2022 on list of beneficiaries mobilized to receive Mango seedlings by Nabasa Tomson (AO) in which the Agricultural Officer compiled a list of mango seedlings beneficiaries for Kabingo Sc. The report was received by DPO on 08/04/2022</li> <li>2. Report on mobilization and distribution of OWC inputs received for sept 2021 season B by Nabasa Tomson (AO) in which the Agricultural Officer compiled a distribution list of Arabic coffee beneficiaries. The report was received by the DPO on 31/09/2021. The distribution lists of farmers that received coffee seedlings with their contacts and NIN is attached.</li> </ol> <p>Report dated 12/12/2021 on awareness creation for of farmers about planting pastures for their livestock in Kabingo Sc by Mwesigw Amos (AAHO). The report was received by DPO on 16/12/2021. Lists of farmers trained attached.</p>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization,</p>	<p>There was evidence that the Sub-County Chief and the Agricultural extension officer supervised and monitored Agricultural production activities in Kabingo SC. Reports were prepared and copies submitted to the DPO as follows:</p> <ol style="list-style-type: none"> <li>1. Report dated 31/01/2022 by Nabasa Tomson (AO) on monitoring and supervision of SC roads maintained in the FY 2020/2021. The report was received by the DPO on 07/02/2022.</li> <li>2. Report dated 28/02/2022 by Nabasa Tomson (AO) on</li> </ol>	2

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 of OWC inputs in Kabingo Sc. The report was received by the DPO on 02/03/2022.

3. Report dated 30/12/2021 by Nabasa Tomson (AO) on monitoring of pests and diseases outbreak. The report was received by the DPO on 04/01/2022.

4. Report dated 29/08/2021 by Nabasa Tomson (AO) on monitoring and supervision of ACDP projects. The report was received by the DPO on 01/09/2021.

5. Report dated 29/04/2022 by Nabasa Tomson (AO). The report was received by the DPO on 03/05/2022.

6. Report dated 29/06/2022 by Nabasa Tomson (AO) on monitoring of Sc agricultural projects. The report was received by the DPO on 01/07/2022.

7. Report dated 30/07/2021 by Nabasa Tomson (AO) on monitoring of Micro Scale Irrigation beneficiaries in the Sc. The report was received by the DPO on 04/08/2021.

8. Report dated 30/05/2022 by Nabasa Tomson (AO) on monitoring of farmers trained on soil and water conservation. The report was received by the DPO on 02/06/2022.

9. Report dated 30/03/2022 by Nabasa Tomson (AO). The report was received by the DPO on 06/04/2022.

10. Report dated 29/09/2021 by Nabasa Tomson (AO) on monitoring the germinability of inputs received from SAA in sept season B 2021. The report was received by the DPO on 01/10/2021.

11. Report dated 29/10/2021 by Nabasa Tomson (AO) on monitoring of OWC inputs like Maize. The report was received by the DPO on 02/11/2021.

12. Report dated 31/11/2021 by Nabasa Tomson (AO) on monitoring the implementation of UMSFSNP in the SC. The report was received by the DPO on 03/12/2021.

13. Report dated 30/01/2022 by Mwesigwa Amos (AAHO) on monitoring and supervision of heifers under Hon. Min. Rwamirama 2021. The report was received by the DPO on 30/01/2022.

14. Report dated 30/09/2021 by Mwesigwa Amos (AAHO). The report was received by the DPO on 06/10/2021.

15. Report dated 30/08/2021 by Mwesigwa Amos (AAHO) on monitoring of animal diseases outbreak. The report was received by the DPO on 05/09/2021.

16. Report dated 30/07/2021 by Mwesigwa Amos (AAHO) on monitoring and supervision of model farmers on pasture management. The report was received by the DPO on 02/08/2021.

17. Report dated 30/12/2021 by Mwesigwa Amos (AAHO) on monitoring and supervision of heifers under Hon. Min. Rwamirama 2021. The report was received by the DPO on 04/07/2021.

Report dated 30/03/2022 by Mwesigwa Amos (AAHO) on monitoring of diseases surveillance. The report was received

Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	There was evidence that the extension officers conducted farmer trainings in Kabingo SC as indicated below:  1. A report dated 28/09/ 2021 by Nabasa Tomson (AO) in which the Agricultural Officer conducted trainings of farmers in good agronomic practices of priority enterprises, pests and diseases control and distribution of OWC inputs. The officer went ahead and highlighted some challenges and recommendations. The report was received by the DPO on 30/09/2021.  2. A report dated 18/01/2022 by Nabasa Tomson (AO) in which the Agricultural Officer conducted trainings of farmers in record keeping, opening accounts for project beneficiaries under ACDP project. The report was received by the DPO on 28/01/2022.  3. A report compiled by Nabasa Tomson (AO) in which the Agricultural Officer carried out pests and diseases on Fall Army Worm in Maize. The AO also highlighted on status of maize garden, control measures and recommendations. The report was received by the DPO on 18/11/2021.  4. A report compiled by Nabasa Tomson (AO) in which the Agricultural Officer conducted training of farmers in good agronomic practices of Maize, Bean and Millet. The officer went ahead and highlighted some challenges and recommendations. The report was received by the DPO on 30/09/2021.  5. A report dated 29/04/2022 by Nabasa Tomson (AO) in which the Agricultural Officer conducted trainings of farmers in good agronomic practices. The officer went ahead and highlighted some challenges and recommendations. The report was received by the DPO on 03/05/2022.
Maximum score is 2		

The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	<p>There was evidence that the extension officers in Kabingo SC conducted trainings on e-Voucher management system, lead farmers, control and management of Banana bacterial wilt and banana weevils in Kabingo SC.</p> <p>1. A report by Nabasa Tomson (AO) in which the extension Worker conducted training and sensitization of farmers on control and management of Banana bacterial wilt and Banana weevils in Kabingo Sc. The officer went ahead and highlighted some achievements, challenges affecting them and recommendations. The report was received by the DPO on 11/02/2022. The lists of farmers trained attached.</p> <p>2. A report by Nabasa Tomson (AO) in which the extension Worker conducted training of farmers on e-voucher management under Uganda Cooperative Alliance in Kabingo Sc. The training was basically on beans and coffee and it was done in Kyeirumba and kagarama parish. The lists of farmers trained attached.</p> <p>3. A report dated 08/08/2021 by Nabasa Tomson (AO) in which the extension Worker carried out selection and training of lead farmers for season B 2021 in kabingo Sc. The report was received by DPO on 12/08//2021.</p>
Maximum score is 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.

Kabuyanda Sub County is comprised of 4 parishes i.e. Rwakakwenda, Kanywamaizi, Kabugu and Kagaara.

The LG had PDM guidelines at the station.

The PDCs for the above parishes were constituted and membership is as per the PDM guidelines as follows;

1. Chairpersons LC II,
2. Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward,
7. Elders/opinion Leaders.

The constituted PDCs submitted to Senior Assistant Secretary as evidenced by submission with lists of PDC members dated as follows;

1. Rwakakwenda submitted by Akankwasa .G. William on 21/02/2022
2. Kagaara submitted by Tuhaise Kenneth on 25/02/2022
3. Kabugu submitted by Tumwine Micheal on 23/02/2022
4. Kanywamaizi submitted by Habasa Francis on 22/02/2022

The PDCs carried out sensitization and mobilization meetings as evidenced reports that were received by SAS as follows;

1. Kagaara dated 04/04/2022
2. Rwakakwenda dated 03/03//2022
3. Kanywamaizi dated 17/03/2022
4. Kabugu dated 05/04/2022



2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>There was no evidence that the LLG compiled and updated data about community profiling disaggregated by village, sex, wealth category, age and economic activity.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>Evidence not seen</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Evidence not seen</p>	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

iii. The Parish chiefs submitted selected enterprise evidenced by meeting reports that were to SAS dated as follows;

1. Rwakakwenda dated 05/05/2022
2. Kabugu dated 16/05/2022
3. Kagaara dated 04/05/2022
4. Kanywamaizi dated 12/05/200

2

## B. Planning and Budgeting

4

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

Maximum score is 6

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

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

The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The SCDP was endorsed by the SAS Twinomugisha Furugence & Chairman Namanya Yusuf on 19/09/2019 after approval by council on 17/09/2019 under Minute 06/09/2019.

The LG had in place an approved budget for FY 2022/2023 approved by Council on 11/5/2022 under Minute Min 05/Council/05/2022 and was endorsed by the SAS Agaba Godwin and Chairperson LC III Namanya Yusuf on 12/5/22

i) The LG priority projects in the ABWP for the current FY include :-

1. Construction of an Administration Block
2. Construction of a 3 stance pit Latrine at Kanyamaizi PS
3. Maintenance of Mishoroshazi - Engagura Road on page 5

The identified projects are in the development plan in Chapter 5.2 under the 5 year priorities. Thus AWPB is consistent with the LLG approved development plan III

1

4

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

Maximum score is 6

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

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

The LLG held parish planning meetings for all parishes on 02/09/2022. Amongst the priorities submitted for consideration was upgrading of Rwakakwenda HC II, provision of furniture for school, maintenance of community access roads, provision of water tanks for Schools, construction of a toilet at Kanyamaizi PS, construction of classrooms at Kigabagabaga PS and request for more varieties of quick maturing seeds. The reports by parish chiefs are dated 08/9/22.

1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The AWPB is based on the outcomes of the budget conference in the report dated 15th October 2021 about the meeting held on 13/10/21 which selected the projects and also recommended for the forwarding of repairing of boreholes and upgrading of Rwakakwenda HC II to the District.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The AWPB included investments to be financed by the LLG on page 5 such as Construction of an Administration Block and Construction of a 3 stance pit Latrine at Kanyamaizi PS under DDEG funds and Maintenance of Mishoroshazi - Engagura Road under Road fund</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>The LLG developed project profiles for the capital investments to be implemented in the current FY as seen on file and in the SCDP III on page 102.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>The LLG Budget was submitted to the District on 13/05/2022.</p>	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	The LLG submitted a procurement plan to the District on 26 April.	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	The LLG under the DDEG fund planned and prioritized the Construction of a pit latrine and an administration block under the Education and administration sectors which are all legible.	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The OSR Budget for FY 2021/2022 was UGX. 22,288,892 on page 6, Actual OSR collected was UGX. 22,127,063 on page 27 of AFS  $(22,127,063/22,288,892) \times 100=99\%$	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	The LLG actual collection for 2021/2022 was shs. 22,127,063 and actual collections for fy 2020/2021 was shs. 12,865,721 as per AFS page 5  $(22,127,063 - 12,865,721) / 12,865,721 \times 100 = 71.9\%$	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.	Actual Collection of OSR was 22,127,063  • 0.65 X22,127,063 =14,382,590 • 0.3X14,382,590= 2,876,518  • 0.5X14,382,590=719,129  • Total 4,314,777  The LLG only transferred UGX. 800,000 to lower administrative units as on Voucher no. 15/6 which is less than 4,314,777	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	The LLG used shs.3,579,500= to pay councilors allowances as per AFS page 38 which is more than 20% (2,876,518) of OSR	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 expenditure on Operation and maintenance was made	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.	Revenue assessments & collections information was displayed on the notice board.	1

#### D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>There was evidence that the LLG submitted its Annual Financial Statement to the Auditor General by August 29nd 2022 as per the received stamp.</p>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>The LLG submitted the quarterly financial and physical progress reports, for the previous FY for Q1 on 12/10/2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>The LLG submitted all the quarterly financial and physical progress reports, for the previous FY for Q2 on 10/1/2022</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>The LLG submitted all the quarterly financial and physical progress reports, for the previous FY for Q3 on 14/4/2022</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>The LLG submitted all the quarterly financial and physical progress reports, for the previous FY for Q4 on 11/7/2022</p>	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>The Sub county chief the appraised the 4 staff on the following dates;</p> <ol style="list-style-type: none"> <li>1. Habasa Francis the Parish Chief on 30/06/2022</li> <li>2. Akankwasa. G.William the Parish Chief on 26/06/2022</li> <li>3. Tuhaise Kenneth the Parish chief on 30/06/2022</li> <li>4. Kyarisima Jovenile SAA on 30/6/2022</li> <li>5. Tumwine Micheal the parish chief on 30/6/2022</li> </ol>	2
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12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Kabuyanda SC has 7 Primary schools and there was no evidence that SAS appraised them.	0
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	Kabuyanda Sub County has two HCII and one HIII and their In-charges were appraised as follows;  1. Nduhura Felex the In-charge Kanywamaizi HCIII was appraised on 30/06/2022  2. Ayebare Sadic the In-charge Kabugu HCII was appraised on 30/06/2022  3. Arinaitwe John Baptist the In-charge Rwakakwenda HCII was appraised on 29/06/2022	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	<ul style="list-style-type: none"> <li>• The staff structure was in place</li> <li>• Staff list comprising of all Sub County headquarter staff, 3 Health centre staff and Primary school teachers.</li> <li>• The LLG staff list including extension worker was signed by the Sub County Chief comprising of 3 Health centre in charges and 7 Primary school head teachers. The list was publicized on the LLG noticeboard.</li> </ul>	3



13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The SAS reviewed the staff attendance to duty on a monthly basis, compiled it into monthly attendance to duty reports which were submitted to the District as follows:  July, 2021 submitted on 03/08/2021 August, 2021 submitted on 02/09/2021 September, 2021 submitted on 02/10/2021 October, 2021 submitted on 03/11/2021 November, 2021 submitted on 03/12/2021 December, 2022 submitted on 04/01/2022 January, 2022 submitted on 03/02/2022 February, 2022 submitted on 03/03/2022 March, 2022 submitted on 04/04/2022 April, 2022 submitted on 04/05/2022 May, 2022 submitted on 02/06/2022 June, 2022 submitted on 03/07/2022	3
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**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	There was no expenditure on DDEG LLG investment	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 project implemented in last Financial year , project rolled.	0

16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>No project implemented in last Financial year , project was rolled.</p>	0
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**G. Environmental and Social Safeguards**

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The LLG carried out environmental, social and climate change screening for the and the ESMP for the planned projects and activities,</p>	2
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18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<p>TTThe LG has a system for recording, investigating and responding to grievances</p> <p>a) The LG had a committee appointed to handle grievances. The members of the GRC were appointed on 25/01/2022 in a letter signed by Agaba Godwin the SAS and the members are:</p> <ol style="list-style-type: none"> <li>1. Habaasa Francis Parish chief of Kanyamaizi as the Chairperson</li> <li>2. Tuhaise Kenneth Parish Chief Kagara as the secretary and assigned the role of coordinating the committee.</li> <li>3. Nduhura Felix In charge Kanyamaizi HC III , a member</li> <li>4. Hannington Ahimnisibwe, HM Kanywamaizi Primary as a member</li> </ol> <p>b) The LG also had a Complaints Log Book with information on cases received and how they are managed. 6 cases had been received and the Committee held a meeting to discuss the issues.</p>	1
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18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0</p>	<p>The LG also had a complaints referral path for handling grievances from communities or members in form of a flow chat.</p>	1
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19	<p>The LLG has a functional land management system</p> <p>Maximum score 1</p>	<p>If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0</p>	<p>There was no evidence that the the LLG had 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.</p>	0
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>The LLG conducted awareness campaigns and parent's mobilisation for improvement of education services delivery as per report by;</p> <p>Agaba Godwin, the Senior Assistant Secretary dated 18/09/2021 addressed to the LCIII Chairperson. The report covers areas of;</p> <p>GBV among families</p> <p>Child labour leading to dropout</p> <p>Alcoholism and abuse of drugs among youths</p> <p>School dropout</p> <p>Better upbringing of Children</p>	3
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21	Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	The LLG monitored schools as per the termly reports dated as follows;  • A report authored by Agaba Godwin the Senior Assistant Secretary dated 31/01/2022 indicating monitoring of all 7 primary schools in the sub county. The key highlights in the report were;  Increase in enrolment especially in ECD section.  Moderate attendance of learners  Observance of COVID-19 measures in schools  Dilapidated building especially in Kabugu P/s  Bushy compounds especially in Kigabagaba P/s Congestion in classrooms  Display of daily class enrolments on the school noticeboards	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	SMCs were existing according to the appointing instruction to the schools by the District Council as follows;  1. Kanywamaizi P/s dated 10/03/2021 under MIN.No: 05/02/2021(i)  2. Kigabagaba P/s dated 05/10/2021 under MIN.No: 05/02/2021(i)  3. Kabugu P/s dated 27/04/2021 under MIN.No: 05/02/2021(i)  4. Rwabyemere P/s dated 17/03/2021 under MIN.No: 05/02/2021(i)  5. Rwakakwenda P/s dated 20/04/2021 under MIN.No: 05/02/2021(i)  6. St. Mary’s Kagoto P/s dated 27/04/2021 under MIN.No: 05/02/2021(i)  7. Kagoto P/s dated 19/07/2021 under MIN.No: 05/02/2021(i)  The LLG has functional School Management Committees. The Committees conducted meetings on the following dates:  1. Kabugu Primary School on  Term one: 17/01/2022  Term two on: 23/05/2022  Term three on: 15/11/2021  2. Rwabyemera Primary School  Term one: 01/02/2022  Term two on: 30/06/2022  Term three on: 03/12/2021	3

3. Kigabagaba Primary School

Term one: 28/01/2022

Term two on: 23/06/2022

Term three on: 18/10/2021

4. Rwakakwenda Primary School

Term one: 07/03/2022

Term two: 06/06/2022

Term three: 24/02/2021

5. Kanywamaizi Primary School

Term one: 24/02/2022

Term two: 23/05/2022

Term three: 03/10/2021

6. St. Marys Kagoto Primary School

Term one: 31/01/2022

Term two: 11/05/2022

Term three: 18/010/2021

7. Kagoto Primary School

Term One: 31/03/2022

Term two: 27/05/2022

Term three: 12/10/021

## 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	The LLG carried out awareness campaigns and community mobilization for improvement of primary health care as follows:  i. A meeting was held On 18th January 2022 organised by SAS Agaba Godwin for Head teachers and the Health In charges on creation of awareness and management of CoVID in Schools.  ii. The SAS Twinomugisha Furugence held meetings in all parishes ( Knayamaizi - 09/1/22, Kabugu - 10/1/22, Kagara - 11/1/22, Rwakakwenda -8/7/21) where the SAS and the CDO were mobilising communities for the Polio mass immunisation.  iii. The SAS Godwin, and the HC incharge of Kanywamaizi on April 11, 2022, carried out an HIV/AIDS sensitisation campaign among the Boda boda stages.  iv. The SAS, Parish Chiefs and the HC in charges carry out Health outreaches weekly per Parish on every Wednesday.
Maximum score is 3	score 3, else score 0	

0

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	There was no Evidence that LLG monitored aspects of health service delivery during the previous FY	<b>0</b>
	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 not seen	<b>0</b>
	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	The LLG submitted a request of repairing 6 boreholes to CAO through the DWO on 12/1/2022	<b>3</b>
	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	The SAS monitored/supervised aspects of water and environment services during the previous FY as per report dated 5/7/22 received by the DWO	<b>3</b>
	Maximum score is 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	There was no evidence that the LLG had functional Water and Sanitation Committees (including collection and proper use of community contributions)	0
29	Functionality of investments in water and sanitation facilities  Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	The SAS made submissions to the DWO of an updated list of all water and sanitation facilities in the Subcounty and their status as seen in reports dated 29/3/22 and 30/06/22	2

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

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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



33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported  Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	<p>There was a report on collection of Agricultural Statistics in Kabuyanda Sc as indicated.</p> <p>1. A report dated 20/04/2022 authored by Atukwase Denis (AAHO) on collection of Agricultural Statistics on households and the number and type of cattle kept. The statistics were analyzed to show trends and the possible reason for the trends. The report was received by the DPO on 20/04/2022.</p> <p>2. A report dated 06/07/2021 authored by Atukwase Denis (AAHO) on collection of Agricultural Statics on households and the number and type of cattle kept. The statistics were analyzed to show trends and the possible reason for the trends. The report was received by the DPO on 06/07/2021.</p> <p>3. A report dated 23/09/2021 authored by Atukwase Denis (AAHO) on collection of Agricultural Statics on households and the number and type of cattle kept. The statistics were analyzed to show trends and the possible reason for the trends. The report was received by the DPO on 23/09/2021</p>
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35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO.</p> <ol style="list-style-type: none"> <li>1. Report dated 02/03/2022 by Atukwase Denis (AAHO) on a field day conducted in Kanywamizi parish in Kabuyanda Sc on 28/02/2022. The field day covered a range of topics including housing of pigs, selection of the breeds, feeding methods and record keeping. Attendance lists are attached. The report was received by the DPO on 02/03/2022</li> <li>2. Report dated 03/09/2021 by Atukwase Denis (AAHO) on a field day conducted in Kabugu parish in Kabuyanda Sc on 24/08/2021. The field day covered a range of topics including housing of pigs, selection of the breeds, feeding methods and record keeping. attendance lists are attached. The report was received by the DPO on 03/09/2021</li> </ol>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the sub county chief and Extension officers in Kabuyanda Sc monitored agricultural production activities. The activities covered ranged from production of crops, animal and fisheries, micro-scale irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality monitoring, farmers implementing knowledge from trainings, vaccination campaigns etc. All the reports were received and endorsed by the DPO as indicated in the following sampled reports.</p> <ol style="list-style-type: none"> <li>1. Report dated 14/06/2022 by Atukwase Denis the Assistant Animal Husbandry Officer on monitoring of zero grazing in Kabuyanda Sc, Kabugu Parish. The report was received by the DPO on 14/06/2022</li> <li>2. Report dated 16/11/2021 by Atukwase Denis the Assistant Animal Husbandry Officer on monitoring of environmental safe guards in Kabuyanda Sc, Kabugu Parish. The report was received by the DPO on 16/11/2021</li> <li>3. Report dated 05/10/2021 by Atukwase Denis the Assistant Animal Husbandry Officer on monitoring of pests and diseases surveillance. The report was received by the DPO on 05/10/2021</li> </ol>	2

Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	There was evidence that the extension officers conducted farmer trainings in Kabuyanda Sc. The trainings ranged from agronomy of the major crops, good Agricultural practices in livestock keeping, aquaculture, lake fisheries management, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. The trainings were conducted day courses, demonstrations, farmer field schools etc. All the reports were received and endorsed by the DPO as indicated in the following sampled training reports and work plans.
Maximum score is 2		<ol style="list-style-type: none"> <li>1. Report dated 23/09/2021 authored by Atukwase Denis (AAHO) on training of farmers and diseases surveillance. The officer also highlighted on training of farmers in housing for cattle, selection of pastures, diseases control and management, vaccination, ways of treating animals and ways of spraying. The lists of attendance are attached. The report was received by DPO on 23/09/2021</li> <li>2. Report dated 22/03/2022 authored by Atukwase Denis (AAHO) on pests and diseases surveillance in Kaaro 1, Kabuyanda Sc. The report was received by DPO on 22/03/2022</li> <li>3. Report dated 05/01/2022 authored by Atukwase Denis (AAHO) on vaccination of dogs against Rabies. A total of 600 dogs were vaccinated against rabies. The report was received by DPO on 05/01/2022</li> <li>4. Report dated 20/04/2022 authored by Atukwase Denis (AAHO) on training of farmers on poultry management. Farmers were trained on poultry keeping, selection of chicken breeds, feeding methods and [poultry diseases. The report was received by DPO on 20/04/2022</li> </ol>

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Kabuyanda Sub-county conducted farmer visits to offer extension and advisory support to farmers and farmer groups. The extension/advisory services covered the areas of good Agricultural practices in livestock, crops, aquaculture, lake fisheries, record keeping, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. Extension/advisory support reports were compile and submitted to the DPO as indicated in the following sampled Extension/advisory support reports and travel schedules.</p> <ol style="list-style-type: none"> <li>1. Report dated 07/06/2022 authored by Atukwase Denis (AAHO) on vaccination of animals against Peste Des Petits in Ruminants (PPR) in Kabuyanda Sc. The report was received by the DPO on 07/06/2022.</li> <li>2. Report dated 6/07/2021 authored by Atukwase</li> </ol>
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#### **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.

Kabuyanda TC comprise of 4 Wards i.e. Kisyoro, Iryango, Northern and Central.

The LG had PDM guidelines at the station.

The LLG constituted the PDCs as per the PDM guidelines and membership was as follows:

1. Chairpersons LC II,
2. Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The constituted PDCs were submitted to the Town Clerk and lists were as follows:

1. Iryango dated 30/04/2022
2. Central dated 06/04/2022
3. Northern dated 28/03/2022
4. Kisyoro dated 05/04/2022

The PDCs were functional as evidenced by the PDC minutes of the meetings held on the following dates:

1. Kisyoro on 23/06/2022
2. Northern on 07/06/2022
3. Iryango on 15/06/2022
4. Central on 13/06/2022

The PDCs conducted field mobilization/sensitization meetings as evidenced by reports by Town Agents and attendance lists as indicated below:

1. Northern dated 24/05/2022
2. Iryango dated 15/05/2022
3. Central dated 18/05/2022
4. Kisyoro dated 25/05/2022

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>The Wards of Iryango, Northern, Central and Kitsyoro have compiled, updated and analyzed data on community profiling disaggregated by village, sex, age, wealth category and economic activity. The Parish Chiefs submitted this data to the Sub-county Chief on the following dates:</p> <p>NIryango on 17/06/2022 Northern on 26/05/2022 Central on 27/05/2022 Kitsyoro on 14/06/2022</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>i. There is evidence that LLG mapped NGOs, CBOs &amp; CSO operating in the Town Council and involved them in raising awareness about the PDM and planning cycle as follows;</p> <p>o COMPASSION UGANDA operating all Ward of Kabuyanda TC rendering such as;</p> <ul style="list-style-type: none"> <li>• Provision of free education to vulnerable bright children</li> <li>• Providing scholastic materials to orphaned children</li> <li>• Sensitizing parents about role of education</li> <li>• Championing PIASCY literacy in schools</li> </ul> <p>The LLG involved the above NGO in raising awareness about the PDM and planning cycle evidenced by ward meeting reports date as follows;</p> <ol style="list-style-type: none"> <li>1. Iryango dated 05/03/2022</li> <li>2. Kisyoro dated 12/03/2022</li> <li>3. Northern dated 06/2022</li> <li>4. Central dated 13/03/2022</li> </ol>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>ii. The approved Programs/activities to be implemented within the Ward for the current FY were in place as evidenced by Parish Executive meeting minutes:</p> <ol style="list-style-type: none"> <li>1. Kisyoro on 08/09/2021</li> <li>2. Central on 07/09/2021</li> <li>3. Northern On 08/09/2021</li> <li>4. Iryango on 08/09/2021</li> </ol>	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:

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

iii. The enterprises to be implemented in the current FY were in place as evidenced from the submissions below:

1. Ntungu dated 26/05/2022
2. Omukakoreijo dated 19/05/2022
3. Ishingisha dated 29/05/2022
4. Kimbugu dated 24/05/2022

## B. Planning 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

i. LG have a copy of the LG planning and Budgeting Guidelines dated 17/02/2022 for Financial Year 2022/23

The LLG presented the copy of the DP III

- Date signed: 13/05/2022
- Names of the signatories: Biryija Eldard and Ahimibisibwe Moses
- SAS/TC: Ahimibisibwe Moses
- Chairperson: Biryija Eldard
- Date of approval by Council: 13/05/2022
- Council Minute approving it: MIN.No:5(i)/MAY/2022
- No of Councillors in attendance: 13 Members

The LLG presented the AWPB FY 22/23

- Date signed: 13/05/2022
- Names of the signatories: Biryija Eldard and Ahimibisibwe Moses
- SAS/TC: Ahimibisibwe Moses
- Chairperson: Biryija Eldard
- Date of approval by Council: 15/05/2022
- Council Minute approving it: MIN.No:5(ii)/MAY/2022
- No of Councillors in attendance: 13 councillors

<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p>	<p>ii. The LLG have a list of ranked priorities from all its respective parish</p> <ul style="list-style-type: none"> <li>• Kisyoro on 08/09/2021 submitted on 19/09/2021</li> <li>• Central on 07/09/2021 submitted on 20/09/2021</li> <li>• Northern On 08/09/2021 submitted on 20/09/2021</li> <li>• Iryango on 08/09/2021 submitted on 19/09/2021</li> </ul>
<p>Maximum score is 6</p>	<p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The submitted prioritized projects appear on the following AWPB pages as follow;</p> <ul style="list-style-type: none"> <li>• Page 20: Construction of 3 stance VIP Pit latrine in Central Business area, Central Ward under Works Department</li> <li>• Page 21: Routine road maintenance of Kisyoro, central ward, Iryango and Northern.</li> </ul>



<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>iii. The LLG prepared the budget conference report as follows as;</p> <ul style="list-style-type: none"> <li>• Record the date of report: 25/10/2021</li> <li>• Record the date the BC was held: 05/10/2021</li> <li>• Record the Number of attendants and highlight the categories</li> <li>• Councillors: 13 members</li> <li>• Religious leaders: 2 members</li> <li>• District councillors: 2 members</li> <li>• Security organs: 3 members</li> <li>• Technical staff: 10 members</li> <li>• Record the projects and other priorities selected by the BC</li> <li>• Construction of 3 stance VIP Pit latrine in Central Business area, Central Ward under Works Department</li> <li>• Excavation of a drainage channel at GO Down</li> <li>• Routine road Maintenance in Kisyoro, Iryango, Central Norther ward.</li> <li>• Installation of lights in the central business area</li> <li>• Record the pages from the AWPB where these projects/priorities were included;</li> <li>• Page 20: Construction of 3 stance VIP Pit latrine in Central Business area, Central Ward under Works Department</li> <li>• Page 21: Routine road maintenance of Kisyoro, central ward, Iryango and Northern.</li> <li>• Page 23: Installation of lights in the Central business area</li> </ul>
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<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>iv. The budget reviewed included investments like to be financed by the LLG</p> <ul style="list-style-type: none"> <li>• Construction of 3 stance VIP Pit latrine in Central Business area, Central Ward under Works Department (DDEG) on pg. 20</li> <li>• Excavation of a drainage channel at GO Down (URF) on pg. 21</li> </ul>
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4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines  Maximum score is 6	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 project profiles	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	vi. The budget was submitted to The District on 17/05/2022 The budget was submitted to the DPU on 17/05/2022 Record the names and tiles of those who:  Prepared it: Ahimbisibwe Moses Approved it: Biryija Eldard	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	There is evidence that the LLG prepared the procurement plan for the current FY as follows;  1. Prepared by Ahimbisibwe Moses the Assistant Town Clerk 2. Approved by council sitting dated 13/05/2022 under MIN.No:5(iii)/MAY/2022  • It was submitted to the PDU on 17/05/2022 and received by Kamwine Frank the Senior Procurement Officer on 17/05/2022.	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	DDEG Grant IPF in Budget =11,443,881  Budget for DDEG capital project = 10,489,140  Budget for investment servicing and monitoring of Projects under DDEG= 1,210,000  Budget for parish planning and Data collection under DDEG= 1,210,000  (10,489,140/11,443,881) X 100=91.65%	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The Total Local Revenue Budget for FY 2021/2022 was UGX. 99,541,600  Evidence on page 35.  Actual Collected was UGX. 97,250,800.  (97,541,600/99,250,800) x 100=98.3%  The LLG collected 83.7% of the planned OSR.	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	<ul style="list-style-type: none"> <li>• Increased revenue in 2020/2021 to 2021/2022 was 97,541,600-35,654,970=61,986,630</li> <li>• Percentage increase (174%)</li> </ul>	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.	<ul style="list-style-type: none"> <li>• There funds transferred to villages (5%) shs 3,870,000 and (20%) shs 11,480,000.= as councillors allowance</li> </ul>	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	<ul style="list-style-type: none"> <li>• The funds advanced to the entity were spent in accordance to the budget for OSR on operation and maintenance and totals to shs 1,450,000 as spent on tractor repairs</li> </ul>	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	<ul style="list-style-type: none"> <li>• The funds used under Operations and Maintenance was budgeted and provided for in the budget submitted.</li> </ul>	1

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	• Revenue related information like assessment register and revenue collections were displayed on the notice board.	1
	Maximum score 4			

**D. Financial 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	The LLG submitted Annual Financial Statements to Auditor General on 9/08/2022 as evidenced by receipt of Auditor General Mbarara.	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	1. Quarter one on 5th February 2022	1
	Maximum score is 6			

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	2. Quarter two on 3th February 2022	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	3. Quarter Three on 4th April 2022	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	4. Quarter Four on 6th July 2022	3

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

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

Kabuyanda Tc has the following Permanently posted Local Government staff and the Town Clerk appraised them as follows:

1. Tusiime Dennis -Town Agent of Iryango ward. was appraised on 30/6/2022.
2. Arinaitwe Fred -Town agent of central ward was appraised on 29/6/2022
3. Tukamuhabwa Binterson -Town Agent of NOTHERN ward was appraised on 30/6/2022
4. Ikiriza Doreen-Office Attendant of Kisyoro Ward was appraised on 30/6/2022.
5. Ahairwe Christopher- Senior Community Development Officer was appraised on 29/06/2022
6. Ninsiima Evidence - Agricultural Officer was appraised on 30/06/2022
7. Mugume James – Assistant Engineering Officer was appraised on 29/06/2022
8. Musa Joshua- Physical Planner was appraised on 29/06/2022
9. Atukwase Denis - Assistant Animal Husbandry Officer was appraised on 28/06/2022
10. Nambatya Haddijah - Assistant Tax Officer was appraised on 30/06/2022
11. Kekyirembo Jesika – Stenographer Secretary was appraised on 29/06/2022
12. Ampurire Believe – Treasurer was appraised on 30/06/2022

Appraisal of all staff in the LLG in the previous FY

Maximum score is 6

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

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

The TC appraised the Primary school Head teachers as follows:

1. Mugabo Dickson Head teacher iryango Primary School was appraised on 14/12/2021
2. Mugisha Rodgers Head teacher Kaiho Primary School was appraised on 13/12/2021
3. Byomuhangi Stephen Head teacher Kabuyanda central Primary School 15/12/2021.
4. Twijukye Abert Headteacher Kisyoro primary primary on 13/12/2021
5. Yaguma James Headteacher Karokarungi primary on 13/12/2021
6. Nicodemus Epaphlas Headteacher Nyampikye primary on 15/12/2021

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	No HC II and II	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	<ul style="list-style-type: none"> <li>• Staff structure was in place</li> <li>• LLG staff list was in place, comprehensive and it included Health center and Primary School Staff.</li> <li>• The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charges.</li> </ul>	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	<p>The Town Clerk reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows:</p> <ul style="list-style-type: none"> <li>• July 2021 on 2/8/2021</li> <li>• Aug 2021 on 2/9/2021</li> <li>• Sept 2021 on 2/10/2021</li> <li>• Oct 2021 on 2/11/2021</li> <li>• Nov 2021 on 2/12/2021</li> <li>• Dec 2021 on 2/1/2022</li> <li>• Jan 2022 on 7/2/2022</li> <li>• Feb 2022 on 2/3/2022</li> <li>• March 2022 on 4/4/2022</li> <li>• April 2022 on 4/5/2022</li> <li>• May 2022 on 6/6/2022</li> <li>• June 2022 on 4/7/2022</li> </ul>	3

## F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	<ul style="list-style-type: none"> <li>• The LLG utilised DDEG funds properly as per AWPB for 2021/2022 totalling to shs 23,228,856. Pg 3. and voucher numbers 1/2, 3/2, 4/2, 7/2, 3/8 , 1/8 and 3/6.</li> <li>• Another evidence is in final account pages 20-21 with payment of construction pit latrine at kaiho primary school and purchase of a laptop for finance, data collections and monitoring and investments serving.</li> </ul>	2
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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	<table border="1"> <thead> <tr> <th>SECTOR %AGE</th> <th>BUDGET</th> <th>ACTUAL</th> </tr> </thead> <tbody> <tr> <td>ADMINISTRATION 118.6567</td> <td>47,484,648</td> <td>56,343,735</td> </tr> <tr> <td>FINANCE 94</td> <td>54,633,660</td> <td>51,357,206</td> </tr> <tr> <td>STATUTORY 103</td> <td>21,951,500</td> <td>22,673,900</td> </tr> <tr> <td>PRODUCTION 43</td> <td>4,000,000</td> <td>1,700,000</td> </tr> <tr> <td>HEALTH 80</td> <td>21,500,000</td> <td>17,252,600</td> </tr> <tr> <td>EDUCATION 0</td> <td>500000</td> <td>0</td> </tr> <tr> <td>WORKS 51</td> <td>117,252,926</td> <td>59,389,450</td> </tr> <tr> <td>NAT. RESOURCES 23</td> <td>12,500,000</td> <td>2,990,000</td> </tr> <tr> <td>INTERNAL AUDIT 311</td> <td>2,700,000</td> <td>8,401,078</td> </tr> <tr> <td>PLANNING 43</td> <td>94,108,785</td> <td>40,506,781</td> </tr> <tr> <td>CBS 78</td> <td>5500,000</td> <td>4,300,000</td> </tr> <tr> <td>COMMERCIAL SVS 164</td> <td>6,600,000</td> <td>10,850,000</td> </tr> </tbody> </table>	SECTOR %AGE	BUDGET	ACTUAL	ADMINISTRATION 118.6567	47,484,648	56,343,735	FINANCE 94	54,633,660	51,357,206	STATUTORY 103	21,951,500	22,673,900	PRODUCTION 43	4,000,000	1,700,000	HEALTH 80	21,500,000	17,252,600	EDUCATION 0	500000	0	WORKS 51	117,252,926	59,389,450	NAT. RESOURCES 23	12,500,000	2,990,000	INTERNAL AUDIT 311	2,700,000	8,401,078	PLANNING 43	94,108,785	40,506,781	CBS 78	5500,000	4,300,000	COMMERCIAL SVS 164	6,600,000	10,850,000	0
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16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<ul style="list-style-type: none"> <li>• All payment s for capital projects were effected and payment vouchers were verified as indicated hereunder.</li> <li>• Voucher numbers 1/2, 3/2, 4/2, 7/2,3/8 , 1/8 and 3/6. Totalling to shs. 23,228,856</li> </ul>	3
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### G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The environmental and social screening on climate change report was generated and addressed to Town Clerk signed by Mugarura Edward DCDO and Bwengye Emmanuel DNRO dated 1/5/2022.</p>	2
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• The Grievance Mechanism Referral path was in place and where criminal cases are handled differently from civil cases.</li> <li>• The Grievance Redress Committee was functional as evidenced by the submission to the Chairman LC III dated 20th April 2022.</li> <li>• There was Log book in place and one case illegal accessing of head teacher's office at Ntungu Boys p/s had been reported in 2022.</li> <li>• Ahabwe Christopher was designated to coordinate Grievances Regress and responses.</li> </ul>	1
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0</p>	<p>The Grievance Mechanism Referral path was in place and displayed on the LLG Notice Board with communication to mayor.</p>	1

19	The LLG has a functional land management system	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area Land Committee was in place. The Committee was appointed on 5th January 2022 and the appointment letters following the instruction from CAO dated 28/12/2021 under Min. 26(c)/12/2021/2022FCII.  There were 2 sets of minutes of the meetings held on 15/12/2021 and 1/05/2022.	1
	Maximum score 1			

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

20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	The LLG conducted awareness campaigns and parent's mobilisation for improvement of education services delivery as per report by;  i. Ahimbisibwe Moses, the Senior Assistant Town Clerk dated 25/05/2022 addressed to the LCIII Chairperson. The report covers areas of; <ul style="list-style-type: none"> <li>• Better upbringing of Children</li> <li>• Alcoholism and abuse of drugs among youths</li> <li>• Child labour leading to dropout</li> <li>• Sexual abuse and rape</li> </ul> ii. Ahimbisibwe Moses, the Senior Assistant Town Clerk dated 19/11/2021 addressed to the LCIII Chairperson. The report covers areas of; <ul style="list-style-type: none"> <li>• GBV among families</li> <li>• Rape and sexual abuse among girl child</li> <li>• Dangers of alcoholism in school and drug abuse</li> <li>• School dropout</li> </ul>	3
	Maximum score is 3			

Monitoring of service delivery in basic schools	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:	The LLG monitored schools as per the termly reports dated as follows;
Maximum score is 4	If all schools (100%) - score 4	<ol style="list-style-type: none"> <li>1. Term 1 <ul style="list-style-type: none"> <li>• A report authored by Ahimibisibwe Moses, the Senior Assistant Town Clerk dated 23/03/2022 indicating monitoring of all 6 primary schools in the Town Council. The key highlights in the report were; <ol style="list-style-type: none"> <li>a. Increase in enrolment especially in ECD section.</li> <li>b. Moderate attendance of learners</li> <li>c. Observance of COVID-19 measures in schools</li> <li>d. Few government teachers in schools</li> <li>e. Congestion in classrooms</li> <li>f. Display of daily class enrolments on the school noticeboards</li> </ol> </li> </ul> </li> <li>2. Term 2 <ul style="list-style-type: none"> <li>• A report authored by Ahimibisibwe Moses, the Senior Assistant Town Clerk dated 30/05/2022 indicating monitoring of all 6 primary schools in the Town Council. The report highlights the following; <ol style="list-style-type: none"> <li>a. Decline in observance of COVID-19 measures</li> <li>b. Moderate attendance of learners</li> <li>c. Dilapidated building especially latrines</li> <li>d. Low Government Teacher attendance</li> </ol> </li> </ul> </li> <li>3. Term 3 <ul style="list-style-type: none"> <li>• A report authored by Ahimibisibwe Moses, the Senior Assistant Town Clerk dated 30/12/2021 indicating monitoring of all 6 primary schools in the sub county. The key highlights in the report were; <ol style="list-style-type: none"> <li>a. Observance of COVID-19 SOPs in school</li> <li>b. Dilapidated building especially in Kabugu P/s</li> <li>c. Bushy compounds especially in Kigabagaba P/s, Kagoto P/s.</li> <li>d. Low enrolment of pupils in schools</li> <li>e. Display of daily class enrolments on the schools noticeboards</li> </ol> </li> </ul> </li> </ol>
	If 80 – 99% – score 2	
	If 60 to 79% score 1	
	Below 60% score 0	

Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	SMCs were existing according to the appointing instruction to the schools by the District Council as follows;
Maximum score		<ol style="list-style-type: none"> <li>1. Kabuyanda Central P/s dated 27/04/2021 under MIN.No: 05/02/2021 (i)</li> <li>2. Kaiho P/s dated 20/04/2021 under MIN.No: 05/02/2021 (i)</li> </ol>

3. Nyampikye P/s dated 17/03/2021 under MIN.No: 05/02/2021(i)

4. Karo-Karungi P/s dated 27/04/2021 under MIN.No: 05/02/2021(i)

5. Iryango P/s dated 05/04/2021 under MIN.No: 05/02/2021(i)

6. Kisyoro P/s dated 27/04/2021 under MIN.No: 05/02/2021(i)

The LLG has functional School Management Committees. The Committees conducted meetings on the following dates:

1. Kabuyanda Central Primary School on

Term one: 17/01/2022

Term two on: 23/05/2022

Term three on: 15/11/2021

2. Kaiho Primary School

Term one: 01/02/2022

Term two on: 30/06/2022

Term three on: 03/12/2021

3. Karo-Karungi Primary School

Term one: 28/01/2022

Term two on: 23/06/2022

Term three on: 18/10/2021

4. Nyampikye Primary School

Term one: 07/03/2022

Term two: 06/06/2022

Term three: 24/02/2021

5. Iryango Primary School

Term one: 24/02/2022

Term two: 23/05/2022

Term three: 03/10/2021

6. Kisyoro Primary School

Term one: 31/01/2022

Term two: 11/05/2022

Term three: 18/010/2021

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	Kabuyanda TC has only one HCIV which is not supervised by Town Clerk.	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	No Health Centre III and II	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	No Health Centre III and II	3

#### **J. Water & Environment Services Management**

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

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

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

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

30 Development of the Physical Development Plans as per guidelines  
 Maximum score 2  
 (i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0  
 Committee members  
 1.Aryatukwatsa Ronald-Architect  
 2.Tusiime Allan-Staff surveyor  
 3.Oreeba Onesmus-Environment Officer  
 4.Wakoko Innocent-Health Inspector  
 5.Musa Joshua-Physical Planner  
 6.Mugume James-Town Engineer  
 The committee was fully constituted and sets of minutes available but there was no evidence of submission of the minutes to MoLHUD

30	Development of the Physical Development Plans as per guidelines  Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:  20% in 2022/23  30% in 2023/24  40% in 2024/25	The entity does not have a physical development plan	0
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	There was no evidence provided	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	The LLG had an inventory of all the streets, plots and roads	1
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	There was no evidence to show that the LLG has a functional Development Control Team score	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	The LLG has a solid waste management annual operational plan prepared by Wakoko Innocent, the health Inspector. Two status implementation reports of solid management plans for FY 2021/2022 dated 31.05.2022 and 04.08.2022 were 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	There was no evidence to show that the LLG has conducted awareness campaigns on the management of solid waste during the previous FY	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	There was no evidence to show that the LLG has prepared Annual Infra- structure inventory and condition survey report	0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	No evidence seen	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	The amount spent on councilors allowance were were 18% of the total local revenue	1

## L. Production Services Management



34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	There was a report on collection of Agricultural Statistics in Kabuyanda TC as indicated.  A report dated 20/04/2022 authored by Atukwase Denis (AAHO) on collection of Agricultural Statics on households and the number and type of cattle kept. The statistics were analyzed to show trends and the possible reason for the trends. The report was received by the DPO on 20/04/2022.	2
	Maximum score is 2			
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO.  <ul style="list-style-type: none"> <li>• Report dated 28/3/2022 by Ninsiima Evidence (AO) on a field day conducted in Kitsyoro Ward, Nyampikye Cell on 24/03/2022. The field day covered a range of topics including requirements for bean production, seed rate, fertilizer application, pests and disease management, post-harvest handling. The attendance lists are attached. The report was received by the DPO on 31/03/2022</li> <li>• Report dated 21/3/2022 by Ninsiima Evidence (AO) on a field day conducted in Northern Ward, Rwembwera I Cell at Mr. Nkunda Robert's farm on 19/03/2022. The field day covered a range of topics including requirements for banana production, hole digging, manure application, seed selection, pests and diseases management, soil and water conservation, value addition etc. The attendance lists are attached. The report was received by the DPO on 31/03/2022</li> <li>• Report dated 10/03/2022 authored by Atukwase Denis (AAHO) in which the Extension worker reported on field day conducted Northern Ward Bugarama I cell at Amon Nduhukire's farm. The field day was on Piggery management and was conducted on 3/03/2022. The list of farmers who attended is attached. The report was received by the DPO on 14/03/2022</li> </ul> <p>Report dated 6/09/2021 authored by Atukwase Denis (AAHO) on a field day conducted in Kitsyoro Ward, Nyampikye Ward at Jovalio Kyompaire's farm. The field day was on goat management. The lists of attendance are attached.</p>	2
	Maximum score is 2			
36	The LLG has carried out monitoring activities on production	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and	There was evidence that the Town Clerk and Extension officers in Kabuyanda TC monitored agricultural production activities. The activities covered ranged from production of crops, animal and fisheries, micro-scale irrigation, environmental safeguards, agricultural mechanization,	2

<p>activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>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</p> <p>score 2 or else 0</p>	<p>postharvest handling, pests and disease surveillance, equipment installations, equipment functionality monitoring, farmers implementing knowledge from trainings, vaccination campaigns etc. All the reports were received and endorsed by the DPO as indicated in the following sampled reports.</p> <ol style="list-style-type: none"> <li>1. Report on monitoring of development demonstrations, dated 8th April 2022 by Atukwase Denis the Assistant Animal Husbandry Officer. The report was received by the DPO on 15th April 2022</li> <li>2. Report on disease surveillance authored by Ninsiima Evidence dated 5th April 2022. The report was received by the DPO on 15th April 2022.</li> <li>3. Report on disease surveillance authored by Atukwase Denis dated 1st January 2022.</li> <li>4. Report on monitoring ACDP demonstrations hosted by kakama Sedruk in Iryango Ward belonging to Kigarama Commodity Marketing Cooperative Society and Mutikuuzi Jemimah of Kanywamaizi Farmers and Traders Co-operative Society by Ninsiima Evidence dated 14/4/22. The report was received by the DPO on 18/4/2022.</li> <li>5. Report dated 15/09/2021 on monitoring of Banana Bacterial Wilt in Iryango Ward, Kitsyoro Ward, Central Ward and Northern Ward by Ninsiima Evidence (AO). The report was received by the DPO on 17/09/2021.</li> <li>6. Report dated 5/2/2022 by Ninsiima Evidence (AO) on monitoring Agro-processing Centres for coffee, maize and sorghum in Kabuyanda TC. The report was received by the DPO on 8/02/2022.</li> <li>7. Report dated 12/05/2022 on monitoring Coffee traders in Kabuyanda TC authored by Ninsiima Evidence (AO) conducted between 9th and 10th May 2022. The report was received by the DPO on 16/05/2022.</li> <li>8. Report dated 7/11/2021 on monitoring construction of Value addition facility under ACDP on Kamwotsya Road in Kabuyanda TC authored by Ninsiima Evidence (AO). The store belongs to Abarihamwe, Obuhingi Noburiisa Association. The report was received by the DPO on 09/11/2021.</li> <li>9. Report dated 30/07/2022 by Ninsiima Evidence (AO) on monitoring performance of the Banana demonstration garden at the Town Council. It was established that the garden now requires manure and mulches. The report was received by the DPO on 30/07/2022.</li> <li>10. Report dated 27/06/2022 authored by Atukwase Denis (AAHO) on monitoring Zero grazing activities in Kabuyanda TC. The monitoring was on Mr. Mugisha's farm in Central Ward. The report was received by the DPO on 28/06/2022.</li> <li>11. Report dated 30/11/2021 authored by Atukwase Denis (AAHO) in which the Extension worker reported a monitoring exercise by the Town Clerk, the Extension Worker and the Health Assistant Environment safeguards with in the TC.</li> <li>12. Report on monitoring and supervision on the construction of the Piggery house in Kitsyoro Ward, author, and</li> </ol>
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place/location of activity.

13. Report on monitoring of Bio-intensive gardening demonstrations in the town council reports by SAS/ATC

Report dated 29/07/2021 authored by Atukwase Denis (AAHO) in which he report monitoring the situation of PPR (goat disease) in Iryango Ward. The report was received by the DPO on 2/08/2021

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.

There was evidence that the extension officers conducted farmer trainings in Kabuyanda Town Council. The trainings ranged from agronomy of the major crops, good Agricultural practices in livestock keeping, aquaculture, lake fisheries management, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. The trainings were conducted day courses, demonstrations, farmer field schools etc. All the reports were received and endorsed by the DPO as indicated in the following sampled training reports and work plans.

- Report dated 28/3/2022 by Ninsiima Evidence (AO) on a field day conducted in Kitsyoro Ward, Nyampikye Cell on 24/03/2022. The field day covered a range of topics including requirements for bean production, seed rate, fertilizer application, pests and disease management, post-harvest handling. The attendance lists are attached. The report was received by the DPO on 31/03/2022
- Report dated 21/3/2022 by Ninsiima Evidence (AO) on a field day conducted in Northern Ward, Rwembwera I Cell at Mr. Nkunda Robert's farm on 19/03/2022. The field day covered a range of topics including requirements for banana production, hole digging, manure application, seed selection, pests and diseases management, soil and water conservation, value addition etc. The attendance lists are attached. The report was received by the DPO on 31/03/2022.
- Report dated 10/03/2022 authored by Atukwase Denis (AAHO) in which the Extension worker reported on field day conducted Northern Ward Bugarama I cell at Amon Nduhukire's farm. The field day was on Piggery management and was conducted on 3/03/2022. The list of farmers who attended is attached. The report was received by the DPO on 14/03/2022
- Report dated 6/09/2021 authored by Atukwase Denis (AAHO) on a field day conducted in Kitsyoro Ward, Nyampikye Ward at Jovalio Kyompaire's farm. The field day was on goat management. The lists of attendance are attached.

2

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Kikagate Sub-county conducted farmer visits to offer extension and advisory support to farmers and farmer groups. The extension/advisory services covered the areas of good Agricultural practices in livestock, crops, aquaculture, lake fisheries, record keeping, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. Extension/advisory support reports were compile and submitted to the DPO as indicated in the following sampled Extension/advisory support reports and travel schedules.</p> <ul style="list-style-type: none"> <li>• Report dated 27/06/2022 authored by Atukwase Denis (AAHO) on monitoring Zero grazing activities in Kabuyanda TC. The monitoring was on Mr. Mugisha’s farm in Central Ward. The report was received by the DPO on 28/06/2022.</li> <li>• Report dated 28/3/2022 by Ninsiima Evidence (AO) on a field day conducted in Kitsyoro Ward, Nyampikye Cell on 24/03/2022. The field day covered a range of topics including requirements for bean production, seed rate, fertilizer application, pests and disease management, post-harvest handling. The attendance lists are attached. The report was received by the DPO on 31/03/2022</li> <li>• Report dated 21/3/2022 by Ninsiima Evidence (AO) on a field day conducted in Northern Ward, Rwembwera I Cell at Mr. Nkunda Robert’s farm on 19/03/2022. The field day covered a range of topics including requirements for banana production, hole digging, manure application, seed selection, pests and diseases management, soil and water conservation, value addition etc. The attendance lists are attached. The report was received by the DPO on 31/03/2022</li> <li>• Report dated 10/03/2022 authored by Atukwase Denis (AAHO) in which the Extension worker reported on field day conducted Northern Ward Bugarama I cell at Amon Nduhukire’s farm. The field day was on Piggery management and was conducted on 3/03/2022. The list of farmers who attended is attached. The report was received by the DPO on 14/03/2022</li> <li>• Report dated 6/09/2021 authored by Atukwase Denis (AAHO) on a field day conducted in Kitsyoro Ward, Nyampikye Ward at Jovalio Kyompaire’s farm. The field day was on goat management. The lists of attendance are attached. The report was received by the DPO on 8/09/2021.</li> </ul>
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## 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.

Kagarama Sub County is comprised of 4 parishes i.e. Kyabinunga, Kitura, Kagarama & Nyakigyera.

The LG had PDM guidelines at the station.

The PDCs for the above parishes were constituted and membership is as per the PDM guidelines as follows;

1. Chairpersons LC II,
2. Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The constituted PDCS were acknowledged by SAS as evidenced by submissions from parish Chiefs as follows;

1. Nyakigyera by Twesigyre Denes on 18/05/2022
2. Kagarama by Nuwamanya Felex on 18/05/2022
3. Kitura by Ayebare Mackline on 18/05/2022
4. Kyabinunga by AbaweMukama Theophilus on 21/05/2022

The PDCs were functional as evidenced by the minutes of the meetings held on the following dates:

1. Kagarama dated 19/5/2022 received by SAS on 20/5/2022
2. Kitura dated 20/5/2022 received by SAS on 26/5/2022
3. Kyabinunga dated 10/5/2022 received by SAS on 17/5/2022
4. Nyakigyera dated 02/6/2022 received by SAS on 17/6/2022

The PDCs carried out sensitization and mobilization meetings as evidenced reports that were received by SAS as follows;

1. Kyabinunga parish on 17/04/2022
2. Kitura parish on 19/04/2022
3. Nyakigyera parish on 20/04/2022
4. Kagarama parish on 20/04/2022

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>There was no evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, sex, wealth category, age and economic activity.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>i. LLG conducted mapping of NGOs, CBOs and CSO operating in LLG. However, there was no evidence that LLGs involved them in creating awareness about PDM.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>ii. There was no Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on approved programmes/activities to be implemented within the parish.</p>	0

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>iii. The Parish chiefs submitted enterprise formation reports to the SAS as follows;</p> <ol style="list-style-type: none"> <li>1. Kitura on 12/05/2022</li> <li>2. Nyakigyera on 26/05/2022</li> <li>3. Kagarama on 26/05/2022</li> <li>4. Kyabinunga on 11/05/2022</li> </ol> <p>The Sub-County Chief henceforth submitted to the Chief Administrative Officer the consolidated Parish Development Enterprises on 6/6/2022.</p>	2
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**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The SAS, Atuhaire Alexander and the LC III Chairperson: Ndyamuba Julius signed on : 13/08/2021 . The SCDP was approved by Council on 13/08/2021 under Minute MIN.No. 06/05/21(i) attended by 14 members.</p> <p>The LLG has an AWPB FY 22/23 (Yes) signed: 13/05/2022 by SAS: Atuhaire Alexander &amp; Chairperson: Ndyamuba Julius approved by Council: 13/05/2022 under Council Minute approving it: MIN.No. 06/05/22(ii) attended by 14 Members Councilors in attendance:</p> <p>The LLG prioritized land titling which is in the SCDP and AWPB</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>ii) No evidence of the LLG carrying out parish planning meetings</p>	0
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>• LLG held a Budget Conference on 08/09/2021 as per report Dated 13/09/2022, with the following in attendance:-</p> <ul style="list-style-type: none"> <li>• Councilors: 14 Members</li> <li>• Technical staff: 08 Members</li> <li>• Religious Leaders: 2 Members</li> <li>• Security Personnel: 1 Member</li> <li>• Ex Official: 1 Member</li> </ul> <p>• Projects and other priorities selected by the BC included the land titling for purposes of protecting the SC land which was under threat thus the investment was based on outcomes of the budget conference</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The LLG budget includes investments to be financed by the LLG that include land titling under DDEG funding.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>There were profiles seen for land titling.</p>	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	vi) The LLG Budget was submitted to the District on 06/05/2022	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	• The procurement plan was submitted to PDU on 15/04/2022	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	The DDEG Grant was spent on land titling worth UGX. 3,590,981 which complies with the investment menu in the DDEG Grant, Budgeting and Implementation Guidelines.	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The OSR Budget for FY 2201/2022 was UGX. 16,242,000  Actual OSR collected was UGX. 18,459,100  Approved budget Q4 performance report Pg1 Final A/C  $18,459,100 / (16,242,000) \times 100 = 136.5\%$  The LLG collected 136.5% of the planned OSR	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	LLG wasn't in operation in yet	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.	Collected UGX. 19,021,000 less UGX. 35% 6,657,350, Actual transfers 1,546,000  i) Only used UGX. 229,000 Voucher no. 19/11,1/5/&3/5 which is less that what was to be transfred	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	ii) 20% of OSR was used to pay councilors amounting to 93,000	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	iii) No expenditure on Operation and maintenance was made	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.	iv) Revenue assessments & collections information was displayed on the notice board	1

#### D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>here was evidence that the LLG submitted its Annual Financial Statement to the Auditor General on August 22nd 2022.</p>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>1. Q1 submitted on 4/10/2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>2. Q2 submitted on 4/1/2022</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>3. Q3 submitted on 14/4/2022</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>4. Q4 submitted on 4/7/2022</p>	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>The LLG staff list was in place</p> <p>The Sub county chief the appraised the 6 staff on the following dates;</p> <ol style="list-style-type: none"> <li>1. Musimire Phionah the Senior Accounts Assistant was appraised on 30/6/2022.</li> <li>2. Abaine Asaph the Parish Chief was appraised on 30/6/2022.</li> <li>3. Twesigye Denes the Parish Chief was appraised on 30/6/2022.</li> <li>4. Ayebare Mackline the Parish Chief was appraised on 30/6/2022.</li> <li>5. AbaweMukama Theophilus the Parish Chief was appraised on 30/06/2022.</li> </ol>	2
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12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Kagarama SC has 9 Primary schools and the SAS appraised them as follows;  1. Tukahirwa Denes the Head teacher Kyandera P/s on 31/12/2021  2. Muka-Ariho Ronald the Head teacher Buhungura P/s on 31/12/2021  3. Kakuru Moses the Head teacher Kitura P/s on 31/12/2021  4. Tumuhairwe Stella the Head teacher Kyempara Mixed P/s on 31/12/2021  5. Kashemeire Mercy the Head teacher Kichwekano P/s on 31/12/2021  6. Ahabwe Scovia the Head teacher Kabibi P/s on 31/12/2021  7. Asiiimwe Julius Mujuni the Head teacher Kagarama P/s on 31/12/2021  8. Ahereza Betty the Head teacher Kyempara P/s on 31/12/2021  9. Kyomugisha Theresa the Head teacher Nyakigyera P/s on 21/12/2021	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	Kagarama Sub County has only one Health Center II and the In -charge was appraised Kemigisha Peace Norah the Assistant Nursing Officer, Kyabinunga HCII was appraised on 27/06/2022.	2
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The list of LLG staff was signed by the Sub County Chief on 6/6/2022 and publicized on the LLG noticeboard.	3

Staff duty attendance	Evidence that the LLG has	The SAS reviewed the staff attendance to duty on a monthly basis, compiled it into monthly attendance to duty reports which were submitted to the District as follows:
Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	<p>June 2022 dated 4/7/2022 received on 07/07/2022</p> <p>May dated 1/6/2022 received on 01/06/2022</p> <p>April 2022 dated 5/5/2022 received 05/05/2022</p> <p>March 2022 dated 5/4/2022 received on 11/04/2022</p> <p>February 2022 dated 10/3/2022 received on 10/03/2022</p> <p>January 2022 dated 10/2/2022 received on 10/02/2021</p> <p>December 2021 dated 30/01/2022 received on 03/01/2022</p> <p>November 2021 dated 02/12/2021 received on 02/12/2021</p> <p>October 2021 dated 4/11/2021 on 04/11/2021</p> <p>September 2021 dated 4/10/2021 on 04/10/2021</p> <p>August 2021 dated 2/09/2021 received on 02/09/2021</p> <p>July 2021 dated 2/08/2021 received on 02/08/2021</p>

#### F. Implementation and Execution

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	The entity did not receive DDEG funds
Maximum score is 2		

15

0

The LLG spent the funds as per budget

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

Maximum score is 2

SECTOR EXP	%AGE	BUDGET
Administration 7,600,000	100%	7,600,000
Finance 9,315,411	65%	14,400,000
Statutory Bodies 1,654,000	52%	3,200,000
Production Services 500,000	100%	500,000
Health 500,000	100%	500,000
education	0%	0
Works	0%	200,000
Natural Resource 786,828	100%	786,828
CBS 400,000	100%	400,000
Planning 260,000	100%	260,000
Totals 21,016,239	75%	27,846,828

There was deviation in almost all the sectors.

0

0

16

0

Completion of investments as per annual work plan and budget

Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :

Maximum score is 3

If more than 90 % was completed: Score 3

If 70% -90%: Score 2

If less than 70 %: Score 0.

No projects were planned for the Previous Financial Year.

## G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	No projects implemented N/A	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	<p>The LLG has a grievance handling system comprising of the following members;</p> <ol style="list-style-type: none"> <li>1. Abaine Asaph – Community Development Officer</li> <li>2. Ayebare Mackline – Parish Chief</li> <li>3. Twesigye Denes – Parish Chief</li> <li>4. Nuwamanya Felix – Parish Chief</li> <li>5. Ndyamuba Julius – LCIII Chairperson</li> </ol> <p>i. A committee above appointed by the SAS on 15/01/2021 with Abaine Asaph a Community Development Officer is designated as the Focal Person.</p> <p>ii. A Log book with one case reported against Mr. Munguyiko, the LCII Chairperson and AbaweMukama Theophilus the Parish Chief dated 15/03/2022 on Illegal sale of parish land located in Kyabinunga trading center.</p> <p>The case was handled by GRC as evidenced by meeting minutes dated 22/03/2022.</p> <p>The committee further referred the said case to the District for further action as evidenced by referral letter dated 31/03/2022</p> <p>iii. A referral path in form of a flow chart was also made indicating grievances handling steps.</p> <p>A communication to the Chairman, copied to community notice boards informing them of the GRC and how to report plus the flow chart are displayed on the Noticeboard and in the CDO's office.</p>	1



18	The LLG has an Operational Grievance Handling System	(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	A communication to the Chairman, copied to community notice boards informing them of the GRC and how to report plus the flow chart are displayed on the Noticeboard and in the CDO's office.	1
	Maximum score is 2			

19	The LLG has a functional land management system	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area land committee appointed by the SAS as per appointments dated 28/12/2021 on the instruction from CAO dated 23/12/2021 based on District Council approval under MIN.No. 06(c)/12/21/22/FC.  The appointed committee comprises of members as follows;  1. Mr. Bainomugisha Alex – Chairperson 2. Mr. Tusiime James – Secretary 3. Mr. Mpairwe Asaph – Member 4. Ms. Kyampairwe Jacenta – Member 5. Ms. Kyokushaba Annet – Member  Committee held meetings as per minutes dated  Meeting dated 06/06/2022 with attendance of 7 members and discussed issues such as;  - Need visiting and titling of Bungura Primary school off from church land.  - Reviewing of sub county title lands  - Need for surveying all the sub county lands  Meeting dated 24/05/2022 with attendance of 7 members and discussed issues such as;  - Need for training of area land committee by District team  - Need for periodic monitoring of all sub county lands	1
	Maximum score 1			

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

20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	The following reports were in place;  There was a report dated 11/02/2022 authored by Community Development Officer addressed to SAS, the report covered areas of;  Role of stakeholders in Education system  Effects of COVID-19 among communities  Mindset change of parents	3
	Maximum score is 3			

<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>The LLG monitored schools as per the termly reports dated as follows;</p> <p>1. Term 1</p> <ul style="list-style-type: none"> <li>• A monitoring report authored by Atuhare Alexander, the Senior Assistant Secretary of all 9 primary schools in the sub county. The key highlights in the report were;</li> </ul> <p style="margin-left: 20px;">Increase in enrolment especially in ECD section.</p> <p style="margin-left: 20px;">Moderate attendance of learners</p> <p style="margin-left: 20px;">Observance of COVID-19 measures in schools</p> <p style="margin-left: 20px;">Few government teachers in schools</p> <p style="margin-left: 20px;">Congestion in classrooms</p> <p style="margin-left: 20px;">Display of daily class enrolments on the school noticeboards</p> <p>2. Term 2</p> <ul style="list-style-type: none"> <li>• A monitoring report authored by Atuhare Alexander, the Senior Assistant Secretary of all 9 primary schools in the sub county. The report highlights the following;</li> </ul> <p style="margin-left: 20px;">Inadequate teachers in all schools</p> <p style="margin-left: 20px;">Need for improving General sanitation</p> <p style="margin-left: 20px;">Need for construction of more classrooms</p> <p style="margin-left: 20px;">No observance of COVID-19 SOPS</p> <p style="margin-left: 20px;">Increasing Indiscipline among learners</p> <p>Term 3</p> <ul style="list-style-type: none"> <li>• A report authored by Atuhare Alexander, the Senior Assistant Secretary dated 22/10/2021 indicating monitoring of all 9 primary schools in the sub county. The key highlights in the report were;</li> </ul> <p style="margin-left: 20px;">Low turn up of learners</p> <p style="margin-left: 20px;">Lack of hand washing facilities in schools</p> <p style="margin-left: 20px;">Needs for concerted efforts in mobilization of communities</p>
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<p>Existence and functionality of School Management Committees</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional school management committees in all schools; score 3, else score 0</p>	<p>SMCs were existing according to the appointing instruction to the schools by the District Council as follows;</p> <p>1. Kitura P/s dated 20/04/2021 under MIN.No: 05/02/2021 (i)</p> <p>2. Buhungura P/s dated 01/04/2021 under MIN.No: 05/02/2021 (i)</p> <p>3. Nyakigyera P/s dated 07/04/2021 under MIN.No: 05/02/2021 (i)</p> <p>4. Kabibi P/s dated 15/04/2021 under MIN.No: 05/02/2021 (i)</p>
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5. Kyandera P/s dated 20/04/2021 under MIN.No:  
05/02/2021(i)

6. Kyempara Mixed P/s dated 03/04/2021 under MIN.No:  
05/02/2021(i)

7. Kyempara P/s dated 20/04/2021 under MIN.No:  
05/02/2021(i)

8. Kagarama P/s dated 09/04/2021 under MIN.No:  
05/02/2021(i)

9. Kichwekano P/s dated 20/04/2021 under MIN.No:  
05/02/2021(i)

The LLG has functional School Management Committees. The Committees conducted meetings on the following dates:

1. Buhungura Primary School on

Term one: 23/03/2022

Term two on: 15/05/2022

Term three on: 15/08/2021

2. Kyandera Primary School

Term one: 28/02/2022

Term two on: 17/06/2022

Term three on: 05/10/2021

3. Kagarama Primary School

Term one: 24/03/2022

Term two on: 07/06/2022

Term three on: 29/12/2021

4. Nyakigyera Primary School

Term one: 07/04/2022

Term two: 15/06/2022

Term three: 28/08/2021

5. Kyempara Primary School

Term one: 20/02/2022

Term two: 28/06/2022

Term three: 07/09/2021

6. Kitura Primary School

Term one: 24/02/2022

Term two: 14/05/2022

Term three: 25/11/2021

7. Kyempara Mixed Primary School

Term One: 17/02/2022

Term two: 08/05/2022

Term three: 03/09/2021

8. Kabibi Primary School

Term One: 03/02/2022

Term two: 05/06/2022

Term three: 07/09/2021

9. Kichwekano Primary School

Term one: 28/02/2022

Term two: 29/06/2022

Term three: 17/09/2021

### I. Primary Health Care Services Management

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>The LLG conducted awareness campaigns and mobilized communities for improved primary health care services.</p> <ol style="list-style-type: none"><li>1. Report from Nomono Juliet the Health Assistant dated 26/3/2022 was forwarded to subcounty chief covering the areas of kagarama, kyabinunga, kitura and nyakigyera parish.</li><li>2. Report from Nomono Juliet the Health Assistant, dated 24/3/2022 was forwarded to sub county chief covering the areas of Kagarama, Kyabinunga, Kitura and Nyakigyera parish.</li></ol>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>The LLg monitored HU as identified in the details bellow.</p> <ol style="list-style-type: none"><li>1. Nomono Juliet the Health Assistant on 27/6/2022 wrote a report to chairperson LCIII on the monitoring programs conducted in the parishes of Kyabinunga health center 11.</li></ol> <p>The issues included EPI program, sanitations staff attendance to duty, stock of drugs and number of staff at the unit.</p> <ol style="list-style-type: none"><li>2. Nomono Juliet the Health Assistant on 23/6/2022 wrote a report to chairperson LCIII on the monitoring programs conducted in the parishes of Kyabinunga HCII.</li></ol> <p>The issues included staff structure, facility conditions, sanitation and hygiene, number of patients in OPD, EPI program and presence of incinerator.</p>	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	HUMCs were in existence with appointing instructions to the HU by the district council as given hereunder.  1. Kyabinunga HCII 03/3/2022 under Min.5/3/2022. Kagarama subcounty has only one health unit called Kyabinunga HCII.  2. HUMCs were functional and holding meetings as per the minute here bellow.  At Kyabinunga HCII meeting was held on 09/12/2021 chaired by Ahabwemukama Thiophlas the parish chief.  The report was prepared with attendance lists and action plan attached	3
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## J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	The request letter to rehabilitate nyakigyera gravity flow scheme addressed to DWO was availed dated 12/02/2021 with acknowledgement of receipt of the same date.	3
27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	<ul style="list-style-type: none"> <li>• There was monitoring reports of water sources in Kagarama sub county dated 25/2/2021.</li> <li>• It has only one water source known as nyakigyera gravity scheme found in kagarama parish suppling areas of Nyakigyera parish.</li> </ul> Way forward  <ul style="list-style-type: none"> <li>• Water is feet for human consumption and still is in good condition.</li> </ul>	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	There was no evidence that the LLG had functional Water and Sanitation Committees (including collection and proper use of community contributions)	0

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.	The Nomono Juliet the Health Assistant in a report to SAS reported on an updated lists on all its water and sanitation facilities and the functionality status.
	Maximum score is 2	Score 2 else 0	

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

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

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

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

31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0

- 33            Operation and Maintenance of infrastructure  
Maximum score is 3
- (ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
- 33            Operation and Maintenance of infrastructure  
Maximum score is 3
- (iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

**L. Production Services Management**

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

There were reports on collection of Agricultural Statistics in Kagarama SC as shown below:

A report dated 31/03/2022 compiled by Nabasa Tomson (Agricultural Officer) on collection of Agricultural Statistics on season production data for beans and coffee enterprise. The report was received by the DPO on 02/05/2022.



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

There was evidence that the extension officers in Kagarama SC conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO as indicated below.

1. Report on sensitization and mobilization of farmers to benefit from inputs supplied under OWC for September Season B 2021 by Nabasa Tomson (AO) in which the Agricultural Officer. The inputs received from OWC included Irish potatoes, Beans and maize to the respective parishes of Kagarama SC for example Kagarama, Nyakigyera, Kitura and Kyabinunga parishes. The report was received by DPO on 03/10/2021.
2. Report dated 06/04/2022 on mobilization and sensitization of beneficiaries for mango seedlings for April 2022 by Nabasa Tomson (AO) in which the Agricultural Officer mobilized, sensitized and compiled a list of beneficiaries for mango seedlings. The report was received by the DPO on 13/04/2022. The distribution list of farmers that received mango seedlings with their contacts and NIN is attached.
3. Report on mobilization and sensitization of farmer beneficiaries of Mircro Scale Irrigation in Kagarama on 17/7/2021 by the Assistant Agricultural Officer

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

There was evidence that the Sub-County Chief and the Agricultural extension officer supervised and monitored Agricultural production activities in Kagarama SC. Reports were prepared and copies submitted to the DPO as follows:

1. Report dated 28/06/2022 by Nabasa Tomson (AO) on monitoring and supervision of Sub-County projects of UCDA, SAA, OWC, ACDP and UMFSNP. The report was received by the DPO on 30/06/2022.

2. Report dated 30/05/2022 by Nabasa Tomson (AO) on monitoring farmer trainings on soil and water conservation. The report was received by the DPO on 04/06/2022.

3. Report dated 29/04/2022 by Nabasa Tomson (AO). The report was received by the DPO on 03/05/2022.

4. Report dated 31/03/2022 by Nabasa Tomson (AO) on monitoring and supervision of SC project like UCDA, SAA, OWC, ACDP and UMFSNP. The report was received by the DPO on 06/04/2022.

5. Report dated 24/02/2022 by Nabasa Tomson (AO) on monitoring and supervision of recipients of OWC inputs like maize. The report was received by the DPO on 28/02/2022.

6. Report dated 28/01/2022 by Nabasa Tomson (AO) on monitoring and supervision of SC roads maintained in the FY 2020/2021 under ACDP. The report was received by the DPO on 07/02/2022.

7. Report dated 29/12/2021 by Nabasa Tomson (AO) on monitoring and supervision of pests and diseases outbreak in Kagarama Sc. The report was received by the DPO on 03/01/2022.

8. Report dated 26/11/2021 by Nabasa Tomson (AO) on monitoring the implementation of Uganda Multi-Sectoral Food Security Nutrition Project. The report was received by the DPO on 30/11/2021.

9. Report dated 28/10/2021 by Nabasa Tomson (AO) on monitoring and supervision of OWC inputs like maize in Kagarama SC. The report was received by the DPO on 02/11/2021.

10. Report dated 30/09/2021 by Nabasa Tomson (AO) on monitoring the germination performance of inputs received from Ssakawa Africa Association (SAA) in September season B 2021. The report was received by the DPO on 05/10/2021.

11. Report dated 30/08/2021 by Nabasa Tomson (AO) on monitoring and supervision of SC project like UCDA, SAA, OWC, ACDP and UMFSNP. The report was received by the DPO on 03/09/2021. Report dated 30/07/2021 by Nabasa Tomson (AO) on monitoring

37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There was evidence that the extension officers conducted farmer trainings in Kagarama SC as indicated below:</p> <p>A report dated 08/08/ 2021 by Nabasa Tomson (AO) in which the Agricultural Officer conducted trainings of farmers in good agronomic practices of beans, maize and selection of good planting material and how to plant. The report was received by the DPO on 12/08/2021.</p>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Kagarama Sub-county conducted monitoring micro scale irrigation beneficiaries in Kagarama Sc.</p> <p>A report dated 17/07/2021 by Nabasa Tomson (AO) in which the extension Worker conducted on the spot mentoring of micro scale irrigation demonstration farmers in Kagarama Sub-county where by Kato Judi of Rwakashaka village, Kyempara primary school and Buhunhgura Primary school were also mentored. The officer in addition highlighted challenges affecting them and recommendations. The report was received by the DPO on 20/07/2021.</p>	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.

All the parishes of Burumba, Kakamba, Ntenga, Kashenyi and Rurongo had their PDCs in place sensitization meetings were conducted and all proposals appraised ready to be submitted for the revolving funds.

The LG had PDM guidelines in place.

PDCs for all the above Parishes were constituted and membership in all the PDCs was as follows:

1. Chairpersons LC II,
2. Parish chiefs/Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

There was evidence of minutes of the PDCs participating in mobilization activities for individuals and groups to participate in PDM activities as per minutes of the PDC compiled by the Parish Chiefs and submitted to the Sub-county Chief as indicated below:

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.

The Parishes of Burumba, Kakamba, Ntenga, Kashenyi and Rurongo have compiled, updated and analyzed data on community profiling disaggregated by village, sex, age, wealth category and economic activity. The Parish Chiefs submitted this data to the Sub-county Chief on the following dates:

- Burumba on 21/06/2022
- Kakamba parish on 17/06/2022
- Kashenyi parish on 21/06/2022
- Rurongo on 21/06/2022
- Ntenga 17/06/2022

2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>The LLG mapped NGOs, CBOs &amp; CSOs operating in the LLG as per letter by the Sub-county Chief to the stakeholders instructing them to engage the private sector in the implementation of PDM.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>There was no evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on approved programs and priority enterprises</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>There was no evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on Priority enterprises that can be implemented in the parish.</p>	0

**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• The entity had the copy of submitted development plan signed on 15.02.2020 by SAS Kyomugasho Juliet and Chairperson Muyebe Enock approved by Council, 15.02.2020 under Council Minute approving it Min 8/5 is consistent with the budget and Annual work plan.</li> </ul>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<ul style="list-style-type: none"> <li>• There was no evidence that Incorporated ranked priorities from all its respective parish</li> </ul>	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• The LLG has an AWPB which is based on the outcomes of Budget Conference held on 20.10.2021</li> </ul>	1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• The reviewed FY 2022/2023 budget that was approved by council under Minute 9/5 signed by chairperson LCIII on 27th May 2022 included the investments like Routine manual maintenance of Kakamba-Ntenga Rd, Kashenyi-Bizeera and Rurongo- bihanga road financed by the LLG</li> </ul>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<ul style="list-style-type: none"> <li>• The LLG developed project profiles for all its projects as shown on pages 110 &amp; 111 of the development plan</li> </ul>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• The LLG submitted its budget to the district central registry on 13th May 2022</li> </ul>	1
5	<p>Procurement planning for the current FY: submission of request for procurement</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The procurement plan containing projects "Routine manual maintenance of Kakamba-Ntenga Rd, Kashenyi-Bizeera and Rurongo- bihanga road was prepared and submitted to the district by SAS, Alex Kwokukizire on 10th March 2022 and received by Head PDU on the same date.</p>	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

DDEG Grant IPF in Budget =12,235,600

Budget for DDEG capital project = 9,788,480

Budget for investment servicing and monitoring of Projects under DDEG= 1,223,560

Budget for parish planning and Data collection under DDEG= 1,223,560

$(9,788,480/12,235,600)*100= 80\%$

The budget approved by council under Min9/5/2022 includes projects "Routine manual maintenance of Kakamba-Ntenga Rd, Kashenyi-Bizeera and Rurongo- bihanga rd" which are consistent with DDEG guidelines issued by Ministry of Local Government on 17th Feb 2022, reference page 7 on the list of eligible activities

2

### C. Own Source Revenue Mobilization and Administration

7

LLG collected local revenue as per budget (Budget realization)

Maximum score is 1

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

From the final accounts reviewed for the FY 2021/2022,

LR Budgeted was 7,100,000

Actual Collected =25,203,000

$= 25,203,000*100$

27,100,000

$=91.62\%$

This was evident that the LLG collected OSR for the previous FY within 10%

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 Revenue collected as per final Accounts FY 2020/2021

i. 13,152,000

ii.

Actual Revenue collected as per final Accounts FY 2021/2022

25,203,000

$\% \text{ age increase (Actual FY 21/22 – Actual FY 20/21} \times 100\%)$

iii. Actual FY 20/21

iv.  $(25,203,000-13,152,000)* 100$

v. 13,152,000

91.62%

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.	Actual Revenue collected as per final Accounts FY 2021/2022 amounts to 25,203,000=  LLG Net of 65% (0.65 x Total Revenue)= 16,381,950  Villages Net = 0.25x 16,381,950= 4,095,488  Parish Net = 0.05 x 16,381,950= 819,097. the Total Transfers made to Villages and parishes = 4,795,488 , Vr Nos.3/7 and 3/8	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	From Vouchers Nos,1/2, 1/5, amount equaling to 1,470,300= was paid to councilors as allowances which is not more than 20% of OSR	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	There was no evidence to show that the LLG budgeted and used OSR funds on operational and maintenance in previous FY	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.	There was no evidence that the LLG publicized the OSR and how it was used for the previous FY	0

#### D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	LLG submitted the copy of its AFS on 29th August 2022 and was received by the OAG on 30th August 2022	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>The following reports were submitted and received by the district registry on the following dates:</p> <p>Q1- 5th October 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2- 10th January 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3- 12th April 2022</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	Q4- 11th July 2022	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<ul style="list-style-type: none"> <li>• Mugisha Hannington Accountant appraised on 30 -06-2022</li> <li>• Kwarikunda Wilber Parish chief appraised on 30.06.2022</li> <li>• Zamukama Bernard parish chief appraised on 30.06.2022</li> <li>• Kirunga Gloria AAHO appraised on 30.06.2022</li> <li>• Turyamwijuka Gayi parish chief on 30.06.2022</li> <li>• Taremwa Innocent parish chief appraised on 30.06.2022</li> </ul> <p>Appraisals for Ainembabazi Adrine, parish chief and other two staff were missing</p>	0
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>There was no evidence that the head teachers</p>	0

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	There was no evidence that the health facility in-charges were appraised	0
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	No evidence that the LLG has Publicized the list of LLG staff.	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	The LLG produced monthly analysis of staff attendance as per the dates below  July- 9.08.2021 August 9.09.2021 September 6.10.2021 October 7.11.2021 November 2.12.2021 December 4.01.2022 January 7.02.2022 February 4.03.2022 March 7.04.2022 April 5.05.2022 May 6.06.2022 June 4.07.2022	3

## F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	The LLG FY budget 2021/2022 that was approved by council included projects like land titling under Natural resources and Routine maintenance of Kakamba-Kyaka road under Engineering services which projects were eligible as per DDEG grant guidelines that were issued by MoLG on 26th January 2021	2
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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	There was no evidence from the LLG that the investment projects planned in the previous FY were completed	0
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16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	There was no evidence from the LLG that the investment projects planned in the previous FY were completed	0
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**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Routine maintenance of Kakamba-Kyaka Road screened and ESMP attached by DNRO done 9th /08/2021  Construction of VIP pit latrine for Burumba Ps not screened and has no ESMP	0
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18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	Complaints referral path is displayed on the notice board  Grievances recorded, investigated and responded to	1
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	Grievance redress path is displayed on the notice board	1
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area land committee approved by the sub county under Min 8/KSC/10/2021  Appointment letters issued on 14/02/2022  Acceptance letters by the area land committees represented by swearing an oath for taking up the responsibility  However there was no instruction from the CAO based on the district council	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	The LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery as per report by :-  i. Mugizi Lawrence the SAS, dated 15th October 2021 addressed to LCIII chairperson. Report covers areas of School feeding and child nutrition.  ii. Mugizi Lawrence the SAS, dated 20th November 2021 addressed to LCIII chairperson.	3
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21	Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	The LLG monitored schools as per the reports by : -  Mugizi Lawrence the SAS, dated 26th October 2021 Addressed to CAO covering Burumba P/S Government Schools  ii Mugizi Lawrence the SAS, dated 26th October 2021 Addressed to CAO covering Kashenyi P/S Government Schools  iii Mugizi Lawrence the SAS, dated 26th October 2021 Addressed to CAO covering Kakuuto P/S Government Schools  Notable issues highlighted in the reports include School hygiene, pupil desk ratio, child population among others  Score= 3 X 100%=75%  4  iv. No Minutes for education committee were provided	2
22	Existence and functionality of School Management Committees  Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	1. SMCs were existing according to the appointing instruction to the schools by the District council as follows: -  School Date of Communication Council Minute  1.Kashenyi 19.03.2021 05/02/2021(i)  2.Kakuuto 17.03.2021 05/02/2021(i)  3. Burumba P/S 15. 04. 2021 05/02/2021(i)  4. Kayenje II 7. 04.2021 05/02/2021(i)  2. The SMCs were functional and holding meetings as per the minutes below:-  School Date of Meeting Author & Title  1.Burumba 27.01.2022 Nsubuga David (head teacher)  2.Kakuuto P/S 19.07.22 Mujuni Grace (head teacher)  3. Kashenyi 12.03.2022 Walukagga Muhammad (head teacher)  4. Kayenje II 21.01.2022 Niyinyebutse Catherine (Deputy H/Tr)  The minutes have attached respective attendance lists, action plan & Implementation status.	3

## I. Primary Health Care Services Management

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>There was no evidence that the LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery.</p>	0
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>The LLG monitored HUs as per the reports by : -</p> <p>i. Mugizi Lawrence, the SAS, date 28/6/2022 addressed to CAO</p> <p>Names of the health units monitored: Kakamba HC II</p> <p>Highlight on the issues covered: Status of infrastructure and staff attendance to duty</p> <p>ii. Mugizi Lawrence, the SAS, date 26/03/2022 addressed to CAO</p> <p>Names of the health units monitored: Kakamba HC II</p> <p>Highlight on the issues covered: Services offered and health center status</p> <p>iii. Turyamwijuka Gayi, the SAS, date 16/6/2022 addressed to SAS</p> <p>Names of the health units monitored: Kakamba HC II</p> <p>Highlight on the issues covered: Status of infrastructure and staff attendance to duty</p>	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	1. HUMCs were existing as per the appointment letters below as follows: -  Health unit Name Position D. appointment  1.Kakamba HCII Patrick Kashagama Chairperson 01.07.2021  Ahebwa chrispus Secretary 01.07.2021  James Twinomujuni V/C/P 01.07.2021  Midress Mbabazi Staff Rep 01.07.2021  Yeseri Bahumbya Member 01.07.2021  1. The HUMCs were functional and holding meetings as per the minutes below:-  HU Name Date of Meeting Author & Title  1. Kakamba HCII 24/06/2022 Ahebwa Chrispus (health in-charge)  2. Kakamba HCII 22/112021 Ahebwa Chrispus (health in-charge)  3. Kakamba HCII 03/03/2022 Ahebwa Chrispus (health in-charge)	3
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#### J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	LLG submitted a written request to the DWO for consideration through the SAS in a submission requesting for a bore hole dated 5th 01 2021 and received by the DWO's office on 6th Jan 2021	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	Report on water and environment monitoring/supervision submitted to the SAS by the HA, Mrs Khauka Claire dated 24th March 2022 seen. The report showed that 5 points/facilities were supervised out of the total 7 in the LLG	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	There was no evidence that Water and sanitation committees were established	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 evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines)	0

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

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

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

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

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

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

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

33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported  Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	<p>There were reports on collection of Agricultural Statistics in Kakamba SC as shown below:</p> <ol style="list-style-type: none"> <li>1. A report dated 24/05/2022 by Kirunga Gloria (AAHO) on collection of agricultural statistics data on livestock production in terms of milk production. Report was received by the DPO on 24/05/2022.</li> <li>2. A report dated 30/03/2022 by Kirunga Gloria (AAHO) on registration of large scale farmers and agricultural service providers. Report was received by the DPO on 30/03/2022. The list of large scale farmers and service providers was not attached.</li> <li>3. A report dated 28/12/2021 by Kirunga Gloria (AAHO) on farmer registration. Report was received by the DPO on 28/12/2021.</li> <li>4. A report dated 04/10/2021 by Kirunga Gloria (AAHO) on collection of agricultural statistics data on livestock production in terms of milk production. Report was received by the DPO on 04/10/2021.</li> </ol>
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35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Kakamba SC conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO as indicated below.</p> <ol style="list-style-type: none"> <li>1. Report dated 29/05/2022 by Kirunga Gloria (AAHO) on pests and diseases affecting livestock and drugs used to treat them in Rurongo parish and it was done in Burumba and Rurongo parishes. The report was received by the DPO on 29/05/2022. The list of farmers sensitized together with their contacts is attached.</li> <li>2. Report dated 30/10/2021 by Kirunga Gloria (AAHO) on awareness and sensitization of livestock farmers on different classes of Accaricides in the Sc. The report was received by the DPO on 31/10/2021. The list of farmers sensitized together with their contacts is attached.</li> </ol>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the Sub-County Chief and the Assistant Animal Husbandry Officer supervised and monitored animal production activities in Kakamba SC. The reports indicated supervision/monitoring findings, challenges found out and proposals for improvement. Reports were prepared and copies submitted to the DPO as follows:</p> <ol style="list-style-type: none"> <li>1. Report dated 29/06/2022 by Kirunga Gloria (AAHO) copy received by the DPO on 8th April 2022.</li> <li>2. Report dated 28/05/2022 by Kirunga Gloria (AAHO) on monitoring of goat and sheep pox in Burumba parish, copy received by the DPO on 28/05/ 2022.</li> <li>3. Report dated 17/03/2022 by Kirunga Gloria (AAHO) on monitoring of foot and mouth disease in Ntenga and Kakamba parish, copy received by the DPO on 17/03/ 2022</li> <li>4. Report dated 27/10/2021 by Kirunga Gloria (AAHO) on monitoring of blindness in cattle. copy received by the DPO on 27/10/ 2021.</li> <li>5. Report dated 30/11/2021 by Kirunga Gloria (AAHO) on monitoring of Accaricide usage and its effectiveness in the Sc. copy received by the DPO on 30/11/ 2021.</li> <li>6. Report dated 28/06/2022 by Kirunga Gloria (AAHO) on monitoring of blindness in cattle in the Sc. copy received by the DPO on 28/06/ 2022.</li> </ol>	2

Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	There was evidence that the extension officers conducted farmer trainings in Kakamba SC as indicated below:
Maximum score is 2		<p>1. A report dated 24/5/2022 by Kirunga Gloria (AAHO) in which the extension worker did a report on training of livestock farmers on high quality milk production Ntenga and Kakamba parish. The farmers were trained on to use clean milk utensils, how to detect mastitis and controlling it, how to maintain hygiene and minimize contamination. The report was received by DPO on 24/05/2022. The attendance lists were attached.</p> <p>2. A report dated 29/9/2021 by Kirunga Gloria (AAHO) in which the extension worker did a report on training of farmers in good animal husbandry practice (different classes of accaricides and their usage). The farmers were trained on usage of accaricides and different class of accaricides. The report was received by DPO on 29/09/2021. The attendance lists of farmers trained were attached.</p> <p>3. A report dated 28/12/2021 by Kirunga Gloria (AAHO) in which the extension worker did a report on training of livestock farmers on high quality milk production Burumba and Rurongo parish. The farmers were trained on to use clean milk utensils, how to detect mastitis and controlling it, how to maintain hygiene and minimize contamination. The report was received by DPO on 29/12/2021. The attendance lists were attached.</p>

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Kakamba Sub-county conducted livestock diseases on individual farmers' farms and offered on spot mentoring. Reports were compiled and submitted to the DPO as indicated in the following.</p> <ol style="list-style-type: none"> <li>1. A report dated 24/5/2022 by Kirunga Gloria (AAHO) in which the extension worker did a report on livestock disease surveillance in Rurongo parish. The farmers were visited on were trained and mentored on signs and symptoms of foot and mouth disease, to stop the spread of livestock disease in the sub county, how to isolate affected animals from the healthy ones. The report was received by DPO on 24/05/2022.</li> <li>2. A report dated 28/11/2021 by Kirunga Gloria (AAHO) in which the extension worker did a report on livestock parasites and diseases surveillance in Kashenyi parish. The report was received by DPO on 28/11/2021.</li> <li>3. A report dated 04/10/2021 by Kirunga Gloria (AAHO) in which the extension worker did a report on vaccination against Foot and Mouth disease in Burumba and Ntenga parish. The report was received by DPO on 06/10/2021. A total of 2920 cattle were vaccinated</li> <li>4. A report dated 10/06/2022 by Kirunga Gloria (AAHO) in which the extension worker did a report on Peste de Peste Ruminants (PPR) disease vaccination in Kakamba and Kashenyi parish. The report was received by DPO on 10/06/2022. A total of 1623 animals were vaccinated</li> </ol>
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#### A. Functionality of Parish Administrative Structures

<p>1</p> <p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<ul style="list-style-type: none"> <li>• The parish development committees for Kyarugonza, Kabashekyere and Kamubeizi were fully constituted as per the guidelines on page 23</li> <li>• There was also mobilization done about the PDM in the parishes of Kamubeizi, Kyarugonza and Kabashekyere dated 28.06.2022, 27.04.2022, 26.05.2022 attended by 27 people, 28 people and 36 people respectively.</li> <li>•</li> <li>•</li> </ul>
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2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>There was no evidence of an updated and analyzed data on community profiling disaggregated by village, gender, sex and economic activity among others as stipulated in the PDM guidelines.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>The LLG had mapped out NGOs, CBOs and CSOs operating in the entity like Norwegian Refugee Council and Journey Plus.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>There was evidence that the Lower Local Government approved programs to be implemented within the parish for the current financial year where programs like; rehabilitation of Kamubeizi-Kishariara-Kibuba road and purchase of Furniture at for the Sub County Head Quarters were got from priorities of Kamubeizi Parish.</p>	2



3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  iii. Priority enterprises that can be implemented in the parish score 2 or else 0	No evidence	0
	Maximum score is 6			

## B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:  i. Is consistent with the LLG approved development plan III; score 1 or else 0	<ul style="list-style-type: none"> <li>• The LLG has planning guidelines, the LLG also has a development plan signed on 9/9/2021 signed by Mr. Nkurukirye Charles the LC III chairperson Madam Kyoratungye Christine the Senior Assistant Secretary approved on the 9/9/2021</li> <li>• The LLG also has an approved Annual workplan and Budget dated 16.03.2022 signed by the LCIII chairperson and the Senior Assistant Secretary approved under MIN 9/9/21 attended by 13 councilors and 5 technical people</li> <li>• Priorities from the Parishes were incorporated into the AWPB. These were, Construction of a 3-stance pit latrine at the Kamubeizi Sub County Head Quarters, mechanized maintenance of Kamubeizi-Kisharira-Kibabu Road. rocurement of office furniture for the Sub County Head Quarters. These are also indicated in the AWPB on pages 3 and 4</li> </ul>	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	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.	The parishes submitted priorities as below  Kmubeizi meeting dated 19.08.2021 and submitted on 23.08.2021  Kyarugonza meeting dated 27.08.2021 and submitted on 27.08.2021  Kabeshkyere meeting dated 25.08.2021 and submitted on 27.08.2021	1
	Maximum score is 6			

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	No evidence	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>There are are investments to be funded by the i.e. Procurement of office furniture construction of 3 stance pit latrine</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>• Project profiles are also indicated in the development plan as below. P Construction of a 3-stance pit latrine is on page 70, Procurement and supply of office furniture is on page 74while routine maintenance of roads is on page 78.</p>	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	• The budget was submitted to planning unit on 13.05.2022 signed by Kyoratungye Christine the SAS and Nkurikiye Charles the LCIII Chairperson approved under min; 7/5/2021	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	• The SAS madam Kyoratungye Christine submitted the Procurement Plan on 31.03.2022 and was received on 31.03.2022. this was through the Senior Procurement Officer and the project is supply and delivery of office furniture for the Sub County Offices	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	The LLG Have guidelines  The LLG received 4,448,726 as the IPF  The LLG is to spend 3,590,981 which represents 80% on supply of office furniture as on page 3 of the AWPB,  The LLG is also to spend 448,872 on data collection as on page 5 of the AWPB AND also 448,872 on monitoring and servicing investment as on page 5 of the AWPB  The LLG followed the DDEG Guidelines.	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	• LLG has An AWPB signed by the SAS submitted in 17.03.22 signed by the LCIII Chairperson and SAS approved by council on 9/9/2021 attended by 10 councilors and 5 technical staff  LR Budget was 13,792,499 on page 1  Actual amount collected was 13,722,499 on page 42 making a percentage of 99.4	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	• The Annual financial statements for the previous FY show that the LLG collected 13,792,449 however, the previous FY but one, the LLG had not yet started	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.	From the LLG Head of Finance obtain and review Annual Financial Statement for the previous FY to determine whether:  The LLG remitted OSR to administrative units' villages and parishes. Villages received 1,215,000/= with each village receiving 45,000/= All 27 villages received money as per Voucher No. 10/9/2022. All three parishes received money by Bagabo James, Monday George and Byamukama Ferigin for Kabashekyere, Kyarugonza and Kamubeizi respectively.	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	The LLG Spent 300,000/= on O &M by paying for repair of office furniture as per voucher dated 1/5/22	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	The LLG Spent 300,000/= on O &M by paying for repair of office furniture as per voucher dated 1/5/22	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.	The LLG publicized its own source revenue collected for the previous financial year as on the notice board amounting to 13,792,499/=	1

#### D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<ul style="list-style-type: none"> <li>• The LLG submitted Annual Financial Statements to the office of the Auditor General on the 26th day of August 2022</li> </ul>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>Q1 Submitted on 30.09.2021 by SAS Kyoratungye Christine</p> <ul style="list-style-type: none"> <li>•</li> </ul>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 Submitted on 31.12.2021 by SAS Kyoratungye Christine</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3 Submitted on 12.04.2022 by SAS Kyoratungye Christine</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>• Q4 Submitted on 04.07.2022 by SAS Kyoratungye Christine</p>	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>The LLG has a general staff list and a staff structure</p> <p>Atukwase Marion a parish Chief was appraised by the SAS on 28.06.2022</p> <p>Ndyasingura Sezi a Health Centre II In charge was appraised by the SAS on 29.06.2022</p> <p>Byonanebye Thadius a Parish Chief was appraised by the SAS on 29.06.2022</p> <p>Tumwebaze Judith a Parish Chief was appraised by The SAS on 29.06.2022</p>	2
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12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Kasigazi Jackson Head Teacher Kikinga II p/s was accessed by the SAS on 31.12.2021  Musiime Placidius Head Teacher St. Mary's Rushoroza P/S was accessed on 29.12.2021	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	Ndyasingura Sezi a Heath In charge of Karokarungi HC II was appraised on 29.06.2021	2

Staff duty attendance	Evidence that the LLG has	<p>The staff list was published on the Sub County Notice board There was a comprehensive list of for all Head Teachers, Head Quarter staff and Primary Schools in the entire Sub County and was submitted to the office of the CAO on 7.09.2022</p>
Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0	<ul style="list-style-type: none"> <li>• Monthly Attendance to duty for the month of July was received on 11.08.2021</li> <li>• Monthly Attendance to duty for the month of August was received on 01.09.2021</li> <li>• Monthly Attendance to duty for the month of September was received on 5.10.2021</li> <li>• Monthly Attendance to duty for the month of October was received on 3.11.2021</li> <li>• Monthly Attendance to duty for the month of November was received on 2.12.2021</li> <li>• Monthly Attendance to duty for the month of December was received on 3.01.2022</li> <li>• Monthly Attendance to duty for the month of January was received on 4.02.2022</li> <li>• Monthly Attendance to duty for the month of February was received on 4.03.2022</li> <li>• Monthly Attendance to duty for the month of March was received on 4.04.2022</li> <li>• Monthly Attendance to duty for the month of April was received on 4.05.2022</li> <li>• Monthly Attendance to duty for the month of May was received on 1.06.2022</li> <li>• Monthly Attendance to duty for the month of June was received on 1.07.2022</li> </ul>



Staff duty attendance	Evidence that the LLG has	There was a comprehensive list of for all Head Teachers, Head Quarter staff and Primary Schools in the entire Sub County and was submitted to the office of the CAO on 7.09.2022
Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	<ul style="list-style-type: none"> <li>• Monthly Attendance to duty for the month of July was received on 11.08.2021</li> <li>• Monthly Attendance to duty for the month of August was received on 01.09.2021</li> <li>• Monthly Attendance to duty for the month of September was received on 5.10.2021</li> <li>• Monthly Attendance to duty for the month of October was received on 3.11.2021</li> <li>• Monthly Attendance to duty for the month of November was received on 2.12.2021</li> <li>• Monthly Attendance to duty for the month of December was received on 3.01.2022</li> <li>• Monthly Attendance to duty for the month of January was received on 4.02.2022</li> <li>• Monthly Attendance to duty for the month of February was received on 4.03.2022</li> <li>• Monthly Attendance to duty for the month of March was received on 4.04.2022</li> <li>• Monthly Attendance to duty for the month of April was received on 4.05.2022</li> <li>• Monthly Attendance to duty for the month of May was received on 1.06.2022</li> <li>• Monthly Attendance to duty for the month of June was received on 1.07.2022</li> </ul>

## F. Implementation and Execution

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	<ul style="list-style-type: none"> <li>• The LLG received 4,448,726 on page 1 of revenues meant for supply of furniture at the sub county head quarters</li> <li>Monitoring is to take 448,872/= making 10% as on page 5 of the ABWP</li> <li>Data collection id to take 448,872/= making 10% as on page 5 of the AWPB</li> <li>The project takes 3,590,981 making it 80%</li> <li>However, this money is not yet spent</li> </ul>
Maximum score is 2		

15	<p>The LLG spent the funds as per budget</p> <p>Maximum score is 2</p>	<p>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</p>	<p>From the SAS/TC obtain and review:</p> <table border="1"> <thead> <tr> <th data-bbox="711 170 858 232">Sector Expenditure</th> <th data-bbox="1098 170 1214 232">Budget %age</th> </tr> </thead> <tbody> <tr> <td data-bbox="711 264 874 327">Administration 10,451,914</td> <td data-bbox="1098 264 1273 327">14,021,914 74.5</td> </tr> <tr> <td data-bbox="711 353 842 416">Finance 16,960,916</td> <td data-bbox="1098 353 1273 416">39,558,998 42.8</td> </tr> <tr> <td data-bbox="711 443 900 506">Statutory Bodies 10,960,572</td> <td data-bbox="1098 443 1289 506">11,962,572 91.6</td> </tr> <tr> <td data-bbox="711 533 938 595">Production services 300,000</td> <td data-bbox="1098 533 1262 595">300,000 100</td> </tr> <tr> <td data-bbox="711 622 831 651">Health - - -</td> <td></td> </tr> <tr> <td data-bbox="711 678 871 707">Education - - -</td> <td></td> </tr> <tr> <td data-bbox="711 734 783 763">Works</td> <td data-bbox="1161 734 1321 763">12,440,000 - -</td> </tr> <tr> <td data-bbox="711 790 927 819">Natural Resources</td> <td data-bbox="1185 790 1310 819">600,000 - -</td> </tr> <tr> <td data-bbox="711 846 858 909">CBS 1,000,000 -</td> <td data-bbox="1169 846 1286 875">1,000,000</td> </tr> <tr> <td data-bbox="711 936 858 965">Planning - - -</td> <td></td> </tr> <tr> <td data-bbox="711 992 906 1021">Internal Audit - - -</td> <td></td> </tr> </tbody> </table>	Sector Expenditure	Budget %age	Administration 10,451,914	14,021,914 74.5	Finance 16,960,916	39,558,998 42.8	Statutory Bodies 10,960,572	11,962,572 91.6	Production services 300,000	300,000 100	Health - - -		Education - - -		Works	12,440,000 - -	Natural Resources	600,000 - -	CBS 1,000,000 -	1,000,000	Planning - - -		Internal Audit - - -		0
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16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>The LLG did not have any projects implemented in the previous financial year</p>	0
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**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	From the SAS/TC:  The LLG did not implement any project due to lack of funding	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	The LLG has a grievance redress committee appointed with 6 members with Tumwebaze Judith (A Parish Chief) as the focal point person  There is a book in place and also a referral path for recording	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	There was a formal communication from the Senior Assistant Secretary to the members of the Grievance Redress committee appointing them copied to the Chairperson LC III and the Parish Chief who is the focal point person.	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	The committee was appointed on 28.12.2021 based on the instruction from the CAO dated 28.12.2021 with acceptance letters dated 28.12.2021  The committee has never held any meeting	1

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

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>Awareness campaigns were done by the Parish Chief (Byonabyabye Thadius) dated 17.12.2021 attended by 29 people</p> <p>Awareness campaigns were done by the Parish Chief (Tumwebaze Judith) dated 20.05.2021 attended by 28 people</p> <p>Awareness campaigns were done by the Parish Chief (Atukwase Marion) dated 25.04.2021 attended by 19 people</p> <p>The three awareness reports highlighted issues of attendance to duty, reporting early to school, vaccination of COVID-19, SOPs.</p>	3
21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>From the SAS/TC, obtain:</p> <p>There was a monitoring report of St. Mary's Rushoroza executed by the SAS and members of the executive committee dated 30.11.202 highlighting the need to plant trees, animals grazing in the compound and fencing the school land</p> <p>Report by the SAS addressed to the LCIII Chairperson at Kikinga P/S dated 14.03.2022 discussing issues of enrollment, lack of staff, early marriages</p> <p>Report on both schools dated 22.9.2021</p> <p>There was a monitoring tool kit on hygiene done by the Head Teacher Kikinga p/s dated 26.04.2022</p> <p>There was also a monitoring tool kit on hygiene done by the Head Teacher Rushoroza P/s dated 26.04.2022</p>	2
22	<p>Existence and functionality of School Management Committees</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional school management committees in all schools; score 3, else score 0</p>	<p>St. Mary's Rushoroza P/S has a School Management Committee of 6 members appointed on 19.04.2021 with Birungi Thomas as the Chairperson, Nalongo Grace, Nafialai, Turinawe Francis, Kabarungi Pespera, Muhangi Erron, Ayebazibwe Agnes. These accepted the appointments on 22.04.2021 the committee held meeting on 15.07.2021, 10.09.2021, 18.02.2022, 22.06.2022 and discussed issues such as parents to provide lunch, fence school, Buy Uniforms, building a kitchen, hiring a night watchman, time management, sanitation, preparation of working schemes.</p> <p>Kikinga Primary School has a committee appointed on 18.03.2021 on the instruction of the District Education Officer dated 17.03.2021 with twelve members which held meetings on 1.08.2021, 8.12.2021, 28.02.2022, 4.04.2022 and discussed issues like scheme of works, preparation of lesson plans, conducting of remedial lessons, Daily Homework, study over the weekends, rehabilitation of a water tank, completion of a latrine by the capitation grant.</p>	3

## I. Primary Health Care Services Management

23

3

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

There were minutes of awareness on PHC dated 6.08.2021 by the Parish Chief Kamubeizi Parish Byonanebye Thadius where local leaders were told to lead by example and have pit latrines dug, and also come up with a road map for inspections

There was also a report by Atukwase Marion the Parish Chief Kabeshekyere dated 05.05.2022 on awareness on health and sanitation discussing issues like; men supporting mothers during pregnancy, family planning, immunization, setting up "obutindiro"

There was a report on monitoring of PHC by the SAS, dated 22.06.2022 highlighting challenges like medical supplies, water borne diseases and lack of proper structures.

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

Kyoratungye Christine the SAS monitored Karokarungi HC II on 23.06.2022 covering issues of staffing, fencing, stock of drugs, performance to duty

SAS monitored staffing; toilet conditions dated 29.9.2021 addressed to the LC III Chairperson of Kamubeizi Sub County.

4

25

Existence and functionality of Health Unit Management Committee

Maximum score is 3

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

The Health Unit Management Committee was appointed on 12.04.2021 comprising of 5 Members with acceptance letters dated 16.04.2021 with members; Baryabonza Wallen as the Chairperson, Mubangizi Nelesensio, Turyamuhika Confidence, Twongyirwe Abis Kyarimpa Lilian all members.

The committee held a meeting on 1.09.2021, 30.11.2021, 23.03.2022, 13.06.2022 and discussed issues like introduction of an attendance book at the center, Time management at work, frequent monitoring, immunizations of children, fencing of the health center land and also hiring a security personnel.

3

## J. Water & Environment Services Management

26

3

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

The LLG submitted projects to the District Water office for consideration in the current financial year. The projects submitted were; Rehabilitaion of Rwacece gravity scheme in Kamubeizi Sub County dated 18.01.2022

27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	• The LLG has an inventory on Water sources however, there was no evidence that the LLG supervised the water sources	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	The LLG does not have functional water user committees for her water sources.	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	The LLG has and inventory on all water points in the Sub County submitted to the District Water Office dated 18.02.2022 by the Senior Assistant Secretary	2

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

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

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

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

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

## L. Production Services Management



34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	<p>There were reports on collection of Agricultural Statistics in Kamubeizi Sc as shown below:</p> <ol style="list-style-type: none"> <li>1. A report dated 30/06/2022 compiled by Nturanabo Lambert (Agricultural Officer) on collection of Agricultural Statistics on distribution of Agricultural inputs to farmers. The report was received by the DPO on 03/06/2022. Distribution lists attached.</li> <li>2. A report dated 27/01/2022 compiled by Nturanabo Lambert (Agricultural Officer) on collection of Agricultural Statistics on numberal of farmers engaged on bee keeping. The report was received by the DPO on 31/01/2022.</li> <li>3. A report dated 26/11/2021 compiled by Nturanabo Lambert (Agricultural Officer) on collection of Agricultural Statistics on numberal of farmers engaged on bee keeping. The report was received by the DPO on 30/11/2021.</li> </ol>	2
Maximum score is 2				
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	<p>There was evidence that the extension officers of Kamubeizi Sc conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO as indicated below.</p> <ol style="list-style-type: none"> <li>1. Report dated 31/08/2021 by Nturanabo Lambart (AO) on mobilization of farmers on pests and diseases surveillance in the Sc. The report was received by the DPO on 02/09/2021.</li> </ol>	2
Maximum score is 2				

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

There was evidence that the Sub-County Chief and the Agricultural extension officer supervised and monitored Agricultural production activities in Kamubeizi Sc. The reports indicated supervision/monitoring, observations and recommendations. Reports were prepared and copies submitted to the DPO as follows:

1. Report dated 12/05/2022 by Kyoratungye Christine (SAS) on monitoring banana plantation management, BBW, passion fruit growing and management, piggery and vegetable growing. The report was received by the DPO on 16/05/2022.
2. Report dated 29/04/2022 by Nturanabo Lambart (AO) on monitoring the status of Cashew nuts in the Sc. The report was received by the DPO on 03/05/2022.
3. Report dated 30/11/2021 by Nturanabo Lambart (AO) on monitoring of Pineapple growing and management in Kyarugoza parish. the report was received by the DPO on 03/12/2021.
4. Report dated 30/03/2022 by Nturanabo Lambart (AO) on monitoring of activities carried out in the month of march 2022. The report was received by the DPO on 05/04/2022.
5. Report dated 31/05/2022 by Nturanabo Lambart (AO) on monitoring of postharvest handling management of coffee. The report was received by the DPO on 02/06/2022.
6. Report dated 21/10/2021 by Nturanabo Lambart (AO) on monitoring of vegetable growing and management in Kyarugoza parish. The report was received by the DPO on 28/10/2021.
7. Report dated 29/04/2022 by Nturanabo Lambart (AO) on monitoring of coffee model farmers. The report was received by the DPO on 03/05/2022.
8. Report dated 20/05/2022 by Nturanabo Lambart (AO) on monitoring of OWC, project host farmers that carried out in kamubeizi parish, kamubeizi Sc. The report was received by the DPO on 31/05/2022.

37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There was evidence that the Agricultural officer carried out farmer trainings in Kamubeizi Sc</p> <ol style="list-style-type: none"> <li>1. Report dated 31/01/2022 by Nturanabo Lambart (AO) on training of farmers on banana bacterial wilt disease, control and management for the month of Jan 2022. The report was received by the DPO on 02/02/2022. Lists of farmers trained attached</li> <li>2. Report dated 31/03/2022 by Nturanabo Lambart (AO) on training of farmers on banana bacterial wilt disease. The report was received by the DPO on 04/04/2022.</li> <li>3. Report dated 30/10/2021 by Nturanabo Lambart (AO) on training of farmers on good agronomic practices based on model farmers for the month of Oct 2021. The report was received by the DPO on 03/11/2021. Lists of farmers trained attached</li> </ol>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture</p> <ol style="list-style-type: none"> <li>1. Report dated 30/12/2021 by Nturanabo Lambart (AO) on training of farmers on postharvest handling and management of cereals and legumes. The report was received by the DPO on 03/01/2022. Lists of farmers trained attached</li> <li>2. Report dated 30/12/2021 by Nturanabo Lambart (AO) on training of farmers on in good agronomic practices based on model farmers for the month of Oct, Nov and Dec 2021. The report was received by the DPO on 03/01/2022. Lists of farmers trained attached</li> <li>3. Report dated 10/11/2021 by Nturanabo Lambart (AO) on training of farmers on bean growing demonstration management under ACDP project in good agronomic practices based on model farmers for the month of Oct, Nov and Dec 2021. The report was received by the DPO on 15/11/2021. Lists of farmers trained attached</li> </ol>	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.

SC is comprised of the following Wards Kamubeizi, Kibaare, Burambira, Katanzi and Kishariira.

The LG had PDM guidelines in place. WDCs for all the above Wards were constituted and membership in all the PDCs was as follows:

1. Chairpersons LC II,
2. Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The WDCs were functional as evidenced by the minutes of the meetings held on the following dates:

1. Kamubeizi on 20/05/2022
2. Kibaare on 24/05/2022
3. Burambira on 20/05/2022
4. Katanzi on 07/05/2022
5. Kishariira on 18/05/2022.

The PDCs and Town Agents conducted Sensitization of the communities within the Wards on PDM on the following dates;

1. Kamubeizi on 04/04/2022
2. Kibaare on 06/04/2022
3. Burambira on 21/04/2022
4. Katanzi on 14/04/2022
5. Kishariira on 06/04/2022

All PDCs have started on the processes of appraisals of projects for disbursement of funds to implement the projects. The TC submitted the enterprise groups to the District on 27/03/2022

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>The Parish data Collected for the Wards of, Kamubeizi, Kibaare, Burambira, Katanzi Ward and Kishariira but was not analysed and segregated</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>As per the CDO's communication to the SAS on the inventory of non stake actors in the TC, the TC has only community groups with no CBO or NGO.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The Ag, TC through the parish agents provided guidance to the Village and parish executives on the enterprises under consideration in PDM in a letter dated 29/3/22 to TA copied to the Chaipersons LC I to III.</p>	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

• There was evidence that the LLG through parish Chiefs provided guidance to village executive members and PDCs during selection of priority enterprises to be implemented per parish. A list of Priority enterprises per parish was communicated through a letter by the SAS dated 26/06/2022.

2

**B. Planning and Budgeting**

4

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

Maximum score is 6

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

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

The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The Town Clerk Byaruhanga James signed on 19/08/2021 and the Town Council Chairman Arinaitwe Wilson signed on 19/08/2021. The minute of approval was 9/8/21 from a council that sat on 16/08/2021 with 15 councillors out of 16 in presence. The LG had in place an annual Budget for 2022/2023 FY duly signed by the TC Byaruhanga Anna and the Sub-county Chairperson Arinaitwe Wilson who signed on 12/5/22 approved by Council on 11/5/22 under Minute 6/5/2022 with 14 out of 16 councillors present.

The LG priority projects for the current FY 2022/2023 in the TC AWPB on pg.13 include; Construction of a 2 stance pit latrine at the Town Council Headquarters in Kamubeizi Ward, processing of a land Title for the Town Council land at the TC Headquarters in Kamubeizi Ward which are reflected in the TCDP on page 68

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.

The Wards conducted meetings, generated priorities and Town Agents submitted them to the Town Council as follows:

1. Kamubeizi Ward met on 11/8/2021 and submitted on 17/8/2021
2. Kibaare Ward met on 13/8/2021 and submitted on 17/8/2021
3. Burambira Ward met 12/8/2021 and submitted on 17/8/2021
4. Katanzi Ward met on 11/08/2021 and submitted on 17/8/2021
5. Kishariira Ward met on 13/8/2021 and submitted on 17/8/2021

The prioritized investments in the LLG council approved in the AWPB which are Construction of a 2 stance pit latrine at the Town Council Headquarters in Kamubeizi Ward & land titling was among the Priorities submitted by the Town Agent for Kamubeizi Ward on 23/09/2021.

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

The priorities were based on the proceedings of the Budget Conference. The LLG conducted a budget conference on 27/10/2021 and attracted a variety of stakeholders including 15 Councillors, 4 HMs, community members plus the technical staff, The budget conference report dated 29/10/2021, prioritised the renovation of the office block and land titling.

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

The LLG Budget included investments on page 13 (titling of TC land with DDEG at 2,108,844), office furniture at 3,497,560= and a pit latrine construction at the Headquarter from the operationalisation grant .

1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines  Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	The LLG developed project profiles for the Construction of a pit latrine and TC head quarter.	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	i) The LLG Work plan and Budget was submitted to the District on 12th May 2022.	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	The procurement Plan for the LLG was in place and was submitted to PDU 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	i. DDEG IPF for the LG in Current FY = 2,627,305= and the identified project is at 2,108,854, this makes 80% of the IPF.  262,370 is the budget for both Monitoring and servicing as well as parish planning and data collection which is 10% of the total IPF. These computations comply with the guidelines.  The project to be funded under DDEG is processing of the Land Title for the Town Council Land also comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines.	2

### C. Own Source Revenue Mobilization and Administration



7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	<p>The Total Local Revenue Budget for FY 2021/2022 was UGX. 19,360,513 as per Statement of revenue collected in the annual Financial statement page 31.</p> <p>Actual Collected was UGX. 19,360,513 as per Cash book &amp; closing statement</p> <p><math>19,360,513 / (19,360,513) \times 100 = 99\%</math></p> <p>The LLG collected 99% of the planned OSR.</p>	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	<p>FY 2020/2021 Budget collected as per final Accounts was UGX. 7,800,000</p> <p>FY 2020/2021 Actual Revenue collected as per final Accounts was UGX 5,793,000</p> <p>FY 2021/2022 Budget collected as per final Accounts was UGX. 19,370,000</p> <p>FY 2021/2022 Actual Revenue collected as per final Accounts UGX. was 19,360,513</p> <p>Increase in LR Collected <math>19,360,513 - 5,793,000 = 13,447,113</math></p> <p>iv. <math>13,567,513 / 28,301,531 \times 100 = 234.2\%</math></p> <p>OSR increased by 234.2% from previous FY but one to previous FY.</p> <p>Annual Financial Statement 2020/2021 page 16</p> <p>Annual Financial Statement 201/2022 page 31</p> <p>Annual Budget 2021/2022 Page 9.</p>	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.	As per AFS pg 30, the total collection is 19,360,513 = . 65% of this is 12,584,133 = which is the LLG net. This implies that LLG transfers are supposed to sum to 3,775,300 = which is 30%. As per VR No.18/06/22 dated 18/6/22 743,850 = was released to villages and 178,700 = to parishes totalling to 922,550 =. which is less than what was supposed to be transferred.	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	20% of 12,584,333= is 2,516,867= . As per trial balance, the LLG spent 2,012,000= on council, 200,000= on finance committee and 200,000= on the social works committee amounting to 2,412,000=. The LLG thus spent less than 20%	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	iii. Budget for Operation and Maintenance was UGX. 600,000 for Contract Staff Salaries on page 11 of the budget. Amount spent on contact staff salaries for the cleaner as per his appointment dated 24/1/22 was UGX. 550,000 as indicated in the trial balance of the annual Financial Statement.. 5% of OSR is 629,217, thus the LLG spent less than 20%	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.	iv. The LLG Publicized on the noticeboard the OSR and how it was used for the previous FY	1

#### D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	LLG submitted annual financial statements to Auditor General on 10/08/2022 as evidenced by receipt of Auditor General Mbarara.	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>The LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer on the following dates:</p> <p>1. Quarter One 13/10/2021</p>	1
<p>Maximum score is 6</p>				
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Quarter two on 12th January 2022</p>	1
<p>Maximum score is 6</p>				
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Quarter Three on 7th April 2022</p>	1
<p>Maximum score is 6</p>				

<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Quarter Four 14th June 2022</p>
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### E. Human Resources Management for Improved Service Delivery

<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Kamubeizi TC has the following Permanently posted Local Government staff and the Town Clerk appraised them as follows:</p> <ol style="list-style-type: none"> <li>1. Kakutsyano Robert – Senior Accounts Assistant was appraised on 17/06/2022</li> <li>2. Atuhaire Shivan Community Development Officer was appraised on 29/06/2022</li> <li>3. Namono Juliet Health Assistant was appraised on 13/06/2022</li> <li>4. Ahimbisibwe Bernard Town Agent Kibaare Ward was appraised on 17/06/2022</li> <li>5. Byakatonda Vicent Town Agent Kamubeizi Ward was appraised on 17/06/2022</li> <li>6. Bezaya Rodgers Town Agent Kishariira Ward was appraised on 13/06/2022</li> <li>7. Murungi Doreen Karugaba Town Agent Burambira Ward was appraised on 13/03/2022</li> <li>8. Ashaba Esether Town Agent Katanzi Ward was appraised on 17/06/2022</li> </ol>
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12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The SAS appraised the Primary school Head teachers as follows:  1. Musinguzi Aidan Head teacher Nyakamuri I Primary School was appraised on 30/12/2021  2. Ahimbisibwe Eric Head teacher Kamubeizi Primary School was appraised on 30/08/2021  3. Ayebare Justicia Head teacher Katanzi Primary School (Not appraised).  4. Ashaba Esa Head teacher Kishariira Primary School was appraised on 18/01/2021  NO EVIDENCE FOR APPRAISAL OF PRIMARY SCHOOL HEADTEACHERS	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The SAS appraised Asasira Edgar the Health Centre in charge for Kamubeizi Health Centre II on 30th June 2022	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	<ul style="list-style-type: none"> <li>• Staff structure was in place</li> <li>• LLG staff list was in place, comprehensive and it indicated Health centre and Primary School Staff.</li> <li>• The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charges.</li> </ul>	3

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The Town Clerk reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows:  July 2022 on 1/8/2022 Aug 2021 on 01/09/2021 September on 04/10/2021 Oct 2021 on 3/11/2021 Nov 2021 on 1/12/2021 Dec 2021 on 3/1/2022 Jan 2022 on 1/2/2022 Feb 2022 on 4/3/2022 March 2022 on 4/4/2022 April 2022 on 3/5/2022 May 2022 on 6/6/2022 June 2022 on 4/07/2022	3
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**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	The LLG did not receive DDEG	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	%age performance was as follows:-  All sectors performed between 90% and 100% but the works which was at 64%. due to rolled projects.	0

16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>The project undertaken was the construction of the administration block, which was contracted at 39,930,846=, 37,934,304= as per the substantial completion certificate &amp; Vr.44/5 dated 6/5/22.this was a 95% completion.</p>	<b>3</b>
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**G. Environmental and Social Safeguards**

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The LLG carried out environmental, social and climate change screening for Construction of Town Council Administration Block as per E&amp; S forms dated 22/2/22 signed by the District Environment Officer and Atuhaire Shivan CDO, There was also an E &amp; S compliance certificate report issued on 23/5/22.</p>	<b>2</b>
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The LLG has an Operational Grievance Handling System  
Maximum score is 2

(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0

The LG has a system for recording, investigating and responding to grievances

a) The LG had a committee appointed to handle grievances. The members of the GRC were appointed on 2/02/2022 in a letter signed by Byaruhanga Anna the Town Clerk and the members are:

1. Byakatonda Vicent Town Agent Kamubeizi Chairman as the Chairperson
2. Atuhair Shivan CDO as the secretary and assigned the role of coordinating the committee actions and giving feedback.
3. Kakutsyano Robert Senior Treasurer as a member.
4. Nsiimire Deziderious AO as a member.

b) The LG also had a Complaints Log Book with information on cases received and how they are managed.

c) There were also minutes for the committee. The Minutes for the handled cases in place included one on 7/03/2022 the GRC attended to a complainant who was seeking reduction in Trading License, on 19/04/2022 the complainant was seeking for a share of the market dues claiming that he was the initiator of the market.

d) The LG also had a complaints referral path for handling grievances from communities or members in form of a flow chat.

Complaints Log Book was in place with clear information.

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

GRC committee displayed on the notice board and in the CDOs office in a communication by the TC to the LC III Chairperson copied to the community and speaker showing the appointed members and their contacts. The flow chat was also displayed.



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

Basing on the Notification letter for appointments of the Area land committee dated 28/12/21 from CAO's office as per District Council Minute 06@12/21/22/FC of 23/12/21, the TC Byaruhanga Anna appointed members on the 4/1/22 as below :-

1. Tumwesigye John Bosco
2. Twesigomwe Justine
3. Zaribwegirire Gabriel
4. Orishaba Schola
5. Boss Tiwangye.
6. Bezaya Rodgers (secretary)

Acceptances by the members seen dated 11/1/22 and an inception and debriefing meeting held with the TC.

The Committee met on the following dates 11/10/2021, 17/03/2022, 20/06/2022 and approved requests of people who wanted to process titles

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

20

Awareness campaigns and mobilization on education services conducted in last FY

Maximum score is 3

Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0

1. Minutes of a Parents' meeting held on 17/01/2022 compiled by Ashaba Esether Town Agent Katanzi Ward. The meeting was about mobilization of Parents for improvement of education Service delivery in Katanzi Parish. The meeting was attended by 30 parents.

2. Minutes of a Parents' meeting held on 11/01/2022 compiled by Byakatonda Vicent Town Agent Kamubeizi Ward. The meeting was about mobilization of Parents for improvement of education Service delivery in Kamubeizi Ward. The meeting was attended by 25 parents.

3. Minutes of a Parents' meeting held on 10/01/2022 compiled by Bezaya Rogers Town Agent Kisharira Ward. The meeting was about mobilization of Parents for improvement of education Service delivery in Kisharira Ward. The meeting was attended by 33 parents.

4. Minutes of a Parents' meeting held on 10/01/2022 compiled by Ahimbisibwe Bernard Town Agent Kabaare Ward. The meeting was about mobilization of Parents for improvement of education Service delivery in Kabaare Ward. The meeting was attended by 31 parents.

5. Minutes of a Parents' meeting held on 10/01/2022 compiled by Murungi Doreen K Town Agent Burambira Ward. The meeting was about mobilization of Parents for improvement of education Service delivery in Burambira Ward. The meeting was attended by 50 parents.

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	1.The TC had monitoring reports for schools dated; 28/02/2022, 24/05/2022, 12/7/22 and 6/10/2021. The schools monitored were Nyakamuri II Primary School, Katanzi Primary School, Kisharira Primary School & Kamubeizi Primary School. the reports raised issues like utilisation of water from the tanks, the DRDIP program and infrastructures improvement, sharing of capitation grant information in the HMs' offices, parents to support school programmes, appraisal of teachers by the HMs, separation of toilets by gender, sanitation and furniture for the learners. The monitoring reports were diacussed in the GPC meetings of April and August.	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	The School management committees met on the dates as indicated below:  1. Kisharira Primary Schooll: Term 1:, 20/01/2022 Term 2: 9/06/2021 Term 3: 20/08/2021  2. Katanzi primary School. Term 1: 13/01/2022 Term 2: 27/05/2022 Term 3: 07/09/2021  3. Nyakamuri I primary School: Term 1:, 11/02/2022 Term 2: 27/05/2022 Term 3: 7/09/2021  4. Kamubeizi primary School: Term 1:, 17/02/2022 Term 2: 8/06/2022 Term 3: 21/10/2021	3

**I. Primary Health Care Services Management**

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>1. Report on awareness and mobilization activities dated 6/4/2022 compiled by Namono Juliet (Health Assistant) carried out in the Parishes of Katanzi, Kishariira, Burambira, Kibare and Kamubeizi. The awareness and mobilization activities were carried out by area chairpersons, VHTs, the Health assistant, nurses and midwives from Kamubeizi Health Centre II. During the exercise, 1,200 children were vaccinated against Polio.</p> <p>2. Report on awareness and mobilization activities dated 5/7/2022 compiled by Namono Juliet (Health Assistant) carried out in the Parishes of Katanzi, Kishariira, Burambira, Kibare and Kamubeizi. The awareness and mobilization activities were carried out by VHTs, the Health assistant. During the exercise, outreaches were conducted and adolescents in the age bracket of 12 to 17 and above 17 were mobilized to undertake vaccination against COVID 19. 369 people were vaccinated against COVID 19.</p>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>1. Report dated 23/05/2022 by Namono Juliet reporting about monitoring of the status of Kamubeizi Health Centre II by the Town Clerk, The TC Chairperson, the HC II in-charge and the Health Assistant. It was found out the Health Facility requires an incinerator and a pit latrine for staff. In addition, the facility is overwhelmed by the large number of patients and yet it has inadequate drugs and no drugs at all for some of the illnesses. In addition, the monitoring exercise found out that the Health facility structures are in dire need for repairs.</p> <p>2. Report dated 30/03/2022 by Namono Juliet reporting about the status Hygiene and sanitation in the trading centres of Kishariira, Kitoma, Burambira, Kasinganto and Katanzi.the exercise resulted in increased garbage collection, improved compliance to public Health measures, vaccination of 1,200 children, improved refuse storage and segregation.</p>	4
25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0</p>	<p>The LLG had a functional Health unit Management Committee. The Health Unit Management Committee Kamubeizi HC II was in place as per communication of the Town Clerk to CAO dated 25/05/2022 and the signed Oaths of allegiance.</p> <p>HUMC minutes for of the meetings held on 21/07/2021, 22/09/2021, 18/12/2021, 30th March 2022, 26/06/2022 and discussed management issues like the budget, staff attendance, RBF activities, quarterly HU performances</p>	3

**J. Water & Environment Services Management**

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

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

30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0	The LLG has no functional Physical Planning Committee.	0
30	Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:  20% in 2022/23  30% in 2023/24  40% in 2024/25	The LLG has no Physical development Plan.	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	The LLG has no Physical development Plan	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0	There was no evidence.	0

31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	There was no evidence	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	The Department of Health had in place a Solid Waste Management Plan and implementation Strategy dated 1/07/2021. There was a status report on the implementation of the Solid Waste Management Plan dated 13/03/2022 compiled by Namono Juliet (Health Assistant). The report gives an update on acquisition of final solid waste disposal site, recruitment of garbage collectors, provision of 10 bins, construction of an incinerator, timely waste management procedures, mass sensitization on waste management procedures and opening up sanitary lanes.	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	Report dated 27/06/2022 by Namono Juliet (Health Assistant) reported on refuse collection and disposal in the cells of Kisharira, Kitoma, Burambira, Kansingato and Katanzi Trading Centres..	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	The LLG has not prepared an Annual Infrastructure inventory and condition survey report.	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	The LLG has not prepared an Annual Infrastructure inventory and condition survey report.	0

33	Operation and Maintenance of infrastructure	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	Total OSR was UGX. 19,360,513. Amount Spent on O & M was UGX. 550,000 which is 2.8%	0
	Maximum score is 3			

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG	<p>There was a report on collection of Agricultural Statistics in Kamubeizi TC as indicated in;</p> <ol style="list-style-type: none"> <li>1. A report dated 28/01/2022 compiled by Nsiimire Deziderius (Agricultural Officer) on collection of Agricultural Statistics for the Banana enterprise with a focus on the farmers with banana plantations that are 4 acres and above in the Wards of Katanzi and Kamubeizi. It was found out that there were 2 farmers in Katanzi and 2 farmers in Kamubeizi who fit in the category above. The statistics were analyzed to show the translation of yields into financial benefits for the different Parishes. The report was received by the DPO on 04/02/2022.</li> <li>2. A report dated 12/11/2021 compiled by Nsiimire Deziderious (Agricultural Officer) on collection of Agricultural Statistics. The agricultural statistics were collected on groups registered under ACDP project in the Parishes of Burambira, Kamubeizi and Nyabushenyi. The report was received by the DPO on 15/11/2021.</li> <li>3. A report dated 12th Sep 2021 compiled by Nsiimire Deziderious (Agricultural Officer) on collection of Agricultural Statistics on the key enterprises of the groups and saving status of the groups. The report was received by DPO on 23/9/2021</li> <li>4. A report dated 28th Jan 2022 compiled by Nsiimire Deziderious (Agricultural Officer) on collection of Agricultural Statistics on the groups registered under ACDP project. The report was received by DPO on 30/06/2022.</li> <li>5. A report dated 10/10/2021 compiled by Nsiimire Deziderious (Agricultural Officer) on collection of Agricultural Statistics on the performance of Banana. The statistics were analyzed to show the translation of yields into financial benefits for the different Parishes. The report was received by DPO on 14/10/202.</li> <li>6. A report dated 05th Nov 2021 compiled by Nsiimire Deziderious (Agricultural Officer) on collection of Agricultural Statistics on the performance of Banana. The statistics were analyzed to show the translation of yields into financial benefits for the different Parishes. The report was received by DPO on 10/11/2021.</li> </ol>	0
	Maximum score is 2	Production Office score 2 or else 0.		

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

There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO.

There was evidence that the extension officers of Kamubeizi T/C conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO as indicated below.

Report dated 21st Sep 2021 on good agronomic practices in Kisharira, Kamubeizi and Kibare wards by Nsiimire Deziderious (Agricultural Officer) in which he created awareness and trained farmers on soil and water conservation, enterprise selection and good management practices of coffee. The report was received by the DPO on 23/09/2021. The list of farmers sensitized and trained together with their contacts is attached.

Report dated 28th June 2022 on training and awareness of model farmers in Kisharira and Kamubeizi wards by Nsiimire Deziderious (Agricultural Officer) in which the Agricultural Officer trained and created awareness of farmers on soil and water conservation, pests and diseases surveillance, management in coffee plantation and banana. The report was received by DPO on 30th June 2022. The list of farmers sensitized together with their contacts is attached.

Report dated 25th Jan 2022 on training and awareness of farmers in good agronomic practices in Burambira, Kibaare and Katanzi wards in Kamubeizi T/C by Nsiimire Deziderious (Agricultural Officer) in which the Agricultural Officer sensitized the farmers on good agronomic practices such as pruning and soil and water conservation. The report was received by DPO on 28/01/2021. The list of farmers sensitized together with their contacts is attached.

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

1. A report dated 4/07/2022 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Town Clerk monitored Agricultural extension activities in the town Council. A copy of the report was received by the DPO on 5/07/2022.

2. A report dated 5/04/2022 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Town Clerk monitored Agricultural extension activities in the town Council. A copy of the report was received by the DPO on 7/04/2022.

3. A report dated 31st July 2021 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of monitoring occurrence of pests and diseases in Kishariira Ward. The report was received by the DPO on 30/06/2022.

4. A report dated 15th June 2021 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of monitoring and profiling farmers under ACDP. The report was received by the DPO on 28/06/2022.



5. A report dated 28th August 2021 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of monitoring ACDP store in Kishariira Ward. The report was received by the DPO on 3/08/2021.

6. A report dated 31st March 2022 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of monitoring of ACDP interventions in Kishariira Ward. The report was received by the DPO on 30/06/2022.

7. A report dated 31st July 2021 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of monitoring ACDP interventions in Kishariira Ward. The report was received by the DPO on 3/08/2022.

8. A report dated 30th April 2022 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of monitoring distribution of Mango seedlings in the Town Council. The report was received by the DPO on 4/05/2022.

9. A report dated 29th October 2021 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of monitoring Nutrition schools of Nyakamuri I and Katanzi. The report was received by the DPO on 29/10/2021.

10. A report dated 26th February 2022 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of monitoring the exercise of distribution of Cashew nut seedlings in the Town Council. The report was received by the DPO on 1/03/2022.

11. A report dated 30th January 2022 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of monitoring occurrence of destructive rains in Kishariira and Rutooma Villages in Kibaare Ward. The report was received by the DPO on 2/02/2022.

12. A report dated 30th November 2021 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of monitoring Farmers Field schools. The report was received by the DPO on 30/11/2022.

<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There was evidence that the extension officers conducted farmer trainings in Kamubeizi TC. The trainings ranged from agronomy of the major crops, good Agricultural practices in livestock keeping, aquaculture, lake fisheries management, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. The trainings were conducted day courses, demonstrations, farmer field schools etc. All the reports were received and endorsed by the DPO as indicated in the following sampled training reports and work plans.</p> <ol style="list-style-type: none"> <li>1. A report dated 25th January 2022 drafted by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of sensitization and training of farmers in the Wards of Burambira, Kibaare and Katanzi in good Agricultural practices of crop management, crop hygiene, soil and water conservation, pests and diseases management. The report was received by the DPO on 28/01/2022.</li> <li>2. A report dated 28th June 2022 drafted by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of sensitization and training of farmers in the Wards of Kishariira and Kamubeizi in demonstration establishment incorporating good crop management practices, pests and diseases management, soil and water conservation . The report was received by the DPO on 30/06/2022.</li> <li>3. A report dated 21st September 2021 compiled by Nsiimire Deziderius (Agricultural Officer AO) indicate that the Extension Officer conducted an activity of sensitization and training of farmers in the Wards of Kishariira, Kamubeizi and Kibare in good Agricultural practices of crop management, crop hygiene, soil and water conservation, pests and diseases management. The report was received by the DPO on 23/09/2021.</li> </ol>
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<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Kamubeizi TC conducted farmer visits to offer extension and advisory support to farmers and farmer groups. The extension/advisory services covered the areas of good Agricultural practices in livestock, crops, aquaculture, lake fisheries, record keeping, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. Extension/advisory support reports were compile and submitted to the DPO as indicated in the following sampled Extension/advisory support reports and travel schedules.</p> <ul style="list-style-type: none"> <li>• Report dated 20th January 2022 compiled by Nsimire Deziderious (AO) indicate that the extension officer visited farmers in Kamubeizi cell, Kamubeizi Ward and provided extension support on coffee berry disease management. The report was received by the DPO on 20/02/2022.</li> </ul>
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#### **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.

Kashumba SC is comprised of the following Parishes Kankingi, Kashumba, Kigaragara and Rushwa.

PDM guidelines were at the station.

The PDCs for all the above Parishes were in place and membership in the PDCs per Parish was as follows:

1. Chairperson LC II
2. Parish Chief
3. Chairperson Women Council
4. Chairperson Disability Council
5. Chairpersons Youth Council
6. Chairperson of NRM at Parish
7. Elder/opinion Leader.

The PDCs were functional as evidenced by the minutes of the meetings

All PDCs haven't started processes of disbursing funds hence no proposal and appraisals are submitted to the revolving fund.

The PDCs carried out field mobilization as evidenced by reports and attendance lists

1. On 21st/10/2021, identification of enterprise priorities by beneficiaries of Kankingi parish took place with 72 members present.

2. Rushwa
3. Kashumba
4. Kigaragara

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.

The Parish data collection exercise for the Parishes of Kankingi, Kashumba, Kigaragara and Rushwa was still ongoing. The SAS didn't present any aggregated data for the LLG.

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGOs, CBOs and that CSOs were mapped but no evidence that they were involved in raising awareness about the PDM and planning cycle</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<ul style="list-style-type: none"> <li>• There was evidence that the LLG through Parish chiefs provided guidance to village executive members and PDCs during selection of priority enterprises through demonstrations, field visits, field days and competitions.</li> </ul> <p>A submitted list of priority enterprise was available at the station. The council acknowledged to have received the list on 20/12/2021.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<ul style="list-style-type: none"> <li>• An approved LLG budget and work plan was not indicating budgeting for PDM activities.</li> <li>• There were no similarly council resolution to indicate budgeting for PDM activities.</li> </ul>	2

**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>LGDP III was in place and endorsed by council on 30/09/2019 under min.no. 9/9/2019 and signed by the SAS &amp; CMan LC III on 01/10/2019.. AWPB endorsed by SAS and Chairperson 3/5/22 under Min.6/5/2022.</p> <p>The projects to be implemented this FY were: Renovation of Junior staff house at Kashumba HC III and routine maintenance of Kigaragara Rushungwe road.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>There was evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY Incorporated ranked priorities from all its respective parish submissions.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The priorities were based on the proceedings of the Budget Conference held on 27/9/2022 under Min.6/5/2022.</p>	1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>LLG budget included investments to be financed by the LLG</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>v) The investments to be undertaken by the LLG include: Renovation of the junior staff house at Kashumba HCIII and routine maintenance of Kigaragara Rushungwe road on pages 89 and page 80 respectively. The Project Profiles were generated.</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>The budget was submitted to the District on 3/5/2022</p>	1
	<p>Maximum score is 6</p>			
5	<p>Procurement planning for the current FY: submission of request for procurement</p>	<p>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</p>	<p>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 PDU on on 16/4/22</p>	2
	<p>Maximum score is 2</p>			

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	<p>FY 2022/20223 Projects</p> <p>Renovation of a Junior staff house in Kashumba at a cost of 17,077,511 Page 16, Page 12</p> <p>Periodic maintenance of Rubombo to Rwemirambwe 5Km 10,094,740 Page 17 and 13</p> <p>DDEG IPF =21,346,889</p> <p>Project cost=17,075,511=, 17,075,511 * 100% = 80%</p> <p style="text-align: right;">21,346,740</p> <p>The investment to be funded under DDEG is Renovation of a Junior staff house in Kashumba at a cost of 17,077,511= 80% of the total IPF which complies with the investment menu in the DDEG Grant, Budget and Implementation Guidelines.</p>
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### C. Own Source Revenue Mobilization and Administration

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.	<p>Budget FY2021/2022 seen and approved on 4th May 2021</p> <p>i. Local Revenue budgeted for in FY 2021/2022 =101,860,000</p> <p>ii. Local Revenue collected=99,846,900 as per final accounts. The difference is 2,017,100 which is an equivalent of -2%</p> <p style="text-align: center;">99,846,900 * 100% = 98%</p> <p style="text-align: center;">101,860,000</p> <p>Total OSR collected was 98% of the Budget, a -2% which is within the +/-10%.</p>
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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	<p>i. Actual Local Revenue Collection FY 2020/2021 =75,622,070</p> <p>ii. Actual Local Revenue collection FY 2021/2022 =99,846,900</p> <p>iii. Increase in LR Collected is 99,846,900= - 75,622,070 which is 24,220,830.</p> <p>iv. 24,220,830 = * 100% = 32%</p> <p style="text-align: center;">99,846,900</p> <p>OSR collected increased from previous FY but one to previous FY by 32%.</p>
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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.	<p>i. Reviewed bank statement for Kashumba SC PARISHES</p> <p>On the 5th of Nov 2021=303,676, 28th of Dec 2021=683,120, on the 8th of June 2022 =578,818, on the 4th of July 2021=796,321</p> <p>VILLAGES</p> <p>On the 5th of Nov of 2021=1,518,331, on the 28th of Dec 2021=3,415,603, on the 4th of July 2021=3,918,605, on the 8th of June 2022=1,894,096</p> <p>Total Transfers = 2,361,935 + 9,228,304 = 11,590,239.</p> <p>Actual Local Revenue collection FY 2021/2022 =99,846,900, Net for SC = 0.65* 99,846,900 = 64,900,485=</p> <p>0.3*64,900,485= 19,470,146=</p> <p>Remittances made were less than the mandatory.</p>	0
Maximum score 4				
9	The LLG has properly managed and used OSR collected in the previous FY	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	<p>The expenditure on council as per Final Accounts =25,620,000 including 9,472,500 ex-gratia &amp; 5,113,000= Chairman's allowance. Thus Councillor's allowances equate to 11,035,000=</p> <p>20% Of 64,900,485= is 12,980,097. The LLG used less than 20% of OSR on Councillor's allowance</p>	1
Maximum score 4				
9	The LLG has properly managed and used OSR collected in the previous FY	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 for O&M Budget allocation and expenditure.	0
Maximum score 4				
9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	Local Revenue received and allocation by department Quarterly was hanged on the Public noticeboard.	1
Maximum score 4				

**D. Financial Management**

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>Evidence of submission of Final Accounts for FY2021/2022 SEEN DATED 8TH August 2022 received by office of Auditor General on 8th August 2022</p>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October</p> <p>score 1 or else 0</p>	<p>The quarterly financial and physical progress reports, for the previous FY were submitted to the LG Accounting Officer as follows:-</p> <p>i. Q1 on 4th October 2021</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January</p> <p>score 1 or else 0</p>	<p>The quarterly financial and physical progress reports, for the previous FY were submitted to the LG Accounting Officer as follows:-</p> <p>ii. Q2 on 3rd January 2022</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>The quarterly financial and physical progress reports, for the previous FY were submitted to the LG Accounting Officer as follows:-</p> <p>iii. Q3 on 4th April 2022</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>The quarterly financial and physical progress reports, for the previous FY were submitted to the LG Accounting Officer as follows:-</p> <p>iv. Q4 on 1st July 2022</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format</p>	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Kashumba SC has the 6 Permanently posted Local Government staff and the SAS appraised them as follows:</p> <ol style="list-style-type: none"> <li>1. Kanyesigye Alex – Parish chief on 30/06/2022</li> <li>2. Arigye Amos - Parish chief on 30/06/2022</li> <li>3. Turyahebwa Ezekiel - Parish chief on 30/06/2022</li> <li>4. Namusoke Zainabu Nisha – CDO on 29/06/2022</li> <li>5. Tukamuhabwa Bashir – Senior Accounts Assistant on 28/06/2022</li> <li>6. SSemuju Abduwahab – Agricultural Officer on 29/06/2022</li> </ol>	2
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12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	SAS appraised Headteachers for Buhugirio demo PS, Kiyangi PS, Kigarama PS, Nakivale p/s on 30/12/2021	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	There was no evidence that SAS appraised Health Centre in charges	0
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	<ul style="list-style-type: none"> <li>• Staff structure was in place</li> <li>• A comprehensive LLG staff list was in place, including Health Centres and Primary School Staff.</li> <li>• The list of staff was displayed on the LLG notice board and it included all staff at the LLG HeadQuarters, School Head teachers, teachers and Health Centre in-charges.</li> </ul> <p>The list of staff was displayed on the LLG notice board through a circular dated 29/06/2022 as follows;</p>	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	There was incomplete analysis of daily staff attendance to duty and submission were received by the District Registry as follows:  <ul style="list-style-type: none"> <li>• July 2021 was received on 3/8/2021</li> <li>• August 2021 was received on 4/9/2021</li> <li>• September 2021 was received on 5/10/2021</li> <li>• October 2021 was received on 1/11/2021</li> <li>• November 2021 was received on 2/12/2021</li> <li>• December 2021 was received on 3/01/2022</li> <li>• January 2022 was received on 1/021/2022</li> <li>• February 2022 was received on 2/3/2022</li> <li>• March 2022 was received on 4/4/2022</li> <li>• April 2022 was received on 4/05/2022</li> <li>• May 2022 was received on 1/6/2022</li> <li>• June 2022 was received on 1/7/2022</li> <li>• July 2022 was received on 3/8/2022</li> </ul>	3
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**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Kashumba Sub County budgeted and received 34,369,479= under DDEG and projects undertaken were as follows :-  <ul style="list-style-type: none"> <li>• Renovation of Kigaragara HCII cost 13,600,000 =13,600,000, Construction of pit latrine at Kashumba HCIII =10,260,000 &amp; Titling of sub county land =5,000,000</li> </ul> <p>This all sums up to 28,860,000= (28,860,000/34,369,479) * 100% = 84%</p> <p>Monitoring=2,800,000: ,(2,800,000/34, 369, 000) * 100% = 8%</p> <p>Investment servicing costs=1,253,035: (1, 253,035/ 34,369,479) * 100% = 4%</p> <p>The investment funded under DDEG comply to the investment menu in the DDEG Grant, Budget and Implementation Guidelines and the 84% expenditure comply to the Minimum 80%. But expenditure on Monitoring and investment servicing sums up to 12% contrary to the 10% guideline.</p>	0
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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	There was no deviation in budget expenditures for any of the sectors	2
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16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>There was no evidence of progress reports.</p>	0
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### G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The LLG carried out environmental, social and climate change screening, there was ESMP reports available on the file for the projects implemented. 3 E&amp;S files dated 20/1/202, 21/01/2021 were seen in the file</p> <ul style="list-style-type: none"> <li>• ES Compliance reports for the two projects were prepared by SEO and DCDO were seen in the file.</li> </ul>	2
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<p>The LG has a system for recording, investigating and responding to grievances.</p> <p>i. A GRC Committee was appointed by SAS On 8/12/2021 With Namutebi Zainabu, the CDO as Focal Person</p> <p>ii. The LG had a Complaints Log book was in place for recording cases</p> <p>iii. One case dated on 19/4/2022 seen and resolved on 21/04/2022</p>	1
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0</p>	<p>The LG displayed and pinned on Notice Board the GRC committee &amp; pathway.</p>	1

19	<p>The LLG has a functional land management system</p> <p>Maximum score 1</p>	<p>If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0</p>	<p>Notification letter of approval for appointments of the Area land committee dated 28/12/21 from CAO's office seen and was followed up by appointments of the members by the SAS Namiremebe Sarah on 4/1/22 with acceptances of members. Committee is functional and held a meeting 16/2/22 in which they resolved to have a consolidated position on land matters with the SC leadership.</p>	1
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>The LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery as per the reports e below:-</p> <p>Mobilization, sensitisation and advocacy for Covid 19 management and immunization is dated 25/05/22.</p> <p>HIV/AIDs awareness campaign carried out on 23/4/22 by the HA Sensitization was done on services available at the HC III, positive living, VCT &amp; the HIV status.</p> <p>There was A report dated 26/3/2022 by health assistant addressed to SAS for mobilization of vaccination campaigns.</p>	3
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21	Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	Monitoring was done by Zainab Namutebi on 5/6/2021. Report was addressed to SAS for 4 Government schools i.e Kabahinda, Nakivale, Nyarugugu and juru p/s.  Monitoring tools were filled and consolidated report written to CAO.	2
22	Existence and functionality of School Management Committees  Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	There was evidence of appointment letters for school management committee for all the schools dated; 25/3/2022, 22/3/2021/23/4/2021, 22/3/2021 with minute numbers.  The SMC were functional and held meetings as bellow;  1. Kiyenje p/s 7/6/2022 by Mwebesa Felesian the Head Teacher.  2. Kigaragara p/s 6/6/2022 by Kyampaire Janet the Head Teacher.  3. Nyarugugu p/s 20/5/2022 by Katungye Dickson the Head Teacher.  All minutes had attachments of attendance lists, action plan and implementation status.	3

### I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	The LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery as per the reports by SAS & H/A below:-  1. Mobilization, sensitisation and advocacy for Covid 19 management in School on 26/1/22 2. Mobilization, sensitisation and advocacy for Covid 19 management and immunization is dated 29/06/22 by HA to SAS 3. A report dated 26/3/2022 by health assistant addressed to SAS for mobilization of vaccination campaigns was seen in the file 4. HIV/AIDs awareness campaign carried out on 14/3/22, Sensitization was done on positive living, VCT & the HIV status by SAS to Chairperson	3
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24	The LLG monitored health service delivery at least twice during the previous FY  Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	The LLG monitored aspects of health service delivery at Kashumba HCIII , Nakivale HCIII and Kagaragara HCII like infrastructure status, Staffing levels, Water, Hygiene and sanitation as per monitoring reports by SAS Namirembe Sarah dated 30/5/2022 & 26/6/2022.  The issues were reported in the executive sitting in May among them being the congestion of patients at Nakivale HC III and recommended for a report from the HA about all facilities.	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	HUMCs were existing for Kashumba HCIII under appointed under min.06/03c/2022, Kigaragara HCII under min. 8/03c/2022 and Nakivale HCIII under minute 07/03c/2022  Meetings were held on 30/6/2022, 10/12/2021,26/8/2021 for HUMCs of Kashumba HCIII , Nakibale HCIII and Kagaragara HCII.	0

#### J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	I. LLG submitted a written request to DWO dated on 5/1/2021 and received by DWO on 5/1/2021 to consider Rwekiniro water piped system  II. Extension of Rwekiniro water piped system was requested on 8/1/2021	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	A report dated on 28/4/2022 reflects supervision of 4 water points ie Nyakabingo borehole, Kigaragara borehole, Kityaza toilet and kashumba bore hole submitted to the DWO on 4/5/22	3

28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	<ul style="list-style-type: none"> <li>• Three water committees were formed ie Nyakabingo borehole, Kigaragara borehole and kashumba bore hole on 27/12/2021</li> <li>• Meetings of committees were held for different sites as seen in the files ie Nyakabingo held its meeting on 9/3/22 with 10 people in attendance.</li> </ul>	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	The LLG has an updated lists Of the water and sanitation facilities that include a toilet at Kityaza market as per inventory list to DWO by SAS dated 08/03/22, Inventory shows 5 borehole & one public Latrine and are all functional.	2

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

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

- 33            Operation and Maintenance of infrastructure  
Maximum score is 3            (i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
- 33            Operation and Maintenance of infrastructure  
Maximum score is 3            (ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
- 33            Operation and Maintenance of infrastructure  
Maximum score is 3            (iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

**L. Production Services Management**

- 34            Up to date data on agriculture and irrigation collected, analyzed and reported  
Maximum score is 2            If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.            There was a report on collection of Agricultural Statistics in Kashumba SC but was inconsistent with dates

35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO.</p>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO.</p>	2

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.

There was evidence that the extension officers monitored agricultural production activities in Kikagate Sub-county. The activities covered ranged from production of crops, animal and fisheries, micro-scale irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, vaccination campaigns etc. All the reports were received and endorsed by the DPO as indicated in the following sampled reports.

- January, 2022 monitoring report dated 26/01/2022 was acknowledged by DPO on 28/01/2022
- March, 2022 monitoring report dated 14/03/2022 was acknowledged by DPO on 15/03/2022
- April, 2022 monitoring report dated 18/04/2022 was acknowledged by DPO on 20/04/2022
- May, 2022 monitoring report dated 09/05/2022 was acknowledged by DPO on 10/05/2022
- June, 2022 monitoring report dated 28/06/2022 was acknowledged by DPO on 30/06/2022

There was evidence that the extension officers conducted farmer trainings in Kikagate Sub-county. The trainings ranged from agronomy of the major crops, good Agricultural practices in livestock keeping, aquaculture, lake fisheries management, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. The trainings were conducted day courses, demonstrations, farmer field schools etc. All the reports were received and endorsed by the DPO as indicated in the following sampled training reports and work plans.

- Report on Pests and Disease control training dated 21/03/2022 authored by Ssemujju Abdu Wahab in Kashumba SC was acknowledged by DPO on 22/03/2022.
- Report on Good Agricultural practices training dated 20/10/2021 authored by Ssemujju Abdu Wahab in Kashumba SC was acknowledged by DPO on 22/10/2021
- Report on Biointensive Gardening Establishment training dated 29/06/2021 authored by Ssemujju Abdu Wahab in Kashumba SC was acknowledged by DPO on 01/06/2021.
- Report on Thermal Composite making & Management training dated 10/01/2022 authored by Ssemujju Abdu Wahab in Kashumba SC was acknowledged by DPO on 13/01/2022.

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Kikagate Sub-county conducted farmer visits to offer extension and advisory support to farmers and farmer groups. The extension/advisory services covered the areas of good Agricultural practices in livestock, crops, aquaculture, lake fisheries, record keeping, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. Extension/advisory support reports were compile and submitted to the DPO as indicated in the following sampled Extension/advisory support reports and travel schedules.</p> <ul style="list-style-type: none"> <li>• List of farmer groups available submitted and approved by DPO on 22/05/2022</li> <li>• Report on farm visit in Kashumba Parish for Coffee management dated 02/07/2021 was acknowledged by DPO on 06/07/2021.</li> <li>• Report on farm visit in Kashumba SC for Prevention &amp; control of coffee diseases dated 15/03/2022 was acknowledged by DPO on 18/03/2022.</li> </ul>
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#### A. Functionality of Parish Administrative Structures

1

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<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>The LLG is comprised of the following Parishes Nyabushenyi, Kyezimbire, Ntundu and Rwamwijuka.</p> <p>PDCs for all the above Parishes were in place and membership in the PDCs was as follows:</p> <ol style="list-style-type: none"> <li>1. Chairpersons LC II,</li> <li>2. Parish Chiefs,</li> <li>3. Chairpersons Women Councils,</li> <li>4. Chairpersons Disability Councils,</li> <li>5. Chairpersons Youth Councils,</li> <li>6. Chairpersons of NRM at ward</li> <li>7. Elders/opinion Leaders</li> </ol> <p>The LLG had reports of Parish Chiefs submitting the lists of the PDCs to the SAS as below:-</p> <ul style="list-style-type: none"> <li>• Nyabushenyi Parish, received and confirmed by the SAS on dated 22/03/2022.</li> <li>• Ntundu Parish, received and confirmed by the SAS on dated 19/03/2022</li> <li>• Rwamwijuka Parish, received and confirmed by the SAS on dated 21/03/2022</li> <li>• Kyezimbire Parish, Parish, received and confirmed by the SAS on dated 21/03/2022</li> </ul>
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The PDCs were functional as evidenced by the reports & minutes of the mobilisation & sensitization meetings held as follows:-

1. Nyabushenyi Parish: - Held on 15/5/22 attended by 16 participants.

2. Kyezimbire Parish: Held on 11/5/22 attended by 56 participants.

3. Ntundu Parish: Held on 11/5/22 attended by 20 participants.

4. Rwamwijuka Parish: Held on 13/5/22 attended by 31 participants.

There was evidence of list of proposals from enterprise groups submitted for revolving funds as follows:

- Nyabushenyi Parish, received and forwarded by the SAS on dated 24/5/2022.
- Ntundu Parish, received and forwarded by the SAS on dated 25/5/2022
- Rwamwijuka Parish, received and forwarded by the SAS on dated 21/5/2022
- Kyezimbire Parish, received and forwarded by the SAS on dated 24/5/2022

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.

The LLG had data from all villages but was not aggregated and analysed

0



3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>The LLG has no NGO or CBO operating in the are as per the CDO's communication to SAS dated 15/3/22</p>	2
	<p>Maximum score is 6</p>			
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>No evidence seen to establish whether the PDCs and Village Executive Committees were provided guidance</p>	0
	<p>Maximum score is 6</p>			
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>No evidence given to establish whether the PDCs and Village Executive Committees were provided guidance on Priority enterprises through at least one of the following: demos, field visits, field days and competitions among others</p>	0
	<p>Maximum score is 6</p>			

**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The SAS Tumwesigye Sam and the Sub County Chairperson Hakim Mugisha signed it on 21/12/2019</p> <p>The 5 Year Development Plan was approved on 20/12/2019 under Min 17/12/2020.</p> <p>The LG had in place an approved budget for FY 2022/2023 FY under the approval Minute KIK/OLC/08/05/2022 approved on 12/05/2022 with 11/14 councillors in attendance and is duly signed by the SAS Shadia arinaitwe and the Sub-county Chairperson Karambuzi Baylon</p> <p>The projects "procurement of sub county furniture, procurement of three seater twin desks in the AWPG on pg 4 were drawn from the development plan on pages 68 and 69.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>i) There was evidence that prioritized investments in the LLG incorporated ranked priorities of Parishes as per submission by SAS that consolidates the parish submission as below:-</p> <p>Nyabushenyi Parish submitted on 5/08/2021, Submission included Rehabilitation of Akabungo – Nyamishenyi Road, Scholl latrine at Nyabushenyi PS and provision of water to the Parish from R,Kagera,</p> <p>Ntundu Parish, submitted on 10/08/2021 Submission included Desks for Kitezo Ps, upgrading Kabumba – Mbarara Road.</p> <p>Rwamwijuka Parish submitted on 10/08/2021, submissions included Construction on a pit latrine at Rwamyijuka PS, Construction of a staff house &amp; supply of desks</p> <p>Kyezimbire Parish submitted on 26 July 2021. Submissions included rehabilitation of Kyezimbire- Kamubeizi road, providing a public UPE School.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The priorities were based on the proceedings of the Budget Conference held on 26/10/21 as seen in a report dated 29/10/21 by the SAS highlighting revenues and the priorities approved.</p>	1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The LLG AWPB included investments on page 4 like Construction of pit Latrines And renovation of SC headquarters rolled from the last FY and procurement and Supply of three seater Twin desks and furniture for the SC offices for the current FY.</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>The LLG has developed project profiles in the SCDP on pgs. 93 &amp; 86 are on file for the capital investments to be implemented.</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>The LLG submitted the AWPB for the current FY on 12/5/22</p>	1
	<p>Maximum score is 6</p>			
5	<p>Procurement planning for the current FY: submission of request for procurement</p>	<p>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</p>	<p>The LLG accountant Sewanyana Hussein prepared a procurement plan was approved by the SAS Shadia Arinaitwe and submitted on 22nd April 2022</p>	2
	<p>Maximum score is 2</p>			

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	Pg 1 of the LLG budget shows DDEG BF of 68,681,537 = and 33,693,712= for the current FY. The projects identify for the current FY budget are Procurement of office furniture at 4,845,000=, Twin Desks at 10,476,000= and land titling at 11,641,767= totalling to 26,962,767= computing to a percentage of 80% of the IPF. The prioritised projects comply with the DDEG grant budget and implementation guideline and the budget also complies with the condition of investing at least 80% in capital projects.	2
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### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	From the budget reviewed, it was found out that the entity had budgeted for 55,629,182 in the financial year 2021/2022 and actually collected 55,579,282 as per the financial accounts for the year ending 30th June 2022.  LR Performance. = $(55,579,282 / 55,579,182) * 100 = 100\%$ . the LLG collected OSR for the previous FY within the recommended percentages.	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	LR collected in the Annual FY statement for the year ended 30th June 2021 was 52,328,952. LR on the Annual financial statement of the year ended 30th June 2022 was 55,579,282. $(55,579,282 - 52,328,952) / 52,328,952 * 100 = 6.2\%$  OSR collected increased from previous FY but one to previous FY by 6%	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.	Only 1 voucher dated 12/6/22, No 12/6/22 amounting to 725,000= (100,000 to parishes, 625,000= to villages ), which does not make the mandatory release.	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	ii. In the ANNex of the AFS showing expenditure by sector, Statutory bodies spent 12,386,500= which included Honoraria of 4,080,000=, ex-gratia of 4,312,500= & Chairman's allowances of 2,090,000. Expenditure on councilor's allowance was thus 1,904,000= which is 5%. The LLG thus spent less than 20% of OSR on councilors' allowances.	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	iii. LLG budgeted for O&M on pg.7 under Works and Roads sector. LLG spent on salaries for the porter of 1,800,000= and also spent on painting the offices at 300,000=. This sums up to 2,100,000= which is 6% of the OSR	1
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	OSR collected and its quarterly allocations to departments, displayed on the Noticeboard.	1

**D. Financial Management**

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	LLG submission letter of the AFS dated 8/8/2022 by the SAS Arinaitwe Shadia received by OAG as evidenced by Stamp on 8/8/2022	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	LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting as follows: -  i. Q1 on 5th October 2021  The reports were duly signed by the SAS & Accountant and were as per the prescribed Format.	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting as follows: -</p> <p>ii. Q2 on 4th January 2022</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format.</p>	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting as follows: -</p> <p>iii. Q3 on 7th April 2022 &amp;</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format.</p>	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting as follows: -</p> <p>iv. Q4 on 5th July 2022</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format.</p>	3
	<p>Maximum score is 6</p>			

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

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	The LLG: has the following Permanently posted Local Government staff and the SAS appraised them as follows:  1. Nsiimire Deziderius (Agricultural Officer) was appraised on 30th June, 2022  2. Atwijukire Moses (Assistant Animal Husbandry Officer) was appraised on 30th June, 2022  3. Kanyamurwa Francis (Parish Chief) was appraised on 30th June, 2022.  4. Nuwabiine Alex (Parish Chief) was appraised on 30th June, 2022,  5. Tumusiime Julius (Parish Chief) was appraised on 30th June, 2022  6. Agaba Praise (Parish Chief) was appraised on 30th June, 2022  7. Sewanyana Husein (Senior Accounts Assistant) was appraised on 30th June, 2022	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	There are 6 Head teachers for Government aided Primary Schools and were appraised as follows :-  1. St. Mathiass Kabashakyi , Tumuhimbise Guma on 21/12/21  2. Nyaruhanga PS, Musinguzi Julius on 21/12/21  3. Kitezo PS, Kyomugisha Melon on 21/12/21  4. Nyabushenyi PS, Nzabonera Steven on 21/12/21  5. Rwamwijuka PS, Namanya Godfrey on 21/12/21  6. Nyakabungo PS, Tumwine Colonerious on 21/12/21	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	There are two HC IIs and the SAS appraised the HC staff as follows:-  Kyezimbire HC II, Mutungi Raymond-30th June, 2022  Rwamwijuka HC II, Kyomugisha Melon-30th June, 2022	2

13	Staff duty attendance	Evidence that the LLG has	<ul style="list-style-type: none"> <li>• Staff structure was in place</li> <li>• A comprehensive LLG staff list was in place, including Health Centres and Primary School Staff.</li> <li>• The list of staff was displayed on the LLG notice board through a circular by SAS to Cman LC II copied to the Public. It includes all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charges.</li> </ul>	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	The list of staff was displayed on the LLG notice board through a circular.	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	<p>The SAS reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports that were received by District Registry as follows:</p> <ol style="list-style-type: none"> <li>1. July 2021 was received on 4/8/21</li> <li>2. August 2021 was received on 3/9/21</li> <li>3. September 2021 was received on 4/10/21</li> <li>4. October 2021 was received on 4/11/21</li> <li>5. November 2021 was received on 3/12/21</li> <li>6. December 2021 was received on 3/1/22</li> <li>7. January 2022 was received on 3/2/22</li> <li>8. February 2022 was received on 4/3/22</li> <li>9. March 2022 was received on 4/4/22</li> <li>10. April 2022 was received on 4/5/22</li> <li>11. May 2022 was received on 2/6/22</li> <li>12. June 2022 was received on 3/7/22</li> </ol>	

## F. Implementation and Execution



14	<p>The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The LLG FY budget 2021/2022 that was approved by council and signed by the Chairperson LCIII included projects like Construction of 4 stance latrine in schools, renovation of SC offices and titling of land which projects were eligible as per DDEG grant guidelines that were issued by MoLG on 26th January 2021. The total IPF for FY 2021/2022 was 82,504,005= , there was a BF of 33, 281,312 totaling to 115, 785,317=.</p> <p>The cost of planned investments is 6,966,720=, 16,154,200=, 16,229,720=, 15,941,866=, 14,124,600=, 23,400,000= totaling to 92,817,106=</p> <p>92,817,106= out 115, 785,317= makes a percentage of 80% which complies to the guidelines.</p>	2
15	<p>The LLG spent the funds as per budget</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The LLG executed the budget as follows:-</p> <p>SECTOR BUDGET EXP %AGE</p> <p>Administration 23,479,477 22,429,477 96%</p> <p>Finance 88,322,168 87,342,068 99%</p> <p>Statutory Bodies 12,368,500 12,368,500 100%</p> <p>Production Services 600,000 600,000 100%</p> <p>Health 32,400,000 32,400,000 100%</p> <p>Education 0 0%</p> <p>Works 85,415,080 8,850,529 10%</p> <p>Natural Resource 0 0%</p> <p>CBS 989,000 989,000 100%</p> <p>Planning 12,935,913 12,935,913 100%</p> <p>There was no deviation in expenditure.</p>	2
16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>All the capital projects were rolled.</p>	0

**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	There was no evidence to show that the investment projects planned in the previous FY were completed	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	<p>The LG has a system for recording, investigating and responding to grievances.</p> <p>i. The SAS Arinaitwe Shadia appointed a GRC according to the appointment letters seen dated 24/01/22.</p> <p>ii. The designated person to coordinate &amp; also response for feed-back is Tusingwire Robert, CDO appointed on 24/01/22</p> <p>iii. The LG has a log book with information and reference for onward action capturing the details of the complainants, the case and action taken.</p> <p>iv. The LG had a Flow chart defining the referral and feedback path for any grievance.</p> <p>The GRC was functional as evidenced by minutes of a meeting held on 9th March 2022. Out of the 5 members of the GRC, 3 members had evidence acceptance of appointments.</p>	1
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	The LLG has publicized the grievance redress mechanisms, the complaints referral path was displayed on the LLG Notice Board for public awareness and the GRC with the contacts of the members for consultation and reference.	1

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

Notification letter for appointments of the Area land committee dated 28/12/21 from CAO's office seen.

The area Land Committee was thereafter appointed by SAS whose members are the following:

1. Mr. Monday Odoshious appointment letter dated 29/12/2021 signed by SAS. Acceptance seen.

2. Ms. Olivious Magara appointment letter dated 29/12/2021 signed by SAS. Acceptance seen.

3. Mr. Njuyagwe Godfrey appointment letter dated 29/12/2021 signed by SAS. Acceptance seen.

4. Mr. Asiiimwe Herbert appointment letter dated 29/12/2021 signed by SAS. Acceptance seen.

The ALC Conducted meetings as evidenced in minutes of the meetings 15th February 2022.

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

Awareness campaigns and mobilization on education services conducted in last FY

Maximum score is 3

Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0

Awareness campaign on education improvement done by parish chiefs as per SAS' reports dated 10/8/21 by Agaba Praise in Nyabushenyi, and Kanyamurwa Francis in Kyezimbire, 17/8/21 by Tumusiime Julius in Ntunda and on 6/1/22 by Nuwabine Alex in Rwamwijuka.

Monitoring of service delivery in basic schools	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:	There was evidence that the LLG had 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 as indicated by the reports from parish chiefs below:
Maximum score is 4		
		Kitezo P/S
		Term 1: 03/02/22
		Term 2: 25/5/22
		Term 3: 29/11/21
	If all schools (100%) - score 4	1. Nyakabungo P/S
		Term 1: 25/01/22
	If 80 – 99% – score 2	Term 2: 25/5/22
	If 60 to 79% score 1	Term 3: 01/12/21
	Below 60% score 0	2. Nyaruhanga P/S
		Term 1: 27/01/22
		Term 2: 25/5/22
		Term 3: 29/11/21
		4. Rwamwijuka P/S
		Term 1: 25/01/22
		Term 2: 25/5/22
		Term 3: 01/12/21
		1. St. Mathias Kabashakyi PS
		Term 1: 03/02/22
		Term 2: 25/5/22
		Term 3: 29/11/21
		2. Nyabushenyi PS
		Term 1: 27/01/22
		Term 2: 25/5/22
		Term 3: 29/11/21
		The SAS extracted issues from the reports and presented them to GPS under Minute GPS 05/03/22 in March.

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

Letters of confirmation of appointment of the SMC members written by DEO to Head teachers for 6 schools. The SMC for all the schools were functional and met as follows:-

1. Kitezo P/S held its SMC meeting on 2nd September, 2021, 26/1/22, 23/5/22

2. Nyakabungo P/S held its SMC meeting on 21/10/21, 6/1/22, 13/5/22

3. Nyaruhanga P/S held its SMC meeting on 08/10/21, 3/02/22 & 06/07/22

4. Rwamwijuka P/S held its SMC meeting on 3rd February, 2022. 22/7/22 & 13/10/21

5. St. Mathias Kabashaki PS held its SMC meetings on 9/12/221, 20/5/22 & 22/7/22.

6. Nyabushenyi PS held its SMC meetings on 11/2/22 & 6/7/22

Minutes covered issues like budgets, inspection reports and they all had action plans as well as implementations status reports.

### I. Primary Health Care Services Management

Awareness campaigns and mobilization on primary health care conducted in last FY  
  
Maximum score is 3

Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0

The LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery as per the reports below:-

1. There was a report on awareness about immunization prepared by Asimwe Alex dated 11th May 2022. The awareness was conducted in Nyabushenyi and Kyezimbire villages.

2. There was a report by the HA dated 13/4/22, which covered TB screen mobilisation.

3. Another report by HA dated 23/3/22 to SAS looking at sanitation, safe drinking water and fever management.

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	<p>LLG monitored aspects of health service delivery in the last FY as per the following:-</p> <p>Monitoring report on Kyezimbire HCII by Kanyamurwa Francis dated 24th November, 2021 and received by the SAS on 24th November, 2021.</p> <p>Monitoring report on Rwamwijuka HCII by Arigye Amos dated 22nd November, 2021 and received by the SAS on 23rd November, 2021.</p> <p>Monitoring report on Rwamwijuka HCII by Arigye Amos dated 7th October, 2021 and received by the SAS on 23rd November, 2021.</p> <p>Monitoring report discussed in executive on 7th Dec 21 covering issues like drug shortage at Kyezimbire HC II, under staffing, faecal management and suggested recommendations.</p>	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	<p>The LLG has two HUs, Kyezimbire HCII &amp; Rwamwijuka HCII. The two HUs both have committees of 6 members fully appointed. The Committes are funcnytional evidenced as follows:-</p> <p>HUMIC meeting were attended by six members on 16/6/2022, 16/2/2022 for Rwamwijuka HC II.</p> <p>For Kyezimbire HU, HuMIC meetings were held on 28/6/22 &amp; 6/1/22</p> <p>Action plan and progress reports seen for all the meetings from both HUs..</p>	3
	Maximum score is 3			

## J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	<p>The SAS generated a request for support in the water sector to the DWO dated 9th February 2022 for the water investments indicated below and the DWO received the letter</p> <ol style="list-style-type: none"> <li>1. Rehabilitation of Kyempitsi Bore hole in Kyezimbire Parish.</li> <li>2. Rehabilitation of Rwamwijuka Bore hole in Rwamwijuka Parish</li> <li>3. Rehabilitation of Rwakijuma water supply in Kyezimbire Parish</li> </ol>	3
	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	The CDO (Tusingwire Robert) monitored old and new water facilities and reviewed water points as indicated in the monitoring report of 24th June, 2022.  Quarter 4 report dated 15th April 2022 and signed by the CDO (Tusingwire Robert) in which the following water projects were visited: Rwacece GFS, Rwakijuma GFS and Ntundu GFS.	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	The LLG had established Water and sanitation committees for the following sampled water investments.  1. Rutare Water Source with a committee comprised of; Katungwensi David, Muhinda Ismael, Kemigisha Winnie, Bwiruka Eric, Buwenda Safi and Bonabaana Lydia.  2. Kasharira Bore Hole with committee members compromised of; Twinomujuni Stephen, Shaban Simon, Damazo Bangirana, Baryahabwa Peragia and Adah Byarugaba.  However, there was no evidence on the utilisation of the community contributions.	0
29	Functionality of investments in water and sanitation facilities  Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	Updated list of the 7 water facilities compiled by the CDO and confirmed by the SAS on 24/6/2022 showing source, location & status.	2

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

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

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

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

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



32 The LLG has developed and implemented a solid waste management plan  
 (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 The LLG has developed and implemented a solid waste management plan  
 (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  
 If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including  
 There was a report on collection of Agricultural Statistics in Kikagate Sub-county as indicated.  
 1. A report dated 12th November 2021 made by Nsiimire Deziderious (Agricultural Officer) in which the extension worker collected data and profiles of Higher Level Farmer Organizations. The reasons for collecting this data was to

Maximum score is 2  
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.

profile the HLFOs and explore possibilities for establishing closer linkages and mutual support. The report was received by the DPO on 15th November 2021.

2. A report made by Nsiimire Deziderius (Agricultural Officer) dated 22nd September 2021 in which the extension worker collected data and profiled Large Scale Farmers under different enterprises. The reason for collecting this data was to profile these Large Scale farmers and explore the possibility of engaging them for large scale production to avert the possibility of food shortages. The report was received by the DPO on 26/09/2021.

3.

4. A report dated 9/10/2021 authored by Nsiimire Deziderius (Agricultural Officer) on collection of Agricultural Statics for the Banana enterprise with a focus on the farmers with banana plantations that are 4 acres and above in the Parishes of Ntundu and Rwamwijuka. It was found out that there were 3 farmers in Ntundu and 3 farmers in Rwamwijuka who fit in the category above. The statistics were not informative enough to clearly show the reason as to why the statistics were collected. The data was analyzed to show trends and the possible reason for the trends and its implications. The report was received by the DPO on 10th October 2021.

5. A report dated 28/01/2022 authored by Nsiimire Deziderius (Agricultural Officer) on collection of Agricultural Statistics for the coffee enterprise with a focus on the farmers with coffee plantations that are 1 acre and above in the Parishes of Ntundu and Rwamwijuka. It was found out that there were 2 farmers in Ntundu and 2 farmers in Rwamwijuka who fit in the category above. The statistics were not informative enough to clearly show the reason as to why the statistics were collected. The data was analyzed to show trends and the possible reason for the trends and its implications. The report was received by the DPO on 28th January 2022.

6. A report dated 01/09/2021 authored by Nsiimire Deziderius (Agricultural Officer) on collection of Agricultural Statics for the productivity of the Matoke enterprise for quarter one 2021/2022 with a focus on the farmers with banana plantations that are 4 acres and above in the Parishes of Nyabushenyi, Ntundu and Rwamwijuka and how much they sell. The collected data was analyzed further to indicate the monthly cash flows for the stated farmers. The report was received by the DPO on 05/09/2021.

7. A report dated 12/11/2022 authored by Nsiimire Deziderius (Agricultural Officer) on collection of Agricultural Statics for the productivity of the Matoke enterprise for quarter two 2021/2022 with a focus on the farmers with banana plantations that are 4 acres and above in the Parishes of Nyabushenyi, Ntundu and Rwamwijuka and how much they sell. The collected data was analyzed further to indicate the monthly cash flows for the stated farmers. The report was received by the DPO on 15/11/2021. The report highlighted the challenges faced by the farmers such as the influence of middlemen, weather changes, limitedness of land pests/diseases.

A report dated 25/04/2022 authored by Nsiimire Deziderius (Agricultural Officer) on collection of Agricultural Statics for the

productivity of the Matoke enterprise for quarter three 2021/2022 with a focus on the farmers with banana plantations that are 4 acres and above in the Parishes of Nyabushenyi, Ntundu and Rwamwijuka and how much they sell. The collected data was analyzed further to indicate the monthly cash flow. The report was received by the DPO on 27/04/2022.

35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>LLG has carried out awareness and mobilization campaigns as follows:-</p> <p>A report dated 3rd June 2022 authored by Tumwijukye Moses (Assistant Animal Husbandry Officer AAHO) indicate that the Extension Officer conducted a vaccination campaign against PPR in goats and sheep in the Parishes of Ntundu and Rwamwijuka. A total of 1,874 goats and 298 sheep were vaccinated during the campaign.</p> <p>2. A report dated 3rd June 2022 authored by Tumwijukye Moses (Assistant Animal Husbandry Officer AAHO) indicate that the Extension Officer conducted a vaccination campaign against rabies in pets in the areas of Nyabushenyi, Kyezimbire, Kajaho, Kamubeizi, Nfasha, Kibale, Rwamurunga, Kajaho, Busheka, Rutooma, Boarder and Mukatooma, Ntundu and Rwamwijuka. A total of 806 pets were vaccinated during the campaign.</p>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers monitored Agricultural production activities in Kikagate Sub-county. The activities covered ranged from production of crops, animals, micro-scale irrigation, environmental safeguards, postharvest handling, inputs distributed under Operation Wealth Creation, pests and disease surveillance, farmers implementing knowledge from trainings, vaccination campaigns etc. All the reports were received and endorsed by the DPO as indicated in the following sampled reports. However, there was no evidence that the Sub-county Chief conducted monitoring for Production interventions.</p> <p>1. Report dated 27th September 2021 authored by Nsiimire Deziderious (Agricultural Officer) in which the extension Officer reported a monitoring activity for the distribution of maize seed supplied by Operation Wealth Creation. The report indicates that only 560 Kgs were received and to among the 50 villages. The implication of this is that the seed was not enough. The report should have indicated how this was resolved. The lists of beneficiaries is not attached.</p> <p>2. Report dated 1st July 2021 authored by Nsiimire Deziderious (Agricultural Officer) in which the extension Officer reported a monitoring activity for pests and disease control in Rwamwijuka Parish. The report is not informative enough to indicate the targeted farmers for monitoring, interventions targeted for monitoring and how the monitoring intended to measure the achievement.</p> <p>3. Report dated 26th July 2021 authored by Nsiimire Deziderious (Agricultural Officer) in which the extension Officer reported a monitoring activity for primary schools</p>	2

implementing Nutrition interventions. The schools were Kitezo and Nyabushenyi Primary Schools. The report indicated that the schools had in place school gardens, woodlots and compound messages. The DPO received the report on 27th July 2021. The report in addition highlights the challenge of water at both schools.

4. Report dated 30th August 2021 authored by Nsiimire Deziderious (Agricultural Officer) in which the extension Officer reported a monitoring activity for interventions of Operation Wealth Creation and Agriculture Cluster Development Project in order to track progress and also to offer technical backstopping. The monitoring activity was conducted in the Parishes of Rwamwijuka and Ntundu. The report indicates good progress in implementing recommendations such as the size of holes for coffee seedlings and planting shade trees. The report highlights the challenge of some farmers not following to the letter the recommendations. The report was received by the DPO on 2/09/2021.

5. Report dated 16th December 2021 produced by Nsiimire Deziderious (Agricultural Officer) in which the extension Officer reported a monitoring activity for the Cashew Nuts project beneficiaries Nyabushenyi Parish. The activity wanted to establish how the seedlings were being managed and whether there was any pest/disease occurrence. The report indicates that growth of seedlings was not uniform, pests and diseases were not were not managed, there was weed infestation and poor soil and water conservation. The report was received by the DPO on 21/12/2021.

6.

7. Report dated 28th October 2021 authored by Nsiimire Deziderious (Agricultural Officer) in which the extension Officer reported a monitoring activity for schools implementing the Nutrition Projects in Kikagate Sub-county namely Kitezo and Nyabushenyi Primary Schools. The report does not give enough detail and indicate the status of the project interventions upon which he makes recommendations. The report was received by the DPO on 27th July 2021.

8. Report dated 29th November 2021 authored by Nsiimire Deziderious (Agricultural Officer) in which the extension Officer reported a monitoring activity for interventions in Farmer Field Schools implementing the ACREI (Agricultural Climate Resilience Enhancement Initiative) in Kikagate Sub-county. The report does not give enough detail and indicate the names of the FFSs, their location, what they do and the status of the FFSs upon which he makes recommendations. The report was received by the DPO on 27th July 2021.

9. Report dated 29th January 2022 authored by Nsiimire Deziderious (Agricultural Officer) in which the extension Officer reported an inspection activity of the destructive rains that fell in Kishariira and Rutooma villages. The report indicated the areas affected, spelt out the extent of damage and the implications on livelihoods. The report was received by the DPO on 27th July 2021. The report highlights challenges and gives concrete recommendations.

10. Report dated 24th February 2022 authored by Nsiimire

Deziderious (Agricultural Officer) in which the extension Officer reported a monitoring activity of distributing cashew nut and Mango seedlings supplied under Operation Wealth Creation. The report does not indicate the areas where this was done, the number of beneficiaries versus demand and the comments of the farmers. The beneficiary lists are not attached

11. Report dated 2nd March 2022 authored by Nsiimire Deziderious (Agricultural Officer) in which the extension Officer reported a monitoring activity of distributing Mango and coffee seedlings supplied under Operation Wealth Creation. The report does not indicate the areas where this was done, the number of beneficiaries versus demand and the comments of the farmers. The beneficiary lists are not attached.

12. Report dated 31/03/2022 authored by Tumwijukye Moses (Assistant Animal Husbandry Officer AAHO) in which the Extension Worker reported monitoring the status of Heifers supplied under Operation Wealth Creation in Kajaho Parish. He monitored the following beneficiaries. Gordon Niwagasha who sold the mother but retained a heifer, Rwamurunga Secondary School where the cow is in place and has a calf and Natweta Olive where the cow is in place and has a calf. The AAHO highlights challenges and suggests some recommendations. The report was received by the DPO on 4th April 2022.

<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There was evidence that the extension officers conducted farmer trainings in Kikagate Sub-county. The trainings ranged from agronomy of the major crops, good Agricultural practices in livestock keeping, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, bio-intensive gardening, soil fertility management, soil and water conservation. The trainings were conducted in form of day courses, demonstrations, farmer field schools etc. All the reports were received and endorsed by the DPO as indicated in the following sampled training reports and work plans.</p> <p>Report dated 31st January 2022 authored by Nsiimire Deziderious (Agricultural Officer) in which the Extension worker reported that he conducted training and awareness creation of model farmers of Bananas and coffee in Kagyera, Rubirizi and Kajaho on good Agricultural practices in the months of January and February 2022. The DPO acknowledged receipt of the report on 31st January 2022</p> <p>Report dated 20th June 2022 authored by Nsiimire Deziderious (Agricultural Officer) in which the Extension worker reported that he conducted training and awareness creation of farmers on good Agricultural practices, soil &amp; water conservation, pests and disease identification, surveillance, control and management in the months of April, May and June 2022. The report highlights challenges the farmers are facing and makes recommendations. The report was received by the DPO on 20th June 2022.</p> <p>Report dated 21st September 2021 authored by Nsiimire Deziderious (Agricultural Officer) in which the Extension worker reported that he conducted training and awareness creation of farmers on good Agricultural practices, soil &amp; water conservation, enterprise selection in the months of September, November and January 2022 in Rubirizi, Nyabirungi and Rwamurunga. The report highlights challenges the farmers are facing and makes recommendations. The report was received by the DPO on 21st September 2021.</p>
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The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	<p>There was evidence that the extension officers in Kikagate Sub-county conducted farmer visits to offer extension and advisory support to farmers and farmer groups. The extension/advisory services covered the areas of good Agricultural practices in livestock, crops, aquaculture, record keeping, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. Extension/advisory support reports were compile and submitted to the DPO as indicated in the following sampled Extension/advisory support reports and travel schedules.</p> <p>1. Report dated 21st September 2021 authored by Nsiimire Deziderious (Agricultural Officer) in which he reported that he offered extension support in the areas of Nyabushenyi and Ntundu Parishes by visiting farmers whose coffee plantations were severely affected by coffee berry disease and coffee leaf rust. The Extension worker interacted with the following groups: Nyqabuswhenyi Tutunguukye, Ntundu Twimukye and Kyezimbire Farmers. The report was received by the DPO on 21/09/2021.</p> <p>2. Report dated 20th June 2022 authored by Nsiimire Deziderious (Agricultural Officer) in which he reported that he offered extension support in the areas of Nyabushenyi and Ntundu Parishes by visiting farmers whose coffee plantations were severely affected by coffee berry disease and coffee leaf rust. The Extension worker interacted with the following groups: Nyqabuswhenyi Tutunguukye, Ntundu Twimukye and Kyezimbire Farmers. The report was received by the DPO on 21/09/2021.</p> <p>• No attendance lists where necessary. Field reports on extension support provided</p>
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## 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.

Kikagate T/C is comprised of the following Wards Kikagate, Kitezo, Boarder and Katanga. The PDCs for the above Parishes were constituted and membership in the PDCs was as follows:

1. Chairpersons LC II,
2. Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at Parish
7. Elders/opinion Leaders.

The PDCs were functional as evidenced by the minutes of the meetings held on the following dates:

1. Kikagate on
2. Kitezo on
3. Boarder on
4. Katanga on

Minutes with attendances for proposals were submitted.

The PDCs conducted field mobilization meetings as evidenced by reports from Parish Chiefs and attendance lists as indicated below:

1. Kikagate on
2. Kitezo on
3. Boarder on
4. Katanga on

All PDCs have started on the processes of appraisals of projects for disbursement of funds to implement the projects. The PDCs submitted the Projects on the following dates.

1. Kikagate on
2. Kitezo on
3. Boarder on
4. Katanga on



2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>The Parish data collection exercise for the Parishes of Kikagate, Kitezo, Boarder and Katanga was still on-going</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>There was no evidence that Kikagate TC had mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The LLG provided guidance and information to Cell Executive Committees and PDDCs on approved programs/activities to be implemented within the Wards on the following dates;</p> <ul style="list-style-type: none"> <li>• Kikagate ward on 23/05/2022</li> <li>• Kitezo ward on 24/05/2022</li> <li>• Boarder ward 23/05/2022</li> <li>• Katanga ward 23/05/2022</li> </ul>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>The LLG provided guidance and information to Cell Executive Committees and PDDCs on the Priority enterprises that can be implemented in the parish. There was a list of priority enterprises authored by Monday Pidson and submitted to the T/C on;</p> <ol style="list-style-type: none"> <li>1. 1. Kikagate ward on 12/11/21</li> <li>2. 2. Kitezo ward 12/11/21</li> <li>3. 3. Katanga ward on 12/22/21</li> <li>4. 4. Boarder ward on 12/11/21</li> </ol>	2
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**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The Town Clerk Eju Bernard signed on 08/08/2021 and the Town Council Chairman Ndyajuna Sam signed on 08/08/2021. The minute of approval was KITC 09/8/2021 from a council that sat on 04/08/2021 with all the 15 councillors in presence.</p> <p>The LG had in place an annual Budget for 2022/2023 FY duly signed by the TC Eju Bernard and the Sub-county Chairperson Ndyajuna Sam who signed on 13/5/22 approved by Council on 13/5/22 under Minute KITC09/5/2022 with 14 out of 15 councillors present.</p> <p>i. The LG priority projects for the current FY 2022/2023 in the TC AWPB on pg.14 include; Maintenance of community Access Roads and Procurement and supply of desks on pg 13 all are reflected in the TCDP on page 70</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The priorities were based on the submissions from the parishes as per report by the TC on Parish Planning meetings held between 03rd and 07th August. The priorities that were forwarded for TC consideration included road maintenance, provision of furniture for Schools, demonstration gardens for coffee and bananas, revenue sensitisation and improved monitoring of government programmes.</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The priorities were based on the proceedings of the Budget Conference held on 19/10/21 as seen in a report dated 20/10/21 by the Accountant Natukwasa Emmy the Treasurer. The report highlights the priorities and key sources of revenue and the allocations by sector.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The investments approved for funding in the current FY were reflected in the AWPB such as Maintenance of roads, maintenance of a banana plantation and procurement of desks for Kyezimbire and Kikagate Ps are in the AWPB of pages 13 &amp; 14.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>The project profiles for maintenance of a banana plantation and procurement of desks for Kyezimbire and Kikagate Ps were seen on a file and in the TCDP III under Chapter 7</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>AWPB was submitted on the 15/5/2022</p>	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	The procurement Plan for the LLG was in place and was submitted to CAO on 22nd 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	No evidence	0

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	LR budget was UGX. 69,594,350  Actual Collected was UGX. 69,583,350 as per cash book & closing statement  $69,583,350/69,594,350 \times 100=99.98\%$  The LLG collected 99.98% of the planned OSR.	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	For FY 2020/2021 Actual Revenue collected as per final Accounts was UGX. 43,671,500  For FY 2021/2022 Actual Revenue collected as per final Accounts was UGX. 69,583,350  Increase in LR collected was 69,583,350 Less 43,671,500 = 25,911,850  $25,911,850/43,671,500 \times 100=59.3\%$  OSR increased by 59.3% from previous FY but one to previous FY	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.	<ul style="list-style-type: none"> <li>• For FY 2021/2022 Actual Revenue collected as per final Accounts was UGX. 69,583,350</li> <li>• 65% of the total collections is 45,229,178=, and 30% of this is 13,568,000=.</li> <li>• Actual remittances made were as per the following vouchers:- <ul style="list-style-type: none"> <li>i. Voucher Number 4/11/21 UGX. 915,252</li> <li>ii. Voucher Number 2/11/21 UGX. 3,376,883</li> <li>iii. Voucher Number 3/11/21 UGX.844,231</li> <li>iv. Voucher Number 16/6/221 UGX.427,067,</li> <li>v. Voucher Number 7/6/22 UGX.5,705,800</li> <li>vi. Voucher Number 76/6/22 UGX.1,906,120</li> <li>vii. Voucher Number 77/7/22 UGX.476,580</li> </ul> </li> <li>• This sums up to 13,651,933. Thus the LG remitted to Lower units as mandated.</li> </ul>	1
9	The LLG has properly managed and used OSR collected in the previous FY	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	<ul style="list-style-type: none"> <li>• 65% of the total LR collectins for the FY is 45,229,178=, and 20% of this is 9,045,836.</li> <li>• The total expenditure on Councillors was as follows: <ul style="list-style-type: none"> <li>Voucher Number 41/11/21 UGX. 1,000,000</li> <li>Voucher Number 13/12/21 UGX. 200,000</li> <li>Voucher Number 10/06/22 UGX 600,000</li> <li>Voucher Number 43/6/22 UGX. 3,000,000</li> <li>Voucher Number 44/2/22 UGX. 3,500,000</li> </ul> </li> <li>The LLG thus spent 8,300,000 which is below 20%</li> </ul>	1
9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Budget for Operation and Maintenance was UGX. 3,300,000 for Contract Staff Salaries (of porter) on page 11 of the budget. Amount spent on contact staff salaries was UGX. 550,000 as indicated in the trial balance of the annual Financial Statement. The expenditure is 1.2% and thus less than 5%.	0
	Maximum score 4			

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG:  iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	iv) OSR collected in the Financial Year 2021/2022 and how it was used was publicised on the LLG Noticeboard	1
	Maximum score 4			

**D. Financial 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	• LLG submitted annual financial statements to Auditor General for the year ended 30/6/2022 on 18/8/2022	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	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	• Q1 on 8/10//2021	1
	Maximum score is 6			

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>• Q2 on 7/1/2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3 on 9/4/2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>• Q4 on 12/7/2022</p>	3

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

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	Kikagate TC has 7 staff at the TC headquarters. ^ were appraised on 30th June 2022.	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The Town Clerk appraised the Primary School Head teachers on the following dates:  1. Kyarikunda Angella Kyezimbire on 30/12/2021  2. Mugisha Goddie Livingstone Kikagate on 30/12/2021	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The HC in charge Aziire Laudess a clinical officer was appraised on 30th June 2022	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	<ul style="list-style-type: none"> <li>• Staff structure was in place</li> <li>• A comprehensive LLG staff list was in place, including Health Centres and Primary School Staff.</li> <li>• The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, and Health Centre 2 in-charges by names and titles..</li> </ul>	3



13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The Town Clerk reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendances made analysis and recommendations. The reports were submitted and received by District Registry as follows:-  <ul style="list-style-type: none"> <li>• July 21-30/07/21</li> <li>• August 1/09/21</li> <li>• September 1/10/21</li> <li>• October- 5/11/21</li> <li>• November – 6/12/21</li> <li>• December – 31/12/22</li> <li>• January – 04/02/22</li> <li>• February – 02/03/22</li> <li>• March – 01/04/22</li> <li>• April – 05/05/22</li> <li>• May – 02/06/22</li> <li>• June – 04/07/22</li> </ul>	0
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**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	There was no DDEG allocation	2
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The re was rolling of projects and thus deviation in expenditurte.	0

16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>The projects were not implimented</p>	0
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**G. Environmental and Social Safeguards**

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>There was no infrastructural project during the Financial Year</p>	2
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18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<p>Complaints log book available and a grievance on unfair Tax Assessment was recorded on 11/12/2022, 6/1/2022. The CBS case management book in place. In addition a Grievance referral chart was available.</p> <p>There was no person designated to coordinate response and feed-back.</p>	0
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18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0</p>	<p>Grievance referral chart had been displayed on the public notice board</p>	1
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19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area land committee was in place and approved on 14/1/2022. The committee had done inspection for 3 Town Council lands on 11/4/22 and submitted them to the District Land Board.	1
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	There was a campaign made in a parents general meeting at Kikagate primary school on 17/2/22. There was a go back to school campaign by parish chiefs that was done on 18/01/2022 by all parish chiefs that included meetings with LC I chairpersons, religious ;leaders and visiting public places.	3
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21	Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	The LLG monitored schools as per the following on the following dates:-  1. Kikagate Primary School and Kyezimbire Primary School were monitored on 3/4/2022 and 17/1/2022, 23/11/21 and 03/04/22 by the Parish Chief Monday Pidson and reports submoitted to SAS. In January, a special GPC committee was held to discuss the findings from the monitoring of 17/1/22 which also covered Kikagate Seed secondary school. The issues reported about in the plan include CoVID 19, PIASY programme, Latrine ans safe water coverage, and strategies of school feeding. .	4
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22	Existence and functionality of School Management Committees  Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	The schools had in place School Management Committees as indicated in the report showing nomination for SMC dated 8/12/2020 seen for Kyezimbire Primary School and 11/12/2021 seen for Kikagate Primary School. The LLG school management committees in all its 2 schools met as follows:  1. Kikagate Primary School:  Term 1:, 20/01/22  Term 2: 10/6/22  Term 3: 20/10/21  2. Kyezimbire Primary School.  Term 1: 06/01/22  Term 2: 10/5/22  Term 3: 01/09/21  The SMCs had in place action plans and implementation reports	3
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### I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	The LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery as per the reports by Asiimwe Alex the Health Assistant below :-  • Mobilization, sensitisation and advocacy sate water, sanitation and Hygiene improvement dated 24/5/22.  • Mobilisation of mothers for ATC, PNC, child care and Nutrition of mothers and babies on 23/5/22.	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	The LLG monitored aspects of health service delivery like infrastructure status, Staffing levels, Water, Hygiene and sanitation as per monitoring reports by SAS Eju Bernard to 14/2/22, 21/4/22.	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	The Health Unit Management Committee was in place as per appointments dated 20/01/21 from the Town Clerk and acceptances on the same communication.  HUMC minutes for Kikagati HC III were in place of the meetings held on 24/9/21, 31/3/22 & 24/6/22.
	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
	Maximum score is 3	

27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0
	Maximum score is 3	

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

29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. 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	The Urban physical planning committee not fully constituted.	0
30	Development of the Physical Development Plans as per guidelines  Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:  20% in 2022/23  30% in 2023/24  40% in 2024/25	The LLG did not have a detailed physical development plan.	0
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	The LLG did not have a detailed physical development plan.	0
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0	The streets, plots are Not numbered, not surveyed  Streets identified, named and approved but not opened.	0

31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	There was no evidence that the LLG had a functional Development Control Team.	0
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0	The LLG had in place an approved waste management plan. There was a status report dated 30/06/22 compiled by Assimwe Alex, received and endorsed by the Town Clerk on 30/06/22.	1
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	There was a health community sensitization report compiled by Assimwe Alex dated 31/05/22 and received by the T/C on the same date. A meeting was also held to carry out registered plot owners as part of mobilisation to develop and gazette a garbage dumping site,	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	There was no evidence that the LLG prepared an Annual Infrastructure inventory and condition survey	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	There was no evidence that the LLG spent Own Source Revenues of not less than 20% on O&M	0

33	Operation and Maintenance of infrastructure	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	There was no evidence that the LLG spent Own Source Revenues of not less than 20% on O&M	0
	Maximum score is 3			

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	<p>There were reports on collection of Agricultural Statistics in Kikagate TC as indicated in;</p> <ol style="list-style-type: none"> <li>1. A report dated 28/06/2022 authored by Muhame Michael (AO) about collection of Agricultural Statistics on acreages and yield performance for Bananas, beans and maize in the wards of Kikagate, Katanga and Kitezo for period of April, May and June 2022. The statistics were analyzed to show incomes arising out of the harvests. The report was received by the DPO on 03/07/2022.</li> <li>2. A report dated 12/04/2022 prepared by Muhame Michael (AO) about collection of Agricultural Statistics on acreages and yield performance for Bananas, beans and maize in the wards of Kikagate, Katanga and Kitezo for period of January, February and March 2022. The statistics were analyzed to show incomes arising out of the output. The report was received by the DPO on 12/04/2022.</li> <li>3. A report dated 04/11/2021 compiled by Muhame Michael (AO) about collection of Agricultural Statistics on acreages and yield performance for Bananas, beans and maize in the wards of Kikagate, Katanga and Kitezo for Bananas, beans and maize for period of October and November 2021. The statistics were analyzed to show incomes arising out of the output. The report was received by the DPO on 04/11/2022.</li> </ol>	2
	Maximum score is 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

There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports:

1. Report about awareness creation on post-harvest handling facilities by Muhame Michael (AO) dated 12/06/2022. The activity was conducted at the post-harvest facility for Kyezimbire Catholic Women Organization. The report was received by DPO on 15/06/2022.
2. Report about awareness creation on management of pests and diseases by Muhame Michael (AO) dated 04/01/2022. The awareness creation activity focused on the Fall Army Worm and Banana Bacterial Wilt. The report was received by DPO on 12/01/2022.
3. Report about awareness creation by Muhame Michael (AO) dated 04/04/2022 on goat raring. The awareness creation activity focused on treatment, vaccination and general management. The report was received by DPO on 12/04/2022.

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

1. Report on monitoring and supervising Banana Bacterial Wilt Control efforts dated 30/05/2022 compiled by Muhame Michael (AO). The report was compiled for the wards of Kitezo, Katanga and Kikagate. The report was received by the DPO on 6/06/2022
2. Report on monitoring and supervising small scale drip irrigation sites dated 16/06/2022 compiled by Muhame Michael (AO). The monitoring was done in Katanga ward. The report was received by the DPO on 23/06/2022.
3. Report on monitoring and supervising the performance of Mangoes and cashew nuts seedlings distributed under Operation Wealth Creation dated 20/03/2022 compiled by Muhame Michael (AO). The monitoring exercise was conducted on the farms of Kigyagi John, Bagumira John, Musimenta Emmanuel and Byarugaba Bernard. The report was received by the DPO on 25/03/2022.
4. Report on monitoring and supervising the post-harvest handling facility in Katanga dated 14/03/2022 compiled by Muhame Michael (AO). The monitoring exercise was done on the Post-harvest handling facility for Kyezimbire Catholic Women Organization. The report was received by the DPO on 22/03/2022.
5. Report on monitoring and supervising horticulture demonstration sites in Kitezo and Katanga dated 15/10/2021 compiled by Muhame Michael (AO). The monitoring exercise focused on adoption of soil fertility improvement, bio-intensive gardening and small scale irrigation. The report was received by the DPO on 21/10/2021.
6. Report on monitoring and supervising the performance of Banana plantations dated 18/11/2021 compiled by Eju Bernard (TC). The monitoring emphasized adoption of soil and water conservation structures in Bananas. A copy of the report was received by the DPO on 26/11/2021.

7. Report on monitoring and supervising the performance of Multisectoral Food security and Nutrition Project in the Government aided primary schools dated 15/03/2022 compiled by Eju Bernard (TC). The monitoring exercise focused on Kyezimbire and Kikagate Primary Schools. A copy of the report was received by the DPO on 20/10/2021.

8. Report on monitoring and supervising the performance of Banana plantation established in the Town Council land dated 30/06/2022 compiled by Eju Bernard (TC). The report emphasized adoption of mulching and gap filling. A copy of the report was received by the DPO on 9/7/2021.

9. Report on disease surveillance in the villages of Nyarrubungo, Kitezo, Nyabirungi, Mburamizi and Bwentare dated 28/06/2022 compiled by Muhame Michael (AO). The monitoring exercise mainly focused on the Banana Bacterial wilt management. The report was received by the DPO on 28/6/2022.

10. Report on disease surveillance in the villages of Rwenkuba, Katanga, Nyabirungi, Bwentare and Kitezo dated 28/03/2022 compiled by Muhame Michael (AO). The monitoring exercise mainly focused on the Banana Bacterial wilt. The report was received by the DPO on 31/3/2022.

11. Report on disease surveillance in the Wards of Kikagate, Katanga and Kitezo dated 14/12/2021 compiled by Muhame Michael (AO). The monitoring exercise mainly focused on the Fall Army worm. The report was received by the DPO on 20/12/2021.

12. Report on disease surveillance in the Wards of Boarder, Katanga, Kikagate and Kitezo dated 29/08/2021 compiled by Muhame Michael (AO). The monitoring exercise mainly focused on the Fall Army worm. The report was received by the DPO on 7/9/2021

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.

There was evidence that the extension officers conducted farmer trainings in Kikagate TC. The trainings ranged from agronomy of the major crops, good Agricultural practices in livestock keeping, aquaculture, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. The trainings were conducted in form of day courses, demonstrations, farmer field schools etc.

1. Report on training activities in the Wards of Katanga, Kitezo, Boarder and Kikagate dated 27/03/2022 compiled by Muhame Michael (AO). The training focused the coffee and Banana enterprises with emphasis on management of pests and diseases, moisture conservation, weed control, soil and water conservation, fertilizer placement and postharvest management. The report was received by DPO on 03/04/2022.

2. Training activity report for quarter One 2021/2022 compiled by Muhame Michael (AO) covering the months of July, August and September. The report highlights the training interventions ventured into during the period. The report was received by DPO on 30/09/2021.

3. Training activity report for quarter Two 2021/2022 compiled by Muhame Michael (AO) covering the months of October, November and December. The report highlights the training interventions ventured into during the period. The report was received by DPO on 10/01/2020.

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

There was evidence that the extension officers in Kikagate TC conducted farmer visits to offer extension and advisory support to farmers and farmer groups. The extension/advisory services covered the areas of good Agricultural practices in livestock, crops, record keeping, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. Extension/advisory support reports were compile and submitted to the DPO as indicated in the following sampled Extension/advisory support reports and travel schedules.

• Activity report for quarter One 2021/2022 compiled by Muhame Michael (AO) covering the months of July, August and September. The report highlights the training and farm visit interventions ventured into during the period. The report was received by DPO on 30/09/2021.

• Activity report for quarter two 2021/2022 compiled by Muhame Michael (AO) covering the months of October, November and December. The report highlights the training and farm visit interventions ventured into during the period. The report was received by DPO on 10/01/2020.

## A. Functionality of Parish Administrative Structures

1

2

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.

SC is comprised of the following parishes Nyamitsindo, Rukuuba, Nyarubungo, Rumuri, Nyakakoni, Rwenshebashebe and Kabaare.

The LG had PDM guidelines in place.

PDCs for all the above Parishes were constituted and membership in all the PDCs was as follows:

1. Chairpersons LC II,
2. Parish chiefs/Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The Parish Chiefs submitted the lists of PDCs to the SAS on the following dates:

1. Nyamitsindo on 19/05/2022
2. Rukuuba on 17/05/2022
3. Nyarubungo on 17/05/2022
4. Rumuri on 18/05/2022
5. Nyakakoni on 17/05, 2022
6. Rwenshebashebe on 19/05/2022
7. Kabaare 18/05/2022.

The PDCs were functional as per minutes of the meetings that took place as follows:

1. Nyamitsindo Parish on 18/05/2022
2. Rukuuba Parish on 17/05/2022
3. Nyarubungo Parish on 18/05/2022
4. Rumuri Parish on 17/05/2022
5. Nyakakoni Parish on 18/05/2022
6. Rwenshebashebe Parish on 18/05/2022
7. Kabaare Parish on 21/05/2022

There was evidence of minutes of the PDCs participating in mobilization activities for individuals and groups to participate in PDM activities as per minutes of the PDC compiled by the Parish Chiefs and submitted to the Sub-county Chief as indicated below:

1. Rwenshebashebe Parish on 19/5/2022
2. Nyamitsindo Parish on 18/6/2022

3. Kabaare Parish on 18/5/2022
4. Rukuuba Parish on 19/5/2022
5. Nyarubungo Parish on 19/5/2022
6. Rumuri Parish on 31/5/2022
7. Nyakakakoni Parish on 19/05/2022

There was evidence of list of proposals from enterprise groups submitted for revolving funds as follows:

1. Rwenshebashebe Parish on 21/5/2022
2. Nyamitsindo Parish on 30/6/2022
3. Kabaare Parish on 21/5/2022
4. Rukuuba Parish on 21/5/2022
5. Nyarubungo Parish on 30/6/2022
6. Rumuri Parish on 20/5/2022
7. Nyakakoni Parish dated 26/5/2022

There was evidence of minutes of appraisal and approval of enterprise groups and submission to the SAS as follows:

1. Nyarubungo Parish dated 6/6/2022.
2. Rumuri Parish dated 26/5/2022.
3. Rwenshebashebe Parish dated 21/5/2022.
4. Nyamitsindo Parish dated 23/05/2022.
5. Nyakakoni Parish dated 26/5/2022.
6. Rukuuba parish dated 21/5/2022.
7. Kabaare parish dated 21/05/2022

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.

The Parishes of Nyakakoni, Rumuri, Rwenshebashebe, Nyamitsindo, Nyarubungo, Rukuuba and Kabaare have compiled, updated and analyzed data on community profiling disaggregated by village, sex, age, wealth category and economic activity. The Parish Chiefs submitted this data to the Sub-county Chief on the following dates:

- Nyakakoni on 16/06/2022
- Rumuri on 26/05/2022
- Rwenshebashebe on 28/05/2022
- Nyamitsindo on 15/06/2022
- Nyarubungo on 23/06/2022
- Rukuuba on 24/06/2022
- Kabaare on 23/05/2022

2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>NGOs, CBOs &amp; CSO mapping report was in place.</p> <p>The NGOs, CBOs and CSOs operating in the LLG were involved in raising awareness about the PDM and planning cycle</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>There was evidence of approved activities to be implemented in the Parishes in current FY as submitted by Parish Chiefs on the following dates:</p> <ol style="list-style-type: none"> <li>1. Nyamitsindo on 21/09/2021</li> <li>2. Rukuuba on 2/09/2021</li> <li>3. Nyarubungo On 21/09/2021</li> <li>4. Rumuri on 16/09/2021</li> <li>5. Nyakakoni on 2/09/2021</li> <li>6. Rwenshebashebe 16/08/2021</li> <li>7. Kabaare on 21/09/2021</li> </ol>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>iii. There was evidence of a list of priority commodities identified by the Enterprise groups that were submitted for revolving funds as follows:</p> <ol style="list-style-type: none"> <li>1) Rwenshebashebe Parish on 21/5/2022</li> <li>2) Nyamitsindo Parish on 30/6/2022</li> <li>3) Kabaare Parish on 21/5/2022</li> <li>4) Rukuuba Parish on 21/5/2022</li> <li>5) Nyarubungo Parish on 30/6/2022</li> <li>6) Rumuri Parish on 20/5/2022</li> <li>7) Nyakakoni Parish dated 26/5/2022.</li> </ol>	2

## B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The SAS Kenneth Magomu signed it on 11/10/2019 and the Sub-county Chairman Rwatsina Norman signed on 15/10/2019. The 5 Year Development Plan was approved on 11th October 2019 under Minute MSC: 06/SC/10/19.</p> <p>The LG had in place an approved budget for FY 2022/2023 FY under the approval Minute number 06/SC/05/2022 approved on 13/05/2022 duly signed by the SAS Magomu Kanneth on 13/05/2022 and the Sub-county Chairperson Rwatsina Norman on 13/05/2022</p> <p>i) The priority investments in the current Financial Year were:</p> <p>Construction of administration block.</p> <p>Maintenance of Katongole – Omukayembe road,</p> <p>Periodic maintenance of Nyamitsindo Masha High School - Nyamitsindo – Rwakahunde road.</p> <p>Maintenance, culvert installation &amp; spot gravelling of mile 12 _ Nyakakoni CoU _ Nyarubungo CoU road. The projects were in the approved 5 year development plan (Page 142 &amp; 143) and the approved Work plan and Budget (Page 18).</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>No evidence of ranked priorities.</p>	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The prioritized investments are related to the outcomes of the budget conference as per report dated 02/11/21 by the SAS to the LCIII Chairperson.</p>	1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The budget included investments to be financed by the LLG budget like Completion of Police Latrine Phase III valued at UGX. 2,000,000 to be financed by Local revenue.</p> <ul style="list-style-type: none"> <li>. Construction of administration block, page147 of DP</li> <li>. Maintenance of Katongole – Omukayembe road page of DP</li> <li>. Periodic maintenance of Nyamitsindo Masha</li> <li>. Maintenance, culvert installation &amp; spot gravelling of mile 12 _ Nyakakoni CoU _ Nyarubungo CoU road page 142 of DP</li> </ul>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>The LLG developed project profiles for the capital projects like Construction of administration block &amp; maintenance of Katongole – Omukayembe road in the SCDP on pgs. 142 &amp; 147</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>Budget FY 2022/23 was submitted to the District on 13/05/2022.</p>	1
	<p>Maximum score is 6</p>			
5	<p>Procurement planning for the current FY: submission of request for procurement</p>	<p>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</p>	<p>The LLG Procurement Plan for FY 22/23 plan was submitted on 6/04/2022 which is within the mandated date.</p>	2
	<p>Maximum score is 2</p>			



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	The investments in the approved LLG Budget for the FY 2022/2023 i.e. Construction of administration block is compliant with the investment menu in the DDEG Grant, Budget and Implementation Guidelines.	2
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### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	<ol style="list-style-type: none"> <li>1. The LR budget was UGX. 72,380,000 as revised by council under MIN no. MSC/06/08/22</li> <li>2. Actual Collected was UGX. 71,963,325 as per cash book &amp; closing statement</li> <li>3. Percentage Performance was <math>71,963,325/72,380,000 \times 100=99\%</math></li> </ol> <p>The LLG collected 99% of the planned OSR.</p>	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	<ol style="list-style-type: none"> <li>1. FY 2020/2021 Actual Revenue collected as per final Accounts was UGX. 31,974,337</li> <li>2. FY 2021/2022 Actual Revenue collected as per final Accounts was UGX. 71,963,325</li> <li>3. Increase in LR collected was <math>71,963,325-31,974,337 = 39,988,988</math></li> <li>4. The Percentage increase was <math>39,988,988/31,974,337 \times 100=125\%</math></li> </ol> <p>OSR increased by 125% from previous FY but one to last FY</p>	1
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  i. Has remitted OSR to the administrative units, score 1 or else score 0.	<ol style="list-style-type: none"> <li>a) Annual LR collected in 2020/2021 was UGX. 71,963,325. (Note: this the 65% retained after remitting to HLG)</li> <li>b) Remittance to cells should be (25% of a above ) UGX. 17,990,831</li> <li>c) Remittance to Parishes should be (5% of a above) UGX. 3,598,166</li> <li>d) Expected Total remittance is <math>(a+b) =21,588,997=</math> <b>but Actual</b> transferred was UGX. 6,476,900 AFS for 2021/22.</li> </ol>	0
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  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	Actual for Local Revenue collection for previous FY 2021/2022 was UGX. 71, 963,325 and expenditure on Councillor's allowances was UGX. 6,390,000 which is 9.0%.	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	Amount spent on O & M in FY 2021/2022 was .....  The following activities were done under o & M .....	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.	A report on LR receipts and expenditure for FY 2021/2022 dated 15/07/2022 by the Sub-county Chief was displayed on the LLG public Notice board.	1

**D. Financial Management**

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	The LLG submitted Annual Financial Statements to Auditor General for the year ended on 30/6/2022 on 29/08/2.	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>The LLG submitted Quarter one finance and physical reports to the accounting officer on 5/10/2021</p>	1
<p>Maximum score is 6</p>				
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>The LLG submitted Quarter two finance and physical reports to the accounting officer on 3/1/2022</p>	1
<p>Maximum score is 6</p>				
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>The LLG submitted Quarter three finance and physical reports to the accounting officer on 4/4/2022</p>	1
<p>Maximum score is 6</p>				

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>The LLG submitted Quarter four finance and physical reports to the accounting officer on 5/7/2022</p>	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Masha SC has the following Permanently posted Local Government staff and the SAS appraised them on the following dates:</p> <ol style="list-style-type: none"> <li>1. Asiiimwe Moreen (SAA) on 30/06/2022</li> <li>2. Abigaba Irene (ACDO) on 30/06/2022</li> <li>3. Kiiza Emmanuel (AAHO) on 30/06/2022</li> <li>4. Tuhumwire David (AO) on 30/06/2022</li> <li>5. Turamy Naome (Parish Chief) on 30/06/2022</li> <li>6. Tumukunzire Ovan (Parish Chief) on 30/06/2022</li> <li>7. Kwarisiima Daphne (Parish Chief) on 30/06/2022</li> <li>8. Beyendeza Richard (Parish Chief) on 30/06/2022</li> <li>9. Kembabazi Monic (Parish Chief) on 30/06/2022</li> <li>10. Akantora Benson (Parish Chief) on 30/06/2022</li> <li>11. Ninsiima Deudine (Parish Chief) on 30/06/2022</li> </ol>	2
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12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The SAS appraised the Head teachers for the Primary Schools as follows:  1. Tumwekwatse Setrine Katereera Primary School on 21/12/2021  2. Mugisha Edward Tumusiime HT Nyakakoni Primary School on 30/12/2021  3. Kakuru Geoffrey HT Rwakahunde Adventist Primary School on 15/12/2021  4. Mayumba Devavensi HT Rumuri Primary School on 29/12/2021  5. Tugumisirize Ivan HT Rwendezi Parents Primary School on 30/12/2021  6. Natukunda Sarah HT Nyamitsindo Primary School on 30/12/2021  7. SSekayi Mackson HT Itegyero Primary School on 30/12/2021  8. Nganda Caroline HT Rukuuba Primary School on 28/12/2021  9. Abaine James HT Kweyamba Masha Primary School on 29/12/2021  10. Nyamwija Gertrude HT Karungi Primary School on 330/12/2021  11. Twinomuhangi Jackson HT Kabaare Primary School on 29/12/2021	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The SAS appraised the Health Centre staff as follows:  1. Mugabekazi Justine (SMO) on 30/06/2021  2. Mutungi Zephriene (EN) Nyamitsindo HC II on 30/06/2021	2
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	Staff structure was in place, the LLG staff list was in place, comprehensive and it included Health Centre and Primary School Staff. The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charges.	3

Staff duty attendance	Evidence that the LLG has	The SAS reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows
Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	<p>July on 2/8/21,</p> <p>August on 2/9/2021,</p> <p>September on 1/10/21,</p> <p>October on 2/11/21,</p> <p>November on 3/12/21,</p> <p>December on 4/01/22,</p> <p>January on 2/2/22,</p> <p>February on 3/3/22,</p> <p>March on 1/4/2022,</p> <p>April on 5/5/22,</p> <p>May on 2/6/2022 &amp; June on 4/7/202.</p>

#### F. Implementation and Execution

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	<ol style="list-style-type: none"> <li>1. The DDEG Indicative Planning Figure was UGX. 48, 189,606;</li> <li>2. UGX. 6,000,000= was spent on Land Titling under Voucher No. 1/10/21 dated 26/10/21 and UGX. 32,551,684 for Construction of administration block was carried forward. This totals to 38,551,684 for the capital projects making 80% of the IPF.</li> <li>3. UGX. 4,758,000= was spent on data collection under Voucher No. 1/3/22 dated 17/03/22 which is 10%.</li> </ol>
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	<p>Sector Budget Actual Percent</p> <p>Admin 52,950,000 51,386,100 97</p> <p>Finance 101,710,645 80,722,559 79.3</p> <p>Statutory 24,989,294 22999,500 92</p> <p>Production 1,700,000 1,668,000 98</p> <p>Health 20,870,000 20,860,000 99.9</p> <p>Nat. Resource 2,200,000 2,190,000 99.5</p> <p>CBS 1,300,000 1,06,000 81.5</p> <p>Education 200,000 0 0</p> <p>Works 43,880,228 20,659,088 47</p> <p>The Expenditure in several sectors deviated by more than 10%</p>	0
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16	Completion of investments as per annual work plan and budget  Maximum score is 3	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	There was no evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY., the construction of Administrative Block project was rolled.	0
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**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	<p>There were screening report and ESMPS for the following projects:</p> <ul style="list-style-type: none"> <li>- Construction of two ferro-cement tanks at Nyamitsindo HC II dated 7/8/21</li> <li>- Grading and maintenance of Nyamitsindo - Masha Seed School Road,</li> <li>- Construction of Administration block at Masha dated 3/8/2021</li> <li>- Minor repair of 2 administration blocks dated 3/8/2021</li> </ul>	2
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18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	- The Grievance Redress Committee was in place  - The Agricultural Officer was appointed to coordinate GRC in a letter dated 23/11/2021.  - A meeting that sat on 16/05/2022 handled the issue of waste management and on 18/12/2021 the committee handled the issue of the unfilled barrel pit.  - The Complaints log book was in place and it apparently handled 2 cases related to poor waste management and the unfilled barrel pit.  - GRC committee & pathway was displayed and pinned on the LLG Notice Board	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	GRC committee & pathway was displayed and pinned on the LLG Notice Board.	1
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	The area Land Committee was in place. The Committee received an application from Mugisha Bruno on 8/5/22, issued Public Notice on 8/5/22 and had a meeting on 20/5/22 to discuss the application for consideration under Min. 04/5/2022	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	There was evidence that the LLG conducted mobilization and awareness campaigns in schools as indicated here below:  Awareness creation on COVID 19 and mobilizing Parents to send their children back to school conducted in the Primary schools of Masha, Rwendezi, Rwakahunde SDA, Rumuri, Rukuuba, Nyakakakoni, Nyamitsindo, Kaateereera, Karungi, Itegyero and Kabaare on the dates of 03/01/2022, 04/02/2022, 30/01/2022,31/01/2021, 30/08//2022, 31/12/2021, 5/01/2022, 06/01/21 and 30/12/2021 respectively.	3
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21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>There was evidence that the LLG had 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 as indicated below:</p> <ol style="list-style-type: none"> <li>1. Rwendezi on 10/02/2022, 15/11/2021, 12/05/2021</li> <li>2. Rukuuba on 30/12/2021, 24/06/2022, 14/03/2022,</li> <li>3. Karungi on 11/05/2022, 13/05/2022, 14/04/2022</li> <li>4. Rumuri on 11/05/2022, 14/04/2022, 12/01/2022</li> <li>5. Rwakahunde on 13/05/2022, 14/04/2022, 13/01/2022</li> <li>6. Nyakakoni 16/09/2021, 27/01/2022, 14/06/2022</li> <li>7. Masha on 28/12/2021, 17/05/2022, 11/02/2022</li> <li>8. Kabaare on 16/11/2021, 11/02/2022, 13/05/202</li> <li>9. Nyamitsindo 31/03/2022, 31/06/2022, 31/12/2021,</li> <li>10. Itegyero 9/05//2022, 15/01/2022, 10/08/2021</li> <li>11. Kateerera 13/05/2022, 28/01/2022, 16/07/2021. All reports were accompanied by action plans and reports</li> </ol>	4
22	<p>Existence and functionality of School Management Committees</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional school management committees in all schools; score 3, else score 0</p>	<p>The School management committees met on the dates as indicated below:</p> <ol style="list-style-type: none"> <li>1. Rwendezi Primary School: <ul style="list-style-type: none"> <li>Term 1: 11/04/2022</li> <li>Term 2: 03/08/2021</li> <li>Term 3: 11/09/2021</li> </ul> </li> <li>2. Rukuuba <ul style="list-style-type: none"> <li>Term 1:, 20/01/2022</li> <li>Term 2: 24/05/2022</li> <li>Term 3: 24/09/2021</li> </ul> </li> <li>3. Karungi <ul style="list-style-type: none"> <li>Term 1:, 04/01/2022</li> <li>Term 2: 01/06/2022</li> <li>Term 3: 31/07/2021</li> </ul> </li> <li>4. Rumuri <ul style="list-style-type: none"> <li>Term 1:, 14/01/2022</li> <li>Term 2: 02/06/2022</li> <li>Term 3: 28/08/2022</li> </ul> </li> <li>5. Rwakahunde</li> </ol>	3

Term 1: 08/02/2022

Term 2: 03/08/2022

Term 3: 14/08/2021

6. Nyakakoni

Term 1: 18/01/2022

Term 2: 26/05/2022

Term 3: 02/09/2021

7. Masha

Term 1: 01/02/2022

Term 2: 17/05/2022

Term 3: 29/09/2021

8. Kabaare

Term 1: 20/01/2022

Term 2: 30/05/2022

Term 3: 20/08/2021

9. Nyamitsindo

Term 1: 21/01/2022

Term 2: 01/06/2022

Term 3: 28/07/2021

10. Itegyero

Term 1: 04/02/2022

Term 2: 10/06/2022

Term 3: 05/09/2021

11. Kateerera

Term 1: 1/02/2022

Term 2: 16/06/2022

Term 3: 03/09/2021

## I. Primary Health Care Services Management

23

Awareness campaigns and mobilization on primary health care conducted in last FY

Maximum score is 3

Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0

- Awareness campaigns were done in proper diet during pregnancy, malaria during pregnancy and immunization.
- Reports for Nyamitsindo dated 18/03/2022, 27/07/2022, 12/02/2022, 3/03/2022, 26/08/2022
- Reports for Nyarubungo dated 18/05/2022, 12/12/2021, 3/12/2021, 26/08/21C

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	<p>The LLG monitored aspects of health service delivery during the previous FY as follows:-</p> <ol style="list-style-type: none"> <li>1. Reports for Nyamitsindo HCII dated 30/6/2022, 29/6/2022, &amp; 15/03/2022.</li> <li>2. Reports for Nyarubungo H III dated 27/6/2022, 17/03/2022, and 15/12/2021 .</li> <li>3. Reports for Nyakakoni community about extended program on immunization dated 10/6/2022, 18/03/2022, 17/12/2021, 17/09/2021(outreaches)</li> <li>4. Rumuri community health monitoring 1/06/2022, 5/5/2022, 7/04/2022, 16/02/2022, 14/09/2021</li> <li>5. Rukuuba community program on immunization 10/12/2022, 10/9/2021.</li> </ol>	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	<p>Action plan and progress reports seen for the following</p> <p>Nyamitsindo HC II dated 19/9/2021</p> <p>Nyarubungo HC III appointment seen council MIN 5/07/2021 dated 27/09/2021, 16/6/2022, 24/03/2022, 8/12/2021, and 30/09/2021.</p>	3
	Maximum score is 3			

## J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	<p>A letter written by the Sub-county Chief to the DWO requesting for support in facilitation of borehole repairs and designing motorized borehole scheme at Nyakakoni Parish dated 23/01/2022 and received 23/01/2022.</p> <p>Application for borehole rehabilitation in Rwakahunde Parish.</p>	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	SAS monitored/supervised aspects of water and environment services as below:-  - The report dated 19/1/2022 made by the Health Assistant to the S/C Chief highlighting the monitoring team, Parishes visited, issues raised among others.  - Functionality of Rwakahunde Borehole – Minutes of water source Committee meeting held on 22/9/2021, written by Ahimbisibwe and confirmed by Gumisiriza the Chairperson.  - Report on monitoring water facilities by the Health Assistant dated 23/06/2021 for 4 water points out of 6 in the LLG.	3
Maximum score is 3				
28	Existence and functionality of Water and Sanitation Committees	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	There was Evidence of Water and Sanitation Committees of 6 water sources was in place.  - It was established that Water user fees are collected  - Minutes for meetings seen and reviewed  - Functionality of water and sanitation committees evidenced by:  • Rwakahunde borehole-minutes of water source committee meeting held on 22/9/2021 authored by Ahimbisibwe and confirmed by Gumisiriza the C/Person	2
Maximum score is 2				
29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.	There was an Updated list showing six water facilities in Masha compiled by the HA and confirmed by the S/C Chief on 20/6/2022.	2
Maximum score is 2		Score 2 else 0		

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

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

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

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

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

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

33                      Operation and Maintenance of infrastructure  
  
Maximum score is 3

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

**L. Production Services Management**

34                      Up to date data on agriculture and irrigation collected, analyzed and reported  
  
Maximum score is 2

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

2. Evidence of data collection & analysis of livestock statistics on number of farmers dated 24/6/22 by Kiiiza Wilder AAHO) submitted to the DPO & a report on agricultural statistics dated 24/3/22 by Kiiiza Wilber (AAHO) submitted to DPO.

3. Evidence of data on agricultural statistics dated 15/3/22 by Tuhumwire David (AO) submitted to CAO

**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

1. Evidence of mobilization and awareness on Agricultural programs eg feed the future, Parish Development Model on 30/5/22 supported by attendance lists dated 18/5/22 submitted to DPO

2. Report on awareness & sensitization of livestock farmers on different classes of acaricides dated 30/8/21 submitted to DPO.

**2**

36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Evidence of 12 sets of monitoring reports on: report on livestock blindness in cattle dated 28/6/22 by AAHO submitted to DPO, FMD dated 31/5/22, Black Quarter vaccination dated 29/4/22, Tick borne diseases dated 28/2/22, Pests and Ruminants and diseases dated 27/01/22, acaricide usage and effectiveness date 30/11/21, Goat and Sheep pox dated 29/10/22, lumpy skin disease dated 30/9/2021, acaricide usage and effectiveness dated 30/8/21.</p>	2
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Evidence of quarterly training and sensitization on FMD dated 24/3/22 by AAHO submitted to DPO. Attendance sheets attached dated 17th, 18th, 19th, 24th, 25th, 26th and 27th Jan. 2022.</p> <p>Evidence of training on irrigation of crops dated 11/04/by AO submitted to DPO</p>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>- Evidence of a report on Technical support to farmers hosting demonstration gardens dated 10/3/22 by AO submitted to CAO</p> <p>- Report on technical support to model farmers on establishment and management of fodders by the AAHO submitted to DPO dated 10/02/22</p>	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.

Mbaare SC is comprised of the following Parishes Ruteete, Nshororo, Kyabahetsi, Kihanda, Nyamarungi and Burigi.

The PDM guidelines were in place.

PDCs for all the above Parishes were constituted and membership in the PDCs per Parish was as follows:

1. Chairperson LC II
2. Parish Chief
3. Chairperson Women Council
4. Chairperson Disability Council
5. Chairperson Youth Council
6. Chairperson of NRM at ward
7. Elders/opinion Leader. The PDCs were functional as evidenced by the minutes of the meetings

All PDCs haven't started processes of disbursing funds hence no proposal submitted to the revolving fund. However, PDC carried out field mobilization as evidenced by reports and attendance list as follows:

Ruteete on 5/06/2022

Nshororo on 3/05/2022

Kyabahetsi on 10/06/2022

Kihanda on 27/05/2022

Nyamarungi on 10/07/2022

Burigi 21/06/2022

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.

The Parishes of Ruteete, Nshororo, Kyabahetsi, Kihanda, Nyamarungi, Burigi have compiled, updated and analyzed data on community profiling disaggregated by village, sex, age, wealth category and economic activity. The Parish Chiefs submitted this data to the Sub-county Chief.

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>i. The NGOs, CBOs &amp; CSO operating in the LLG were mapped and held a coordination meeting on 9/06/2022. The mapped CSOs include Oxfam and TPO.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>ii. There was evidence that the LLG through Parish chiefs provided guidance to village executive members and PDCs on activities to be implemented within the Parish for the current FY during selection of priority enterprises. The submitted list of priority enterprise was available at the LLG.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>iii. There was no evidence that the LLG provided guidance to the village executive Committees and PDCs on priority enterprises that can be implemented in the parish.</p>	0

**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>i) The LLG had a 5 Year Development Plan 2020/2021 to 2024/2025 signed by the SAS, ArinaitweShadia and Chairperson Mr. Nuwabiine paddy.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The LLG had in place a work plan and budget for FY 2022/2023 FY duly signed by the SAS Kyasimire Catherine on 12/05/2022 and the Sub-county Chairperson Nuwabiine Paddy on 12/05/202.</p> <p>The LLG priorities include construction of a public latrine, processing of a land title and periodic maintenance of Katamango – Burembo – Koranorya road on page 7.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The prioritized investments are related to the outcomes of the budget conference as per report dated 20/10/21 by the SAS to the LCIII Chairperson. The Budget conference was attended by 28 members including staff, Councilors and others. The budget conference prioritized the following:</p> <ul style="list-style-type: none"> <li>. construction of a 3 stance pit latrine at Kyabahesi Primary school</li> <li>. Construction of a public toilet at Mbaare Sub-county Headquarters</li> <li>.Land titling of Burembo land</li> <li>.Installation of electricity to LLG offices and Council Hall.</li> </ul>	1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The investments to be financed by the LLG include construction of the public toilet, land titling and periodic maintenance of Katamango – Burembo – Koranorya road.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>There was no evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III</p>	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>The budget was submitted to the District on 12/5/22 as per the registry stamp.</p>	1
5	<p>Procurement planning for the current FY: submission of request for procurement</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Procurement Plan was prepared and signed by Kyasimire Catherine the SAS. It was submitted to on 21/04/22 as per the PDU Stamp.</p>	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	i. DDEG Grant IPF in Budget is UGX. 29,973,836 ii. Cost of DDEG project is UGX. 23,979,068 (Toilet-15,979,068 & Land titling UGX. 8,000,000) iii. 23,979,068 29,973,836 = 80%  The project complies to DDEG guidelines of spending NOT LESS THAN 80% on Capital projects.	2
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**C. Own Source Revenue Mobilization and Administration**

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	. FY 2021/2022 Actual Revenue collected as per final Accounts = ii. UGX. 59,866,573 iii. iv. ii. LR budget FY 2021/22 . = 59,866,573 $59,866,573 \times 100\% = 100\%$ $59,866,573$ OSR collected was 100%	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	v. i. FY 2020/2021 Actual Revenue collected as per final Accounts pg.6 UGX. 33,120,985 vi. ii. FY 2021/2022 Actual Revenue collected as per final Accounts pg.6. UGX. 59,866,573 vii. iii. $59,866,573 - 33,120,985 = 26,745,588$ viii. $26,745,588 \times 100\% = 81\%$ $33,120,985$ OSR increased by 81%	1
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9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p>	<p>i) FY 2021/2022 Actual Revenue collected as per final Accounts. UGX. 59,866,573</p> <p>LLG net of 65% = UGX. 37,320,388</p> <p>Villages UGX. 9,762,767</p> <p>Parish UGX. 1,651,821</p> <p>TOTAL MANDATED UGX. 11,414,588</p> <p>Actual transfers to Villages was UGX. 10,844,588.</p> <p>Out of the mandated total of UGX. 11,414,588, the LLG remitted only UGX. 10,844,588.</p>	0
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0</p>	<p>ii) Expenditure on Councilors was UGX. 3,842,000</p> <p>3,842,000 of 37,320,388= 10.3%</p>	1
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0</p>	<p>iii) Vouchers / AFS showing expenditure on O&amp;Ms not seen</p>	0
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	<p>iv) Information on OSR received and remitted was published on the Public notice board at the LLG Headquarters.</p>	1

#### D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>LLG submission letter of the AFS dated 29/08/22 by the SAS Kyasimiire Catherine received by OAG as evidenced by Stamp and sign on 29/8/22</p>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>i. Q1 on 08th October 2021</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>ii. Q2 on 10th January 2022</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>iii. Q3 on 14th April 2022 &amp;</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>iv. Q4 on 4th July 2022</p>	3
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**E. Human Resources Management for Improved Service Delivery**



12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	Mbaare SC has the following Permanently posted Local Government staff and the SAS appraised them as follows:  1. Abaine Deogratus – Parish chief on 22/06/2022 2. Kamukama Franklin – Parish chief on 20/06/2022 3. Ampaire Moses – Parish chief on 20/06/2022 4. Night Rossette – Parish chief on 20/06/2022 5. Musimire Albert – Parish chief on 27/06/2022 6. Katushabe Edinah – Parish chief on 22/06/2022 7. Katusiime Annah – Annah – Accounts Assistant on 27/06/2022 8. Atuahaire Amon – Agricultural officer on 22/06/2022 9. Dr. Kawesa Tannasi – Veterinary officer ON 30/06/2022	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	There are 10 Head teachers for Government aided Primary Schools in Mbaare SC and the Sub-county Chief appraised them as follows:  1. Tumwesigye Godfrey of Mbaare PS on 15/12/2021 2. Kabagambe Fideli of Burigi Catholic PS on 15/12/2021 3. Rubikire Elinato of Burigi C.O.U PS on 15/12/2021 4. Kyohiirwe Juliet of Mishenyi II PS on 15/12/2021 5. Ssemujju Benard of Mishenyi I PS on 15/12/2021 6. Sayuni Robert of Nyamarungi PS on 15/12/2021 7. Matsiko Alex of Kihanda PS on 15/12/2021 8. Mugisha Benon of Kyabahetsi PS on 15/12/2021 9. Mugisha Benad of Kempara PS on 15/12/2021 10. Ruhinda Innocent of Kahungye PS on 15/12/2021	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	There are 3 Health Centres in Mbaare SC and the SAS appraised the in-charges as follows:  1. Namara Godon the in-charge Mbaare HCIII on 4/06/2022 2. Sande Ronald the in-charge Nyamarungi HCII on 8/06/2022 3. Ataterebuka John Kyabahetsi HCII on 8/06/2022	2

13	Staff duty attendance	Evidence that the LLG has	Staff structure was in place, the LLG staff list was in place, comprehensive and it included Health Centre and Primary School Staff. The list of staff was displayed on the LLG notice board.	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		

13	Staff duty attendance	Evidence that the LLG has	The SAS reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	<p>July on 2/8/21, August on -----/9/2021, September on -----/10/21, October on -----/11/21, November on -----/12/21, December on -----/01/22, January on 3/2/22, February on 4/3/22, March on 4/4/2022, April on -----/5/22, May on 2/6/2022, June on 4/7/202, July 2022 on 02/08/2022, August on 02/08/2022.</p>	

**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	<p>In AWPB for FY2021/2022, DDEG is budgeted for as follows:</p> <p>Total DDEG Budget is UGX. 58,658,560</p> <ol style="list-style-type: none"> <li>1. Renovation of SC H/qtrs at UGX. 32,949,140</li> <li>2. Titling of public land at UGX. 14,000,000</li> <li>3. Monitoring and investment servicing 5,865,856</li> <li>4. Data collection and Parish Planning 5,865,856</li> </ol> <p>Percentage for the project 80%</p> <p>Percentage for Investment Servicing 10%</p> <p>Percentage for data &amp; parish planning 10</p> <p>As per LLG annual Financial statement, expenditure made was as follows:</p> <p>Renovation of Sub-county H/Qs UGX. 31,301,683</p> <p>Land titling UGX. 14,000,000.</p> <p>The LLG expenditure and budget were on eligible projects as guided by the DDEG implementation guidelines.</p>	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	<table border="1"> <thead> <tr> <th>SECTOR EXP</th> <th>BUDGET %AGE</th> </tr> </thead> <tbody> <tr> <td>Administration 34,254,156</td> <td>34,254,156 100</td> </tr> <tr> <td>Finance 102,974,394</td> <td>102,974,394 100</td> </tr> <tr> <td>Statutory Bodies 19,473,000</td> <td>19,473,000 100</td> </tr> <tr> <td>Production 766,700</td> <td>766,700 100</td> </tr> <tr> <td>Health 61,659,979</td> <td>61,659,979 100</td> </tr> <tr> <td>Education 11,659,800</td> <td>11,659,800 100</td> </tr> <tr> <td>Works 1,436,000</td> <td>1,436,000 100</td> </tr> <tr> <td>Natural Resource CBS 4,066,000</td> <td>4,066,000 100</td> </tr> <tr> <td>Planning 4,747,100</td> <td>4,747,100 100</td> </tr> </tbody> </table>	SECTOR EXP	BUDGET %AGE	Administration 34,254,156	34,254,156 100	Finance 102,974,394	102,974,394 100	Statutory Bodies 19,473,000	19,473,000 100	Production 766,700	766,700 100	Health 61,659,979	61,659,979 100	Education 11,659,800	11,659,800 100	Works 1,436,000	1,436,000 100	Natural Resource CBS 4,066,000	4,066,000 100	Planning 4,747,100	4,747,100 100	2
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Planning 4,747,100	4,747,100 100																							

16	Completion of investments as per annual work plan and budget  Maximum score is 3	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>Planned projects are as follows:</p> <p>Renovation of SC H/qtrs at 32,949,140=, Titling of public land at 14,000,000, Procurement of a motorcycle at 14,500,000 &amp; Procurement of 2 water tanks at 6,991,000. Totaling to 68,440140=</p> <p>Payments were made as follows Voucher No. 1/3, 13,011,379= to Toyota, 29,423,583 paid to Katuma, and vouchers 2/5, 2/4 equating to 10,065,000=,</p> <p>Totaling to 52,499,962=.</p> <p>Making it 77%</p>	3
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### G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	<p>The LLG planned to implement the following projects</p> <ol style="list-style-type: none"> <li>1. Renovation of Mbaare SC headquarters and supply of Hall furniture.</li> <li>2. Installation of a crest tank at the Sub-county Headquarters</li> </ol> <p>Screening forms and monitoring reports dated 07/06/2022 for the above projects were in place signed by Bwengye Emmanuel (DNRO) and Mugarura Edward (DCDO).</p>	2
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18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	The LLG has a grievance handling system with :-  i. A committee appointed by the SAS on 20/01/2022 with Kyasimire Catherine designated as the Chairperson GR Committee.  ii. A Complaints Log book FY2021/22 that records cases reported, actions taken and response taken in place. On 14/11/2021, a complaint on illegal sale of Government land by the area LC III Councilor was recorded. The case was referred to Police file Reference number 07/29/11/2021. On 15/06/2022 a complaint on exploitation of a community member in a bid to be connected to a DRDIP water project by paying UGX. 100,000 for people within 100 metres was recorded.  iii. A Complaints referral path in form of a flow chart was displayed on the noticeboard.	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	iii. A Complaints referral path in form of a flow chart was displayed on the noticeboard.	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	The Area Land Committee was in place appointed by the SAS on 04/01/2022 on the instruction of the Chief Administrative Officer dated 28/05/2021 based on the District Council approval under minute number 07 (a)/05/(1)/21/22/FC	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	1. A report dated 4/01/2022 compiled by Kyasimire Catherine SAS addressed to the Chairman LC III on the dangers of HIV/AIDS, teenage pregnancies, child marriages and the need for parents to report school drop outs.	3
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21	Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	The LLG monitored schools as per reports indicated below:  1. Report dated 28/6/2022 by Kyasimire Catherine (SAS) addressed to Chairman LC III covering 10 Government schools.  2. Report dated 30/03/2022 by Kyasimire Catherine (SAS) addressed to Chairman LC III covering 10 Government schools.  3. Report dated 13/12/2021 by Kyasimire Catherine (SAS) addressed to Chairman LC III covering 10 Government schools.  Notable issues highlighted in the reports include maintenance of hygiene in schools, improvement of school attendance by teachers and pupils and submission of minutes to the District,	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	School management committees were in place duly appointed as follows:  1. Nyamarungi PS on 28/04/2021 under minute 05/02/21 (i) 2. Kyabahesi PS on 27/04/2022 under minute 05/03/2021 (i) 3. Kahungye PS on 17/03/2021 under minute 05/02/21 4. Burigi CATH PS on 27/03/2021 under minute 05/03/2021 (i) 5. Kempara PS on 20/04/2022 under minute 05/03/2021 (i) 6. Mbaare Ps on 17/03/2021 under minute 05/02/2021 7. Mishenyi II, on 21/04/2021 under minute 05/02/21 (i) 8. Mishenyi I on 06/05/2021 under minute 05/02/21 (i) 9. Burigi C.O.U on 17/03/2021 under minute 05/02/21 10. Kihanda PS on 17/03/2021 under minute 05/02/21  The SMCs were functional and holding meetings as per the minutes below:-  1. Kyabahesi PS  Term One: 11/04/2022  Term Two: 9/08/2021  Term Three: 25/11/2021  2. Nyamarungi PS  Term One: 08/02/2022  Term Two: 01/06/2022  Term Three: 17/06/2022  3. Kahungye PS	3

Term One: 25/01/2022

Term Two: 04/05/2022

Term Three: 30/09/2021

4. Burigi CATH PS

Term One: 08/04/2022

Term Two: 06/07/2021

Term Three: 01/10/2021

5. Kempara PS

Term One: 03/03/2022

Term Two: 12/08/2021

Term Three: 25/11/2021

6. Mbaare Ps

Term One: 21/01/2022

Term Two: 27/05/2022

Term Three: 09/08/2021

7. Mishenyi II

Term One: 03/02/2022

Term Two: 14/07/2021

Term Three: 26/08/2021

8. Mishenyi I

Term One: 24/02/2022

Term Two: 27/07/2021

Term Three: 15/11/2021

9. Burigi C.O.U

Term One: 14/01/2022

Term Two: 17/05/2022

Term Three: 15/11/2021

10. Kihanda

Term One: 02/02/2022

Term Two: 16/06/2021

Term Three: 13/10/2021

## **I. Primary Health Care Services Management**

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>1. Report dated 26/03/2022 by Kyasimire Catherine (SAS) on prevention of HIV, services of OVCs, community coordination. Report was addressed to the Chairman LC III.</p> <p>2. Report dated 27/01/2022 by Kyasimire Catherine (SAS) on nutrition improvement, health seeking seeking behavior. Report is addressed to the Chairman LC III.</p>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>Health units were monitored as per report by the SAS dated 29/03/2022 in all the 3 Health facilities and the following issues emerged:</p> <p>1. Mbaare HC III: Improvement of sanitation, shortage of staff accommodation, intermittent drug supplies and poor staff attendance to duty.</p> <p>2. Nyamarungi HC II: Challenge of water supply, low staffing levels, few sanitation facilities, and poor staff attendance to duty</p> <p>3. Kyabahezi HC II: inadequate staff accommodation, poor staff attendance to duty, water shortage.</p> <p>4. The incharges submit monthly reports in which they highlight immunization outreaches, COVID 19 vaccinations.</p>	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	<p>The HUMCs were functional and holding meetings as per the minutes below:-</p> <p>They were appointed as per appointing instructions here below:</p> <ol style="list-style-type: none"> <li>1. Mbaare HC III dated 1/6/2022 under Council minute 10/10/MBR/2020</li> <li>2. Nyamarungi HC II dated 1/06/2021 under Council minute 10/10/MBR/2020</li> <li>3. Kyabahesi HC II dated 1/06/2021 under Council minute 10/10/MBR/2020</li> </ol> <p>The HUMCs held meeting minutes as indicated below:</p> <ol style="list-style-type: none"> <li>1. Mbaare HC III on 12/06/2022 recorded by the Namara Gordon , in-charge</li> <li>2. Kyabahesi HC II 05/06/2022 recorded by Ataritweba Joan the in-charge</li> <li>3. Nyamarungi HC II 31/07/2021 recorded by Sunday Ronald the in-charge</li> </ol> <p>The minutes have attached respective attendance lists, action plans &amp; Implementation status.</p>	3
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**J. Water & Environment Services Management**

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	The LG submitted a written request to the DWO for consideration through the SAS dated 04/02/2022 and received by the DWO on 04/02/2022.	3
27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	There was no evidence that SAS/ATC monitored and supervised aspects of water and environment services during the previous FY including review of water points and facilities.	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	There was no evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions).	0
29	Functionality of investments in water and sanitation facilities  Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	There was no evidence that the SAS had an updated lists on all its water and sanitation facilities (public latrines) and functionality status.	0

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

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

- 33            Operation and Maintenance of infrastructure  
Maximum score is 3            (i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
- 33            Operation and Maintenance of infrastructure  
Maximum score is 3            (ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
- 33            Operation and Maintenance of infrastructure  
Maximum score is 3            (iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

**L. Production Services Management**

- 34            Up to date data on agriculture and irrigation collected, analyzed and reported  
Maximum score is 2            If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.
- Report by Atuhairé Amon (AO) on collection of Agricultural Statistics on banana production conducted and report produced dated 30/06/2022 and received by the DPO on 1/7/2022
- Banana ,maize and beans statistics collected on 3/12/2022

35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>1. Report by Atuhaire Amon (AO) on awareness of farmers groups dated 30/12/20221 and received by the District Production officer on 3/12/2021. It was attended by 60 people and attendance sheets attached.</p> <p>2. Report by Atuhaire Amon (AO) on on distribution of Agro-inputs under Operation Wealth Creation dated 30/4/2022and received by the DPO on 4/4/2022</p>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Monitoring reports by Atuhaire Amon (AO) dated 30/6/2021, 30/05/2022, 26/04/2022, 30/03/2022,30/02/2022,30/01/2022</p> <p>Supervision reports by Atuhaire Amon (AO) dated 15/02/2022, 23/11/2021,30/10/2021,30/09/2021,30/08/2021</p>	2
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>1. Training report on good agronomic practices conducted by Atuhaire Amon (AO) and received by the district production officer on 4/4/2022. The training was attended by 78 community members</p> <p>2. Report on farmers training on good Agricultural practices held on 3/10/2021 attended by 95 members</p> <p>3. Work plan FY2021/2022 attached and approved by DPOs office on 9/07/2021</p>	2

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<ul style="list-style-type: none"> <li>• A summary report on farmer group registration attached and received DPO on 28/10/2021</li> </ul> <p>Rutete-9 groups</p>
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#### **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.

Ngarama SC is comprised of the following Parishes Burungamo, Kabaare, Kagaaga and Ngarama.

- PDM guideline book was available at the station
- PDCs for all the above Parishes were constituted and membership in the PDCs was as follows:
  - i. Chairpersons LC II,
  - ii. Parish Chiefs,
  - iii, Women Councils,
  - iv. Chairpersons Disability Councils,
  - v. Chairpersons Youth Councils,
  - vi. Chairpersons of NRM at Parish and  
v, Elders/opinion Leaders.

The Parish Chiefs submitted the lists of the PDCs as indicated below:

- Burungamo Parish, received and confirmed by the SAS on dated 22/03/2022.
- Kabaare Parish, received and confirmed by the SAS on dated 22/03/2022
- Kagaaga Parish, received and confirmed by the SAS on dated 22/03/2022
- Ngarama Parish, Parish, received and confirmed by the SAS on dated 22/03/2022

The PDCs were functional as evidenced by the reports & minutes of the mobilisation & sensitization meetings held as follows:-

- Burungamo Parish :-Held on 20/5/22 & 22/5/22 attended by 24 participants.
- Kabaare Parish: :-Held on 26/5/22 attended by 70 participants
- Kagaaga Parish : Held on 24/5/22 & 22/5/22 attended by 24 participants
- Ngarama Parish: Held on 20/5/22 attended by 81 participants

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Evidence of data on community profiling not seen</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<ul style="list-style-type: none"> <li>• The entity had a comprehensive list of all NGOs, CBOs and CSOs operating in the LLG. The LLG involved the said in raising awareness about the PDM and planning cycle through quarterly coordination meetings.</li> </ul>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<ul style="list-style-type: none"> <li>• There was evidence that the LLG through Parish chiefs provided guidance to village executive members and PDCs during selection of priority enterprises through demonstrations, field visits, field days and competitions.</li> <li>• A submitted list of priority enterprise was available at the station</li> </ul>	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

The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The SAS Kwekunda Hopeline signed on 15/10/19 and the Sub-County Chairman Kiiza Silver Lubega signed on 15/10/19 m and was approved by council under Minute No.06/10/2019

i) The LG priority projects in the ABWP for the current FY include :-

1. Construction of a 2 stance pit Latrine at Kamatarisi PS in Kabaare Parish on page 113 of the 5 Year Development Plan.

2. Construction of a 3 stance pit Latrine at the SC Head Quarter on page 116 of the 5 Year Development Plan.

3. Routine maintenance of Kantungamo – Kyakakana Road.

2

**B. Planning and Budgeting**

4

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

Maximum score is 6

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

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

The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The SAS Kwekunda Hopeline signed on 15/10/19 and the Sub-County Chairman Kiiza Silver Lubega signed on 15/10/19 m and was approved by council under Minute No.06/10/2019.

The LG had in place an approved budget for FY 2022/2023 approved by Council under Minute06/05/2022 on 13/5/22 Meeting attended by all the 15 councillors. Budget is signed by the Katushabe Leticia on 13/5./2022 and the Sub-county Chairperson Kyampa Benon Matsiko on13/5./2022

The LG priority projects in the ABWP for the current FY include :-

1. Construction of a 2 stance pit Latrine at Kamatarisi PS in Kabaare Parish on page 113 of the 5 Year Development Plan.

2. Construction of a 3 stance pit Latrine at the SC Head Quarter on page 116 of the 5 Year Development Plan.

3. Routine maintenance of Kantungamo – Kyakakana Road.

1



4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The LLG prioritized investments Incorporated ranked priorities from all its parish submissions as per the submissions made by Parish chiefs and PDC chairpersons as below:-</p> <ol style="list-style-type: none"> <li>1. Kabaare Parish submitted on 11/8/21 . Priorities included a Latrine at Kamatarisi PS</li> <li>2. Kagaaga Parish submitted on 14/8/21 . Priorities included rehabilitation of Katungamo Road and OPD construction at Kaggaga HC II</li> <li>3. Burungamo Parish submitted on 15/8/21 . Priorities included desks for schools.</li> <li>5. Ngarama Parish submitted on 10/9/21 . Priorities included a Latrine at the SC Head Quarter and desks for schools.</li> </ol> <p>The AWPB FY 22/23 on pg 5 incorporates the some of the above.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The priorities were based on the proceedings of the Budget Conference held on 7/11/21 as seen in a report dated 11/11/21 by the CDO, Nyesiga Evelyne highlighting revenues and priorities approved.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The LLG Budget included investments on page 5 like Construction of pit Latrines at Kamatarisi PS &amp; SC H/Qtrs and processing of a land title.</p>	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines  Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	The LLG has developed project profiles in the SCDP on pg.117 for Construction of pit Latrines at Kamatarisi PS & SC H/Qtrs.	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	The LLG submitted it's Budget to the District on 15/5/22.	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	The LLG prepared and submitted the procurement plan for the current FY to PDU on 28/4/22.	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	i. DDEG IPF for the LG in Current FY =  39,973,836  ii. Infrastructural Projects budgeted for are Construction of pit Latrines at Kamatarisi PS & SC H/Qtrs at 28,479,069= plus land titling at 3,500,000= equating  iii. The Percentage is $(31,979,061/39,973,836) \times 100\% = 80\%$  The investments to be funded under DDEG is Construction of toilets and land titling all costing 31,979,061 which is 80% of the total IPF. This complies with the investment menu in the DDEG Grant, Budget and Implementation Guidelines.	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The Total Local Revenue Budget for FY 2021/2022 was UGX. 71,935,727=  Actual Collected was UGX. 74,186,427 as per Final Accounts  $74,186,427/71,935,727 \times 100=103\%$  Total OSR collected was 103% of the Budget, a +3% which is within the +/-10%.	1
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	FY 2020/2021 Actual Revenue collected as per final Accounts was UGX. 44,106,589=  FY 2021/2022 Actual Revenue 74,186,427  Increase in LR Collected $74,186,427 - 44,106,589 = 30,079,838$  $30,079,838 * 100 = 68\%$  44,106,589  OSR collected increased from previous FY but one to previous FY by 68%.	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.	i. FY 2021/2022 Actual Revenue collected as per final Accounts = 74,186,427=  a. URA Transfer (18% of Tendered revenue) = 3,343,013 (Vr.Nos 1/8/21-1.233,317, 6/10/21-620,097, 9/12/12-1,245,508, 10/12/12-62,542, 3/6/22-92,300, 11/6/22-89,249)  b. LLG Gross = $74,186,427 - 3,343,013 = 70,843,414=$  c. LLG net = 65% of 70,843,414= which is 46,048,219=  e. Villages & Parish Net (0.25+ 0.05) should be equal 13,814,466=  f. Actual transfers made: Villages 9,333,606 (Vr Nos 22/10/21-2,000,316=, 22/12/21-1,346,843=, 28/6/22-3,128,835=, 10/6/22-3,856,612=, 30/6/22 -1,414,000,VR 6/6/2022,) Parishes 2,066,720= (Vr.Nos 22/10/21-400,263=, 22/12/21 -269,368=, 28/6/22 -625,767=, 9/6/22-771,322=) totalling to 12,400,326=  The LLG remitted a total of 13,814,326=	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	The expenditure on council as per Final Accounts pg.46 was 2,876,000= 20% of 46,048,219= is 9,209,644=. The LLG used less than 20% of OSR on Councillors' allowance	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 of utilisation of OSR in O&M 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.	OSR collected and how it was used in terms of allocation to sectors was publicised on the notice board and In Chairman's office.	1

**D. Financial Management**

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	LLG submitted annual financial statements to Auditor General on 30/08/22 as evidenced by receipt of the submission letter to the Auditor General, office in Mbarara.	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>The LLG submitted quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer on the following dates:</p> <p>Q1 submitted on 11/10/2021</p>	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>The LLG submitted quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer on the following dates:</p> <p>Q2 submitted on 13/01/2022</p>	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>The LLG submitted quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer on the following dates:</p> <p>Q3 submitted on 14/04/2022</p>	1
	<p>Maximum score is 6</p>			

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>The LLG submitted quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer on the following dates:</p> <p>Q3 submitted on 14/04/2022</p>	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Ngarama SC has the following Permanently posted Local Government staff and the SAS appraised them as follows:</p> <ol style="list-style-type: none"> <li>1. Kekimuri Lydia – Parish chief on 28/06/2022</li> <li>2. Nasazi Judith - Parish chief on 29/06/2022</li> <li>3. Agaba Milton - Parish chief on 28/06/2022</li> <li>4. Nyesiga Evaline – CDO on 29/06/2022</li> <li>5. Lukyamuzi Sulaiman – Senior Accounts Assistant on 30/06/2022</li> <li>6. Mbaine Sayuni – Agricultural Officer on 30/06/2022</li> <li>7. Owamazima Andrew – Animal Husbandry Officer on 29/06/2022</li> </ol>	2
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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

There are 12 Head teachers for Government aided Primary Schools and were appraised as follows:

1. Kagaaga II p/s, Kyokunzire Annet on 31/12/21
2. Kyazungu p/s, Tukahabwa Bernard on 30/12/21
3. Kamatarisi p/s, Tuhaire Naome on 30/12/21
4. Ngarama catholic p/s, Kerere Benjamin on 30/12/21
5. Ngarama C.O.U, Bagambe Meseach on 30/12/21
6. Kishojo Ps, Mugisha Ambrose on 31/12/21
7. Burungamo COU, Amarwe Charles on 31/12/21
8. Burungamo catholic, Besigye Monic- 30/12/21
9. St. Johns Biharwe, Niwagaba Appollo on 30/12/21
10. Kyakabindi p/s, Babirye Benna on 10/12/21
11. Rukonje p/s, Ahimbisibwe Agatha on 30/12/21
12. Kayenje I p/s, Tumusiime Richard on 30/12/21

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

There are 3 In charges for Government Health Centre IIs and III and were appraised as follows:

1. Ngarama HCIII – Akankwatsa Johnson on 29/06/2022
2. Burungamo HCII – Komwaka Josephine on 30/6/2022
3. Kagaaga HCII – Atwebembire Abraham on 29/6/2022

13	Staff duty attendance	Evidence that the LLG has	<ul style="list-style-type: none"> <li>• Staff structure was in place</li> <li>• A comprehensive LLG staff list was in place, including Health Centres and Primary School Staff.</li> <li>• The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charges.</li> </ul> <p>The list of staff was displayed on the LLG notice board through a circular dated 29/06/2022 as follows;</p> <ul style="list-style-type: none"> <li>• Kekimuri Lydia – Parish chief – Kabaare</li> <li>• Nasazi Judith - Parish chief – Burungamo</li> <li>• Agaba Milton - Parish chief – Ngarama</li> <li>• Tumwebaze Caroline –Parish Chief – Kagaaga</li> <li>• Nyesiga Evaline - Community Development Officer</li> <li>• Lukyamuzi Sulaiman – Senior Accounts Assistant</li> <li>• Mbaine Sayuni – Agricultural Officer</li> <li>• Owamazima Andrew – Animal Husbandry Officer</li> </ul>	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	<p>The SAS reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty with analysis and recommendations. The reports that were submitted and received by District Registry as follows:-</p> <ul style="list-style-type: none"> <li>• July 21-05/08/21</li> <li>• August 3/09/21</li> <li>• September 7/10/21</li> <li>• October- 04/11/21</li> <li>• November – 06/12/21</li> <li>• December – 04/1/22</li> <li>• January – 07/02/22</li> <li>• February – 03/03/22</li> <li>• March – 04/04/22</li> <li>• April – 05/05/22</li> <li>• May – 01/06/22</li> <li>• June – 11/07/22</li> </ul>	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		

**F. Implementation and Execution**



14

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

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 Budgeted and received 58,665,855= of which:-

- i. 14,000,000 was spent on titling government lands as per VR No.
- ii. 28,815,600= was spent furniture for schools as per Vr No. 1/5
- iii. 18,998,708= was spent as top up for renovation of Burungamo HC II as per Vr No. 1/6, & 2/5.
- iv. This sums up to 46,932,684=, and 47,= 814,308\*100% = 82%

58,665,855

The expenditure and projects undertaken above conforms to the DDEG Grant, Budget and Implementation Guidelines.

2

15

The LLG spent the funds as per budget

Maximum score is 2

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

Budget was executed as follows:-

Sector	Actual Exp	%age	Budget
Administration	34,095,000	97	35,005,600
Finance	116,630,766	99	117,343,648
Statutory Bodies	18,012,500	97	18,477,782
Production	200,000	91	220,000
Health	18,600,000	100	18,600,000
Education	478,000	96	500,000
Works	44,549,800	49	90,066,652
Natural Resource	14,000,000	100	14,000,000
CBS	950,000	95	1,000,000
Planning	2,438,000	98	2,500,000

There is a variance in execution of the budget in the works and roads sector which under performed at 49%. This was due to the emergency road fund that was received in June as the FY came to an end.

2

16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>Planned investments in the last financial year were all completed and payments were made as follows:=</p> <p>i. 28,815,600= was spent furniture for schools as per Vr No. 1/5.as per payment certificate dated 9/5/21.</p> <p>ii. 18,998,708= was spent as top up for renovation of Burungamo HC II as per Vr No. 1/6,&amp; 2/5 as per payment certificates dated 7/5/22 &amp; 7/6/22</p>	3
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### G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The LLG carried out environmental, social and climate change screening for Renovation of Burungamo HC II as per ESSF &amp; CC reports signed by the DCDO &amp; District Environment Officer date 27/5/21.</p>	2
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<p>The LG has a system for recording, investigating and responding to grievances.</p> <p>i. The SAS Katushabe Leticia appointed a GRC according to the appointment letters seen dated 02/07/21.</p> <p>ii. The designated person to coordinate &amp; also response for feed-back is Nyesiga Evelyne, CDO appointed on 02/07/21</p> <p>iii. The LG has a log book with information and reference for onward action capturing the details of the complainants, the case and action taken.</p> <p>iv. The LG had a Flow chart defining the referral and feedback path for any grievance.</p>	1
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0</p>	<p>The LG displayed and pinned on Notice Board the GRC committee &amp; pathway.</p>	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	Notification letter for appointments of the Area land committee dated 28/12/21 from CAO's office seen.  Appointments and acceptances by the members seen dated 29/12/21  Committee has been holding meeting as per the minutes dated 19/5/22, 23/2/22, 5 & 4 members attended respectively. Issues discussed include land laws and regulations, land title acquisition procedures.	1
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness campaign on education improvement done in meetings as per SAS' reports dated 21/1/22 & 13/2/22 referring to meeting held on 18/1/22 & 11/2/22 at Kagaaga Ps in Kagaaga Parish and Kyakabindi PF in Burungamo Parish. The campaign payment of fees, remedial lessons and provision of scholastic materials.	3
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21	Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	As per the monitoring reports seen, the LG monitored schools as follows:-  • Term 3 (2021), Monitoring report by SAS dated 05/09/21 covering 12 government primary Schools and two secondary schools. Report covered security and status of the physical environment and presence of leaners.  • Term 1 (2022), Monitoring report by SAS dated 20/01/22 covering 12 government primary Schools and four private PS and one secondary school. Report covered adherence to CoVID 19 SoPs, Sanitation facilities, enrolment and presence of teachers.  • Term 2 (2022), Monitoring report by SAS dated 11/05/22 covering 12 government primary Schools. Report covered issues like UPE displays, SMC functionality, Teacher attendance to work, Infrastructure & Enrolment.  Issues raised were presented in the GPC of 17/3/22 and 13/5/22.	4
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22	Existence and functionality of School Management Committees  Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Ngarama LLG has 12 Public Primary Schools and all schools had their SMC appointed by instruction to the HMs dated 2/7/21 and had met as follows :-  1. Kagaaga II p/s, met on 14/5/22, 29/1/22 & 30/8/21 2. Kyajungu p/s, met on 27/5/22, 18/1/22 & 15/9/21 3. Kamatarisi p/s, met on 4/5/22, 17/9/21 & 25/1/22 4. Ngarama catholic p/s met on 26/6/22, 18/1/22 & 22/10/21 5. Ngarama C.O.U, met on 20/6/22, 11/4/22 & 9/12/21 6. Kishojo Ps, met on 24/5/22, 21/1/22 & 8/10/21 7. Burungamo COU met on 2/8/22, 18/122 & 4/10/21 8. Burungamo catholic met on 01/7/22, 14/1/22 & 16/11/21 9. St. Johns Biharwe met on 14/9/21, 11/1/22 & 14/5/22 10. Kyakabindi p/s, met on 9/6/22, 11/2/22 & 22/9/21 11. Rukonje p/s met on 14/5/22, 30/1/22 & 25/9/21 12. Kayenje I p/s, met on 7/1/22, 1/7/22 & 28/9/21	3
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### I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	The LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery as per the reports by SAS Leticia Katushabe below:-  • Mobilization, sensitisation and advocacy for Covid 19 management and immunization is dated 29/06/22.  • HIV/AIDs awareness campaign carried out on 14/3/22, Sensitization was done on positive living, VCT & the HIV status.	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	The LLG monitored aspects of health service delivery like infrastructure status, Staffing levels, Water, Hygiene and sanitation as per monitoring reports by SAS Leticia dated 23/6/22 & 26/11/21 covering Ngarama HC III, Kagaaga HC II & Burungamo HC II. Issues included HuMIC functionality, renovation at Burungamo HU, Health partners, staffing levels. Issues raised presented and discussed in executive on 23/6/22 under Minute Min 05/6/2022 & 26/11/21 under Minute 5/11/21	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	LLG had HUMCs fully appointed by SAS on 04/05/21 for all the HCs and appointments accepted. The HuMCs were functional and holding meetings as per the minutes dated as below:-  1.Ngarama HC III on 15/6/22, 26/3/22, 30/12/21, 30/9/21 all attended by 9 Members.  2. Burungamo HC II on 18/3/22, 16/12/21, 20/8/21, 10/5/22 all attended by 8 people.  3.Kagaaga HCII on 24/6/22 (5 members), 5/2/22 (6 Members), 4/12/21 (7 Members) & 3/9/21  Issues discussed in the meeting included infrastructure operations & maintenance, operationalised of Kabaale HC II, RBF & PHC funds, immunisation reports & staff management. They all had action plans as well as implementations status reports.	3
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### J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Request for rehabilitation of 10 Boreholes dated 30/03/2022 was submitted by SAS as per HIA 's report recommendation dated 18/03/2022. Received on 30/03/3033 by District Registry and DWO.	3
27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	The SAS monitored/supervised aspects of water and environment services and wrote a report covering issues such as functionality, environment cleanliness, payment of water user fees and its management. The report has recommendations like water user committees following up on payments and holding sensitization meeting on WASH. The reports were dated 18/3/22, 18/06/22,	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	Thev LLG had functional Water and Sanitation committees For the faicilities of Karerema & Kigando Borehole, composed as follows:-  i. Chairperson ii. Vice Chairperson iii. Secretary iv. Treasurer v. Caretaker vi. Two members- women   The committees were functional and had met on 14/5/21 for Karema & 22/9/21 for Kigando.	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	The LLG has an updated lists Of the water and sanitation facilities as per inventory list to DWO by SAS dated 02/07/21, Inventory shows 4 borehole & one public Latrine.	2

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

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

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

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

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

## L. Production Services Management



34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There were reports on collection of Agricultural Statistics in Ngarama SC as shown below:</p> <ol style="list-style-type: none"> <li>1. 3 reports dated 27/09/2021, 03/11/2021 and 21/02/2022 compiled by Owamazima Andrew (AHO) on animal data collection. The data was on number of farmers keeping poultry. The reports were received by the DPO on 27/09/2021, 03/11/2021 and 21/02/2021.</li> <li>2. A report dated 10/12/2021 by Owamazima Andrew (AHO) on registering of Farmer institutions, input suppliers and agricultural service providers. The report was received by DPO on 10.12.2021.</li> <li>3. A report dated 30/09/2021 by Mbaine Sayuni (Agricultural Officer) on collection of season production data for bean and banana enterprises. In Ngarama Sc .The report was received by the DPO on 30/09/2022.</li> </ol>	2
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Ngarama SC conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO as indicated below.</p> <ol style="list-style-type: none"> <li>1. 2 Reports dated 30/03/2021 and 30/03/2022 on awareness and sensitization of livestock farmers on different classes of accaricides and their usage in Ngarama Sc by Owamazima Andrew (AHO). The reports were received by DPO on 05/11/2021 and 05/04/2022. Lists of farmers trained attached.</li> <li>2. Report dated 29/05/2022 on awareness and sensitization of pests and diseases affecting livestock and drugs used to treat them in Ngarama sc by Owamazima Andrew (AHO). The report was received by DPO on 04/06/2022.</li> <li>3. Report dated 28.07.2022 training and sensitizing livestock Farmers on Goat and Sheep pox in Ngarama Sc by Owamazima Andrew (AHO). The report was received by DPO on 10/08/2022.</li> <li>4. Report dated 30/08/2021 on awareness and sensitization on post harvest and handling technologies of beans in Ngarama Sc by Mbaine Sayuni (AO). The report was received by DPO on 02/09/2021. List of farmers trained attached.</li> <li>5. Report dated 30/11/2021 on awareness and training crop farmers on pest and disease surveillance ob banana bacterial wilt in Ngarama Sc by Mbaine Sayuni (AO). The report was received by DPO on 07/12/2021.</li> <li>6. Report dated 15/06/2022 on distribution of OWC inputs received for Irish potato seedlings and improved maize hybrid longer for planting in Ngarama Sc by Mbaine Sayuni (AO). The report was received by DPO on 20/06/2022. Distribution lists are attached.</li> </ol>	2

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

There was evidence that the Sub-County Chief and the Agricultural extension officer supervised and monitored Agricultural production activities in Ngarama SC. Reports were prepared and copies submitted to the DPO as follows:

1. Report dated 29/07/2021 by Owamazima Andrew (AHO) on monitoring of black quarter vaccination in Burungamo and Kagaaga parishes in Ngarama Sc. The report was received by the DPO on 04/08/2021.
2. Report dated 30/08/2021 by Owamazima Andrew (AHO) on monitoring of model farmers in pasture establishment in Ngarama Sc. The report was received by the DPO on 07/09/2021.
3. Report dated 28/09/2021 by Owamazima Andrew (AHO) on monitoring of tick-borne diseases. The report was received by the DPO on 07/09/2021.
4. Report dated 27/10/2021 by Owamazima Andrew (AHO) on monitoring of Peste De peste in Ruminants (PPR) Burungamo parish Ngarama Sc. The report was received by the DPO on 09/11/2021.
5. Report dated 30/11/2021 by Owamazima Andrew (AHO) on monitoring and supervision of of accaricide usage and their effectiveness. The report was received by the DPO on 02/12/2021.
6. Report dated 03/12/2021 by Owamazima Andrew (AHO) on monitoring of Peste De Peste in Ruminants (PPR) disease in Ngarama parish in Ngarama Sc. The report was received by the DPO on 20/12/2021.
7. Report dated 28/01/2022 by Owamazima Andrew (AHO) on monitoring of Foot and Mouth Disease in Ngarama and Kabare Parishes in Ngarama Sc. The report was received by DPO on 08/02/2022.
8. Report dated 28/02/2022 by Owamazima Andrew (AHO) on monitoring of blindness in cattle in Kabare Parish in Ngarama Sc. The report was received by DPO on 10/03/2022.
9. Report dated 17/03/2022 by Owamazima Andrew (AHO) on monitoring of the status of the veterinary sector in Ngarama Sc. The report was received by DPO on 22/03/2022.
10. Report dated 20/04/2022 by Owamazima Andrew (AHO) on monitoring of Farmer institutions, input suppliers and Agricultural service providers in Ngarama Sc. The report was received by DPO on 27/04/2022.
11. Report dated 28/05/2022 by Owamazima Andrew (AHO) on monitoring of Goat and sheep pox in Kagaaga parish Ngarama Sc. The report was received by DPO on 04/06/2022
12. Report dated 29/06/2022 by Owamazima Andrew (AHO) on monitoring of Lumpy skin disease in Burungamo Ngarama Sc. The report was received by DPO on 05/07/2022
13. Report dated 10/07/2021 by Mbaine Sayuni (AO) on monitoring the destruction of crops: Maize, beans and Cassava gardens in Ngarama Sc. The report was received by the DPO on 20/07/2021

14. Report dated 30/08/2021 by Mbaine Sayuni (AO) on monitoring of Banana Bacterial Wilt (BBW) in angarama Subcounty. The report was received by the DPO on 02/09/2021.

15. Report dated 03/09/2021 by Mbaine sayuni (AO) on monitoring of cow dung manure in Ngarama Sc. The report was received by the DPO on 15/09/2021.

16. Report dated 30/11/20221 by Mbaine sayuni (AO) on monitoring and backstopping of parent groups in schools under Nutrition project in Ngarama Sc. The report was received by the DPO on 07/12/2021.

17. Report dated 13/12/2021 Mbaine Sayuni (AO) on monitoring of pest and disease surveillance on Banana Bacterial wilt in Ngarama Sc. The report was received by the DPO on 21/12/2021.

18. Report dated 17/01/2022 by Mbaine Sayuni (AO) on monitoring the destruction of crops like Bananas and Maize in Ngarama Sc. The report was received by the DPO on 31/01/2022.

19. Report dated 20/04/2022 by mbaine Sayuni (AO) on monitoring of small scale irrigation in nutrition primary school in Ngarama Subcounty. The report was received by the DPO on 20/04/2022.

20. Report dated 26/02/2022 by Mbaine Sayuni (AO) on monitoring of schools in Ngarama Sc. The report was received by the DPO on 28/02/2022.

21. Report dated 23/05/2022 by Mbaine Sayuni (AO) on monitoring of Mango seedlings, cashewnuts seedlings under OWC in Ngarama Sc. The report was received by the DPO on 30/05/2022.

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.

There was evidence that the extension officers conducted farmer trainings in Ngarama SC as indicated below:

1. A report dated 30/03/2022 by Mbaine Sayuni (AO) in which the Agricultural Officer conducted trainings of farmers in good agronomic practices like the control of pests and disease mgt in coffee. The officer went ahead and highlighted some challenges and recommendations. The report was received by the DPO on 30/03/2022.

2

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in NgaramaSC conducted trainings on farmers on importance of deworming and Peste de Peste in Ruminants Disease Mgt in Ngarama SC.</p> <p>1. 3 reports dated 28/06/2022, 29/03/2022 and 13/12/2021 by Owamazima Andrew (AHO) in which the extension Worker trained and sensitized farmers on importance of deworming their animals. In Ngarama Sc The officer went ahead and highlighted status advantages and disadvantages of not deworming their animals. The reports were received by the DPO on 05/07/2022, 06/04/2022 and 30/12/2021 respectively. The lists of farmers trained are attached.</p> <p>2. Report dated 27/09/2021 by Owamazima Andrew (AHO) on training of Peste de Peste in Ruminants (PPR) disease mgt. lists of farmers trained are attached. The report was endorsed by DPO on 29/09/2021.</p>
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#### 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.

Ntungu SC is comprised of the following Parishes: Ntungu, Omukakoreijo, Ishingisha and Kimbugu. The LG had PDM guidelines at the station.

The PDCs for all the above Parishes were constituted and membership in all the PDCs was as follows:

1. Chairpersons LC II,
2. Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The Parish Chiefs submitted the lists of the PDCs as indicated below:

1. Ntungu dated 28/06/2022 and received on 29/05/2022
2. Omukakoreijo dated 02/06/2022 and received on 02/06/2022
3. Ishingisha dated 28/06/2022 and received on 28/06/2022
4. Kimbugu dated 28/06/2022 and received on 28/06/2022

The PDCs were functional as evidenced by the minutes of the meetings held on the following dates:

1. Ntungu dated 2/06/2022
2. Omukakoreijodated 29/06/2022
3. Ishingisha dated 10/06/2022
4. Kimbugu dated 15/06/2022

The PDCs conducted field mobilization meetings as evidenced by reports by Parish Chiefs and attendance lists as indicated below:

Ntungu

1. Omukakoreijo
2. Ishingisha
3. Kimbugu

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>The Parish data collection exercise for the Parishes of, Ntungu, Omukakoreijo, Ishingisha and Kimbugu was still going on.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>There was no evidence that the NGOs participated in creating awareness about PDM.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The approved Programs/activities to be implemented within the Parish for the current FY were in place as evidenced from the acknowledged submissions below:</p> <ol style="list-style-type: none"> <li>1. Ntungu dated 11/04/2022</li> <li>2. Omukakoreijo dated 12/04/2022</li> <li>3. Ishingisha dated 08/04/2023</li> <li>4. Kimbugu dated 14/04/2023</li> </ol>	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	The enterprises to be implemented in the current FY were in place as evidenced from the submissions below:  1. Ntungu dated 23/05/2022 2. Omukakoreijo dated 23/05/2022 3. Ishingisha dated 19/06/2023 4. Kimbugu dated 23/05/2023	2
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## B. Planning and Budgeting

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

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>iii) No evidence that the budget conference was conducted.</p>	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>No evidence</p>	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>v) No evidence that the LLG prepared Project profiles</p>	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	vi) The budget for FY was submitted to the District on 27/7/2022 beyond the stipulated 15/5/22.	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	There was no evidence that the procurement Plan for the LLG was in place and was submitted to CAO by 30th April 2022.	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	No evidence	0

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The Total Local Revenue Budget for FY 2021/2022 was UGX. 12,900,000.  Actual Collected was UGX. 10,808,224.  (10,808,224/12,900,000) x 100=83.7%  The LLG collected 83.7% of the planned OSR.	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	N/A	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  i. Has remitted OSR to the administrative units, score 1 or else score 0.	No Evidence	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	No Evidence	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	No Evidence	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	No Evidence	0

#### D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>The LLG submitted Annual Financial Statements to Auditor General on 19/08/2022 as evidenced by receipt of Auditor General Mbarara.</p>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>1. Quarter one on 6th February 2022</p>	0
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>2. Quarter two on 6th February 2022</p>	0

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	3. Quarter Three on 6th April 2022	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	4. Quarter Four NOT SUBMITTED	0
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Ntungu SC has the following Permanently posted Local Government staff and the Town Clerk appraised them as follows:</p> <ol style="list-style-type: none"> <li>1. Ssekasamba Cleophas Parish Chief Ishingisha was appraised on 30/06/2022</li> <li>2. Ruremire Assa Parish Chief Kimbugu was appraised on 30/06/2022</li> <li>3. Nuwampeire Jackline Parish Chief Omukakoreijo was appraised on</li> <li>4. Karodi Ronald Parish Chief Ntungu was appraised on 30/06/2022</li> </ol>	2
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12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>The SAS appraised the Primary school Head teachers as follows:</p> <ol style="list-style-type: none"> <li>1. Nduhira Pontius Head teacher Ntungu Mixed Primary School was appraised on 14/12/2021</li> <li>2. Gumisiriza Albert Head teacher Ntungu Boys Primary School was appraised on 131/12/2021</li> <li>3. Beyanga Julius Head teacher Ishingisha Primary School 15/12/2021.</li> </ol> <p>The Head teachers signed Performance agreements with the Sub-county Chief on the following dates.</p> <ol style="list-style-type: none"> <li>1. Nduhira Pontius Head teacher Ntungu Mixed Primary School 27/01/2022</li> <li>2. Gumisiriza Albert Head teacher Ntungu Boys Primary School 30/01/2022</li> <li>3. Beyanga Julius Head teacher Ishingisha Primary School 15/12/2021.</li> </ol>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III &amp; II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>The SAS appraised the In-Charge of Ntungu HC II Turyasingura Alone on 28/06/2022.</p>	2
13	<p>Staff duty attendance</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG has</p> <p>(i) Publicized the list of LLG staff: score 3 or else 0</p>	<ul style="list-style-type: none"> <li>• Staff structure was in place</li> <li>• LLG staff list was in place, comprehensive and it included Health centre and Primary School Staff.</li> <li>• The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charges.</li> </ul>	3

13	Staff duty attendance	Evidence that the LLG has	The Town Clerk reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows:	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	<ul style="list-style-type: none"> <li>• July 2021 on 4/8/2021</li> <li>• Aug 2021 on 2/9/2021</li> <li>• Sept 2021 on 5/10/2021</li> <li>• Oct 2021 on 3/11/2021</li> <li>• Nov 2021 on 2/12/2021</li> <li>• Dec 2021 on 3/1/2022</li> <li>• Jan 2022 on 5/2/2022</li> <li>• Feb 2022 on 4/3/2022</li> <li>• March 2022 on 4/4/2022</li> <li>• April 2022 on 4/5/2022</li> <li>• May 2022 on 6/6/2022</li> </ul>	

**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	The LLG did not receive DDEG funds for the FY 2022/2023	2
	Maximum score is 2			
15	The LLG spent the funds as per budget	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	N/A	2
	Maximum score is 2			

16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	N/A	3
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### G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	No project was implemented for the FY 2022/2023	2
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• The Grievance Mechanism Referral path was in place and displayed on the LLG Notice Board.</li> <li>• The Grievance Redress Committee was functional as evidenced by the submission to the Chairman LC III dated 20th April 2022.</li> <li>• Mumbere Felix was designated to coordinate Grievances Regress and responses.</li> </ul>	1
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• The Grievance Mechanism Referral path was in place and displayed on the LLG Notice Board.</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	Area Land Committee was in place. The Committee was appointed on 5th January 2022 and the appointment letters were signed by the Sub-county Chief Ntungu Sub-county.  There were 2 sets of minutes of the meetings held on 15/12/2021 and 1/05/2022. Land applications were considered under Minute 04/2021	1
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	There was no evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery.	0
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21	Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	There was a monitoring report dated 29/6/2022 to the CAO by Ag. SAS on status of attendance to duty of Government employed teachers in Inshingisha P/S, Ntungu Boys P/S, Ntungu mixed P/S.	4
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22	Existence and functionality of School Management Committees  Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	There were no appointment letters for School Management Committees.  The School management committees met on the dates as indicated below:  1. Ntungu Boys Primary School:  Term 1: 10/03/2022 and 15/02/2022  Term 2: 26/05/2022  Term 3: 22/12/2021  2. Ntungu Mixed Primary School.  Term 1: 28/1/2022  Term 2: 14/5/2022  Term 3: 21/12/2021  3. ISHINGISHA primary School:  Term 1: 12/1/2022  Term 2: 12/4/2022  Term 3: 21/12/2021	3
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**I. Primary Health Care Services Management**

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery  score 3, else score 0	There was no evidence that the LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery	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	There was no evidence that LLG monitored aspects of health service delivery.	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	There was no evidence that the LLG had a functional Health unit Management Committee for the Health Facility in Ntungu SC.	0
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#### J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Letter to the District Water Officer dated 12/01/2022 by the Health Assistant through the Sub-county Chief for consideration of development of borehole in Kaina and Omukatooma in the FY 2022/2023.	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	There was a monitoring report on water sources and development conducted by the sub-county team made by the Health Assistant to the Sub-county Chief dated 24/6/2022.	3
28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	There were no appointment letters for the Water and Sanitation Committees.	0

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.	There was an updated list of all water and sanitation facilities in the LLG dated 24/06/2022.
	Maximum score is 2	Score 2 else 0	

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

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

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

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

31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0

33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported  Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	There was a report on collection of Agricultural Statistics and data in Ntungu SC as shown below:  1. A report dated 20/08/2021 compiled by Mwine Joshua (Agricultural Officer) on collection of production data and projected production returns for beans enterprise. Attendance list also attached. Copy of the report was received on 20/08/2021	<b>2</b>
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	There was evidence that the extension officers in Ntungu SC conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports.  1. Report dated 23/07/2021 by Mwine Joshua (AO) on mobilization and sensitization of farmers on application of organic fertilizer in coffee. Lists of farmers sensitized attached. Copy of the report was received on 23/07/2021	<b>2</b>
36	The LLG has carried out monitoring activities on production activities for crops, animals	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation,	There was evidence that the Sub-County Chief and the Agricultural extension officer supervised and monitored Agricultural production activities in Ntungu SC. Reports were prepared and copies submitted to the DPO as follows:  1. Report dated 25/06/2022 by Mwine Joshua (AO) on monitoring of Agricultural related projects in the SC. The	<b>2</b>

<p>and fisheries Maximum score is 2</p>	<p>environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>officer also highlighted some achievements and challenges. The report was received by the DPO on 29/06/2022.</p> <p>2. Report dated 28/05/2022 by Mwine Joshua (AO) on monitoring of farmers implementing knowledge and skills after the training in the SC. The officer also highlighted some monitoring findings and recommendation. The report was received by the DPO on 31/05/2022.</p> <p>3. Report dated 27/04/2022 by Mwine Joshua (AO) on monitoring of post-harvest handling materials like tarpaulins, pics bags and other materials on how they are being used. The report was received by the DPO on 29/04/2022.</p> <p>4. Report dated 21/03/2022 by Mwine Joshua (AO) on monitoring and surveillance of pests and diseases in one of the Coffee demo gardens in the SC. The officer also highlighted some monitoring findings and recommendations. The report was received by the DPO on 24/03/2022.</p> <p>5. Report dated 28/02/2022 by Mwine Joshua (AO) on monitoring of environmental safe guards. The officer also highlighted some monitoring findings and recommendations. The report was received by the DPO on 02/03/2022.</p> <p>6. Report dated 26/01/2022 by Mwine Joshua (AO) on monitoring of zero grazing of Mr. Mutambuka Deus in Ntungu parish, maju village. The officer also highlighted some monitoring findings and recommendations. The report was received by the DPO on 28/01/2022.</p> <p>7. Report dated 15/12/2021 by Mwine Joshua (AO) on monitoring of production of Banana in Ntungu Sc. The officer also highlighted some monitoring findings and recommendations. The report was received by the DPO on 17/12/2021.</p> <p>8. Report dated 24/11/2021 by Mwine Joshua (AO) on monitoring of effects of fertilizer application to Coffee plants. The officer also highlighted some monitoring findings and recommendations. The report was received by the DPO on 27/11/2021.</p> <p>9. Report dated 18/10/2021 by Mwine Joshua (AO) on monitoring of government aided schools that received support from millennium 2000 in projects like tree planting. The officer also highlighted on the status. The report was received by the DPO on 28/10/2021.</p> <p>10. Report dated 08/09/2021 by Mwine Joshua (AO) on monitoring of Agriculture Cluster and Development project (ACDP). The officer also highlighted some findings and recommendations. The report was received by the DPO on 13/10/2021.</p> <p>11. Report dated 06/08/2021 by Mwine Joshua (AO) on monitoring of post-harvest handling. The report was received by the DPO on 12/09/2021.</p> <p>12. Report dated 08/07/2021 by Mwine Joshua (AO) on monitoring of agricultural activities in the Sc. The officer also highlighted some monitoring findings and recommendations. The report was received by the DPO on 12/07/2021.</p>
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37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There was evidence that the extension officers conducted farmer trainings in Ntungu SC as indicated below:</p> <ol style="list-style-type: none"> <li>1. A report dated 31/03/2022 by Mwine Joshua (AO) in which the Agricultural Officer conducted trainings of farmers' proper spacing, line planting of beans, fertilizer application. A total of 244 farmers were reached and advised on management practices. The officer also highlighted on challenges and recommendation. Lists of farmers reached and trained attached. Copy of the report was received on 31/03/2022.</li> <li>2. A report dated 26/03/2022 by Mwine Joshua (AO) in which the Agricultural Officer conducted trainings of farmers' on seed bed preparation in Ntungu Sc. The officer also trained on early seed bed preparation, soil and water conservation and planting coffee. A total of 136 farmers were reached and advised on management practices. Lists of farmers reached and trained attached. Copy of the report was received on 16/12/2022.</li> <li>3. A report dated 16/12/2021 by Mwine Joshua (AO) in which the Agricultural Officer conducted trainings of farmers' on village model and Demo garden establishment in Ntungu Sc. A total of 06 farmers were reached and advised on management practices. The officer also highlighted on advantages of demo gardens. List of farmers reached and trained attached. The report was received by DPO on 19/12/2021</li> </ol>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Ntungu SC conducted pests and diseases surveillance in Ntungu SC.</p> <ol style="list-style-type: none"> <li>1. Report dated 26/05/2022 by Mwine Joshua (AO) in which the Agricultural Officer conducted pests and diseases surveillance. The lists of farmers reached and advised is attached. Copy of the report was received on 26/05/2022.</li> </ol>	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.

Nyakitunda Sub County is comprised of 3 parishes i.e. Kihihi, Nyakarambi and Bugongi.

The LG had PDM guidelines at the station.

The PDCs for the above parishes were constituted and membership is as per the PDM guidelines as follows;

1. Chairpersons LC II,
2. Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward,
7. Elders/opinion Leaders.

The constituted PDCs were communicated to the Chief Administrative Officer through a submission by SAS dated 20/06/2022.

The PDCs are functional as evidenced by minutes of the PDC meetings held on the following dates:

1. Bugongi dated 18/06/2022
2. Kihihi dated 07/06/2022
3. Nyakarambi dated 26/06/2022

The PDCs carried out sensitization and mobilization meetings as evidenced reports that were received by SAS as follows;

1. Bugongo by Abenaitwe Annitah on 24/03/2022
2. Nyakarambi by Nuwamanya Annah on 05/01/2022
3. Kihih by Kiconco K. Monic on 24/03/2022

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.

The Parishes of Kihihi, Nyakarambi and Bugongi have compiled, updated and analysed data on community profiling disaggregated by village, sex, age, wealth category and economic activity. The Parish Chiefs submitted this data to the Sub-county Chief on the following dates:

- Kihihi 26/05/2022
- Nyakarambi 26/05/2022
- Bugongi 26/05/2022



3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>i. LLG conducted mapping of NGOs, CBOs and CSO operating in the Sub county as follows;</p> <p>MEND THE BROKEN HEARTS operating in Nyakarambi, Bugongi and Kihihi rendering services which includes; mentoring SILC, advocacy &amp; human rights sessions, formation and training of groups in VIPAT methodology and provision of fertilizer inputs.</p> <p>MEND THE BROKEN HEARTS was involved in awareness &amp; mobilization meetings conducted as follows:</p> <p>a. Nkarambi on 19th May 2022 under minute 04/05/2022</p> <p>b. Bugongi on 19/05/2022</p> <p>c. Kihiihi on 17/05/2022</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>ii. The LLG provided guidance and information to the Village Executive Committees and to PDCs during approval of programmes/activities to be implemented within the parish evidenced by Parish Executive meeting as follows;</p> <p>1. Kihiihi dated 09/02/2022 MIN.No: 05/02/2022</p> <p>2. Nyakarambi dated 11/02/2022 MIN.No: 11/02/2022</p> <p>3. Bugongi dated 10/02/2022 MIN.No: 05/02/2022</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>iii. The Parish chiefs submitted enterprise formation reports to the SAS as follows;</p> <p>1. Kihiihi on 04/02/2022</p> <p>2. Nyakarambi on 11/02/2022</p> <p>3. Bugongi on 11/02/2022</p>	2

## B. Planning and Budgeting

4

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

Maximum score is 6

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

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

The LLG AWPB is consistent with the Development plan

• The entity has a copy of LG Planning and budgeting guidelines.

• The g has the DP III.

• It was signed on 22/10/2019

• It was signed by Arinaitwe Silver(SAS) and Bazirio T. Kamujanduzi (C/MAN-LCIII).

• The council approved on 6/10/2019 under min.06/10/2019 with 15 councillors present.

• The llg has an AWPB for 2022/2023 signed on 10/5/2022 by SAS- Arinaitwe Silver and Bazirio T. Kamujanduzi.

• The council approved on 10/10/5/2022 under min.05/5/2022. With 14 councillors present.

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.

The llg incorporates ranked priorities as received from parishes and submissions duly signed by parish chiefs and based on the outcomes of budget conferences.

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

the prioritized investments in the approved work plan and budget was derived from the outcomes of the budget conference

1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>the investments to be funded by the LLG and other funding sources Include;</p> <ol style="list-style-type: none"> <li>1. Construction of a VIP pit latrine under DDEG funds.</li> <li>2. Purchase of office furniture for sub county headquarters under DDEG funds.</li> <li>3. Purchase of twine desks for schools under DDEG funds.</li> <li>4. Fencing of sub county land under DDEG funds.</li> <li>5. Fencing Kihiihi health centre land under Local Revenue.</li> </ol>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>here is evidence that the LLG developed project profiles for capital investment in the budget as per the LGDP III budget.</p> <p>The AWPB a budget as per NDPII were developed from LLG development project profiles for capital investment</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>No evidence</p>	0
5	<p>Procurement planning for the current FY: submission of request for procurement</p>	<p>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</p>	<p>The procurement plan was prepared and signed by Arinaitwe Silver SAS and submitted on 10/3/2022.</p>	2
<p>Maximum score is 6</p>	<p>Maximum score is 6</p>	<p>Maximum score is 6</p>	<p>Maximum score is 2</p>	

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	DDEG IPF in the budgets was 105,111,249.  Budget for DDEG capital project was 84,088,999.  Budget for investment and monitoring under DDEG was 10,511,125.  It was allowed and provided for under DDEG guidelines.	2
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**C. Own Source Revenue Mobilization and Administration**

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	No evidence that the LLG collected OSR for Previous FY with in +/-10 of the budget	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	OSR actual for FY 2020/2021=34,149,601  OSR actual for FY 2021/2022=30,650,652  $30,650,652 - 34,149,661 \times 100$  34,149,661  = -10.2%	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	The LLG remitted 4,542,305 to the administrative units 3,896,399 and 779,280 under voucher numbers 5/6, 18/6.	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	ii. The LLG spent 3,169,000 on council which is not more than 20% of OSR for previous FY	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	The implementation for operation maintenance was in line with budgets.	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.	The revenue assessments and collections were displayed on the sub county notice board.	1

**D. Financial Management**

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	The sub county submitted its annual financial statements to auditor general on 19/8/2022 and was received as evidenced by stamp on submission letter.	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	<ul style="list-style-type: none"> <li>• Q1 submitted on 5th -October 2021</li> </ul>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 submitted on 7th -January 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3 submitted on 5th -April 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>• Q4 submitted on 4th -July 2022</p>	3

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

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	The LLG staff structure and staff list was in place  The Sub county chief the appraised the 6 staff on the following dates;  1. Nturanabo Lambert the Agricultural Officer was appraised on 28/6/2022.  2. Kiconco .K. Monic the Parish Chief was appraised on 30/6/2022.  3. Nuwamanya Annah the Parish Chief was appraised on 30/6/2022.  4. Abenaitwe Annitah the Parish Chief was appraised on 30/6/2022.  5. Nabasa Leonard the Assistant Accountant was appraised on 30/06/2022.	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Nyakitunda SC has 8 Primary schools and the SAS appraised them as follows;  1. Turinawe Apollo the Head teacher Kabatangare P/s on 22/12/2021  2. Tukwatsibwe William the Head teacher Nyandama P/s on 22/12/2021  3. Byarugaba Edson Mabwire the Head teacher Saani Pentecostal P/s on 22/12/2021  4. Mugisha Gerrald the Head teacher Kabumba P/s on 22/12/2021  5. Kyasiimire Prudence the Head teacher Njanjetangyera P/s on 12/12/2021  6. Besigwa Elias the Head teacher Nyakitunda P/s on 22/12/2021  7. Tugumisirize Ivan the Head teacher Rwentsinga P/s on 22/12/2021  8. Atuhe William the Head teacher Kihhi P/s on 27/12/2021	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	Nyakitunda Sub County has One HCIII and HCII and the In - charge was appraised as follows;  Ndyomugyenye James the In-charge (Nursing Officer) was appraised on 30/06/2022  Kihhi HCII was appraised on 30/06/2022	2

13	Staff duty attendance	Evidence that the LLG has	The list of LLG staff was signed by the Sub County Chief and publicized on the LLG noticeboard.	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	The SAS reviewed the staff attendance to duty on a monthly basis, compiled it into monthly attendance to duty reports which were submitted to the District as follows:	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	<p>July, 2021 submitted on 03/08/2021</p> <p>August, 2021 submitted on 02/09/2021</p> <p>September, 2021 submitted on 02/10/2021</p> <p>October, 2021 submitted on 03/11/2021</p> <p>November, 2021 submitted on 03/12/2021</p> <p>December, 2022 submitted on 04/01/2022</p> <p>January, 2022 submitted on 03/02/2022</p> <p>February, 2022 submitted on 03/03/2022</p> <p>March, 2022 submitted on 04/04/2022</p> <p>April, 2022 submitted on 04/05/2022</p> <p>May, 2022 submitted on 02/06/2022</p> <p>June, 2022 submitted on 03/07/2022</p>	

**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	<ul style="list-style-type: none"> <li>• The budget for DDEG was 69,971,283 and is on page 5 in AWPB 2021/2022.</li> <li>• Data collections = 6,997,128</li> <li>• Monitoring &amp; investment = 6,997,128</li> <li>• Land titling = 53,400,000</li> </ul> <p style="text-align: center;">Total 67,394,256</p> <p>The details on page 7 &amp; 9 in final accounts and expenditure made were in line with DDEG guidelines.</p>	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	SECTOR EXP Administration 29,194,000 Finance 56137155 Statutory Bodies 17060454 Production Services 130,000 Health 65,586,000 Works 6150100 Natural Resource 53,400,000 CBS 108,000 Planning 770,000 Education 0 0 0	%AGE  100 81 100 100 64 100 100 100	BUDGET  29,194,000 69,300,167 17,060,454 130,000 65,586,000 9,494,567 53,400,000 108,000 770,000	0
			There was expenditure in works and finance sectors.			

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.	Project name Rate Land titling 95.4	Total Budget  55,977,000	Payment vouchers  4/5= 4,100,00 3/5= 12,300,000 1/3= 10,000,000 1/11= 27,000,000 Total=53,400,000=	3
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## G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	The social safe guards screening report the report was prepared addressed to sub county chief dated 2/7/2o1 signed by Bwengye Emmanuel DNRO & Mugarura Edward DCDO	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	<ul style="list-style-type: none"> <li>• The committee is in place and was appointed with a committee chaired by SAS 3/12/2021 under MIN.7/12/2021.</li> <li>• Ndyaba Moses (Senior Nursing Officer) designated as focal point person.</li> <li>• Logbook was in place with some cases of violence recorded.</li> </ul> <p>The chat of referral path was formed, communicated to the chairman LCIII and displayed on the notice board.</p>	1
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	The community was informed of where and how to report their cases in case one is aggrieved by displaying the chart on the notice board and use of village committee chairpersons.	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	The area land committee was formed following instruction from chief administrative officer under min.26©/12/2021/2022FCII and it was still active in handling land related issues.	1

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

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>The LLG conducted awareness campaigns and parent's mobilisation for improvement of education services delivery as per report by;</p> <ul style="list-style-type: none"> <li>• Arinaitwe Silver, the Senior Assistant Secretary dated 20/09/2021 addressed to the LCIII Chairperson. The report covers areas of;</li> <li>- Dangers of alcoholism in school and drug abuse</li> <li>- School dropout</li> <li>- Domestic violence among families</li> <li>- Sexual abuse and rape among girl child</li> </ul>	3
21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>There was no evidence that the LLG had monitored all 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.</p>	0
22	<p>Existence and functionality of School Management Committees</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional school management committees in all schools; score 3, else score 0</p>	<p>SMCs were existing according to the appointing instruction to the schools by the District Council as follows;</p> <ol style="list-style-type: none"> <li>1. Nyanjetangyera P/s dated 17/03/2021 under MIN.No: 05/02/2021(i)</li> <li>2. Nyakitunda P/s dated 04/05/2021 under MIN.No: 05/02/2021(i)</li> <li>3. Kihhi P/s dated 11/03/2021 under MIN.No: 05/02/2021(i)</li> <li>4. Nyandama P/s dated 20/04/2021 under MIN.No: 05/02/2021(i)</li> <li>5. Kabumba P/s dated 09/04/2021 under MIN.No: 05/02/2021(i)</li> <li>6. Kabatangare P/s dated 17/03/2021 under MIN.No: 05/02/2021(i)</li> <li>7. Rwentsinga P/s dated 19/07/2021 under MIN.No: 05/02/2021(i)</li> </ol>	3

8. Saani Pentecostal P/s dated 29/03/2021 under MIN.NO:  
05/02/2022(i)

The LLG has functional School Management Committees. The  
Committees conducted meetings on the following dates:

1. Nyanjetangyera Primary School on

Term one: 14/01/2022

Term two: 27/05/2022

Term three: 08/10/2021

2. Nyakitunda Primary School

Term one: 17/01/2022

Term two: 27/05/2022

Term three: 29/10/2021

3. Kihihi Primary School

Term one: 28/01/2022

Term two: 20/05/2022

Term three: 10/12/2021

4. Saani Pentecostal Primary School

Term one: 20/01/2022

Term two: 06/05/2022

Term three: 29/12/2021

5. Nyandama Primary School

Term one: 14/02/2022

Term two: 24/06/2022

Term three: 12/12/2021

6. Kabumba Primary School

Term one: 31/01/2022

Term two: 11/05/2022

Term three: 19/11/2021

7. Kabatangare Primary School

Term One: 31/03/2022

Term two: 27/05/2022

Term three: 12/10/2021

8. Rwentsinga Primary School

Term One: 21/02/2022

Term two: 08/06/2022

Term three: 08/10/2021

## I. Primary Health Care Services Management

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>The LLG conducted awareness campaigns and parent's mobilisation for improved Primary health care service delivery as per report by;</p> <ul style="list-style-type: none"> <li>• A report authored by Arinaitwe Silver, the Senior Assistant Secretary dated 18/12/2021 addressed to the LCIII Chairperson. The report covers areas of;             <ul style="list-style-type: none"> <li>- Awareness on basic sanitation &amp; hygiene</li> <li>- Control of outbreak on infectious diseases</li> <li>- Spread of diarrhoea due to poor hygiene</li> </ul> </li> <li>• A report authored by Arinaitwe Silver, the Senior Assistant Secretary dated 18/05/2022 addressed to the LCIII Chairperson. The report covers areas of;             <ul style="list-style-type: none"> <li>- Sensitisation on HIV/AIDs spread &amp; prevention</li> <li>- Better parenting skills</li> <li>- GBV Violence among youth</li> <li>- Skilling the youth</li> </ul> </li> </ul>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>The LLG monitored Nyakitunda HC III and Kihihi HCII as per the reports by;</p> <ul style="list-style-type: none"> <li>• Arinaitwe Silver, the Senior Assistant Secretary dated 22/09/2021 addressed to LCIII Chairperson. The report among the following issues             <ul style="list-style-type: none"> <li>- Inadequate Health supplies</li> <li>- Adherence to attendance to duty</li> <li>- Functionality of Health Unit Management Committees</li> </ul> </li> <li>• The Senior Assistant Secretary also carried out a monitoring exercise evidenced by a report dated 19/04/2022 in Health Centers of Nyakitunda HCIII and Kihihi HCII. The report covers;             <ul style="list-style-type: none"> <li>- Adherence to submission of monthly reports</li> <li>- Proper turn for immunisation outreaches in communities</li> <li>- Inadequate staffing and facilities</li> <li>- Proper turn up for HUMC meetings</li> </ul> </li> </ul>	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	There is evidence of existence of HUMC for the health facilities (Nyakitunda HCIII) which was selected and approved by council under minute 05/09/2021C.  There is evidence of HUMC meetings on the dates shown below  Q1. On 17th August 2021  Q2. On 26th October 2021  Q3. On 20th January 2022  Q4. On 14th June 2022	0
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### J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	♣ LLG submitted a written request for Water shallow wells and water springs for repair and constriction to the DWO for consideration through the SAS in a submission dated 14/01/2022 and received by the DWO's office on 14/01/2022	3
27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	There was Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities. This is so because there was a monitoring report dated march 19th 2022 received and signed by the district water officer	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	There was no evidence that the LLG had functional Water and Sanitation Committees (including collection and proper use of community contributions)  It is	0

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.	There was evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.
	Maximum score is 2	Score 2 else 0	

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

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

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

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

31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0



33	Operation and Maintenance of infrastructure	(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	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	<p>There were reports on collection of Agricultural Statistics in Nyakitunda SC as below:</p> <ol style="list-style-type: none"> <li>1. A report dated 30/06/2021 authored by Nturanabo Lambert (Agricultural Officer) on collection of Agricultural Statics on the amount of planted and total harvests in the Parishes of Bugongi and Kihiihi. The AO's analysis indicated that due to late planting, the yield was just fair. The report was received by the the DPO 30th June 2021</li> <li>2. A report dated 20th September 2021 by Nturanabo Lambert (Agricultural Officer) on collection of Statistics on bee keeping in Bugongi Parish. The data indicated the number of hives and yield. The statistics were analyzed to show the yield per per farmer per hive which is important for advice to the farmer and to improve decision making. The report was received by the DPO on 20/09/2021 .</li> <li>3. A report dated 28th February 2022 authored by Nturanabo Lambert (Agricultural Officer) on collection of Agricultural Statistics on the number which died due to swine fever in the parishes of Bugongi, Kihiihi and Nyakarambi. The exercise established an estimated 200 pigs were lost per parish. Some farmers were not willing to disclose the number of pigs which died. The report was received by the DPO on 28/00/2022.</li> <li>4. A report dated 30/03/2022 authored by Nturanabo Lambert (Agricultural Officer) on collection of Agricultural Statics on passion fruit growing in Rwekishojwa and Kituuro villages in Kihiihi Parish. The statistics were analyzed further to show the yield performance per week. Further analysis indicated that the yield was low and was attributed to poor management, pests and diseases, inadequate water supply and thefts. The report was received by the DPO on 30th March 2022</li> </ol>
	Maximum score is 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

There was evidence that the extension officer in Nyakitunda SC conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO as indicated below.

Report dated 30th May 2022 authored by Nturanabo Lambert in which the Extension Worker mobilized farmers to receive and plant maize seed, bean seed, cashew nut seedlings and Mango seedlings supplied under Operation Wealth Creation. The supplies were aimed improving food security and widening options for income generation through diversification. The lists of beneficiaries are attached. The report was received by the DPO on 2nd June 2022.

Report dated 1st February 2022 to sensitize farmers on Banana Bacterial Wilt disease in Kihiihi Parish (Rwekishojwa village), Nyakarambi Parish (Nyakarambi, Kabumba, Nyamiyaga and Nyangorogoro villages). The AO mobilized and trained farmers on the control of the Banana Bacterial Wilt. The report was received by the DPO on 1st February 2022

Report dated 30th May 2022 on mobilization of Groups about the Parish Development Model in the parishes of Kihiihi, Nyakarambi and Bugongi. The farmers were sensitized about PDM and embraced it. The report was received on 30th May 2022.

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

There was evidence that the Agricultural extension officer supervised and monitored Agricultural production activities in Nyakitunda SC. The reports indicated supervision/monitoring findings, challenges met, recommendations. Reports were prepared and copies submitted to the DPO as follows:

1. Report dated 30th August 2021 by Nturanabo Lambert the Agricultural Officer on monitoring coffee farmers in Nyakarambi and Bugongi Parishes and copy was received by the DPO on 30th August 2021.
2. Report dated 30th September 2021 by Nturanabo Lambert the Agricultural Officer on monitoring coffee farmers in Nyakarambi and Bugongi Parishes and copy was received by the DPO on 30th August 2021.
3. A report dated 29/10/2021 by Nturanabo Lambert the Agricultural Officer on monitoring and supervising passion fruit farmers in Kihiihi Parish and copy was received by the DPO on 29th September 2021.
4. A report dated 30/11/2021 by Nturanabo Lambert the Agricultural Officer on monitoring and supervising Banana bacterial Wilt control efforts in Kihiihi Parish in the villages of Mbaare, Kihiihi Central, Nyandama, Rwembogo and Rwemondo. A copy was received by the DPO on 30th November 2021.
5. A report dated 28/1/2022 by Nturanabo Lambert the Agricultural Officer on monitoring and supervising Banana Bacterial Wilt management efforts in Nyakarambi Parish in the villages of Omukinika I, Omukinika II, Nyakarambi I and Nyakarambi II. A copy was received by the DPO on 28th January 2022.
6. A report dated 30/12/2021 by Nturanabo Lambert the Agricultural Officer on monitoring and supervising Pineapple growing in Nyakarambi Parish. A copy was received by the DPO on 30th December 2021.
7. A report dated 30th March 2022 compiled by Nturanabo Lambert (Agricultural Officer) on monitoring of model farm technologies established in Nyakitunda SC and Kamubeizi SC. The technologies are mainly on Coffee and passion fruits. The DPO received a copy of the report on 30th March 2022.
8. A report dated 30th June 2022 compiled by Nturanabo Lambert (Agricultural Officer) on a mission to monitor bean growing demonstrations under ACDP.
9. A report dated 30/03/2022 by Nturanabo Lambert the Agricultural Officer on monitoring and supervising passion fruit farmers in Kihiihi Parish in the villages of Rugazi and Kituro. A copy was received by the DPO on 29th September 2021.

Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	There was evidence that the extension officers conducted farmer trainings in Nyakitunda SC as indicated below:
Maximum score is 2		<p>1. A report dated 30th July 2021 by Nturanabo Lambert (AO) in which the extension Worker reported to have conducted trainings on coffee and bean Agronomy at Omukihangire, Rwanyinamagangure, Bugongi I, Bugongi II and kamiranjogyera. The training content ranged from agronomy of the major crops, good Agricultural practices, Soil and water conservation, and integrated pest management to mention but a few. The report was received by the DPO on 2nd August 2021.</p> <p>2. A report dated 9th August 2021 by Nturanabo Lambert (AO) in which the extension Worker reported that he conducted trainings on appropriate farm technology at Nyakitunda and Kamubeizi Sub-county Headquarters. The training focused on Post-harvest handling of cereals and grains. The report highlights the targeted numbers, what was realized and makes appropriate recommendations. The report was received by the DPO on 7th April 2022.</p> <p>3. A report dated 30th December 2021 by Nturanabo Lambert (AO) in which the extension Worker reported that he conducted training for farmers on post-harvest handling technologies for cereals and grains in the villages of Rushoroza, Nyakarambi I, Nyakarambi II and Kihiihi. The report also highlights makes some recommendations. The report was received by the DPO on 30th December 2021.</p> <p>4. A report dated 31st December 2021 compiled by Nturanabo Lambert (AO) in which the extension worker reported on the training he conducted focusing on Good agricultural practices and seed quality. The report was received by DPO on 31st December 2021. A report dated 31/03/2022 authored by Nturanabo Lambert (AO) in which the Extension Worker reported on the trainings he conducted on bean Agronomy in Kihiihi, Omukihangire, Kamubeizi, Bugongi and Nyakarambi. The report was received by the DPO on 31/03/2022.</p> <p>5. A report dated 28/02/2022 authored by Nturanabo Lambert (AO) in which the Extension Worker reported on the trainings he conducted on coffee Agronomy in Bugongi, Nyakabungo, Kamubeizi, and Nyakarambi I. The report has attendance lists attached. The report was received by the DVO on 28th February 2022.</p> <p>6. Report dated 30th June 2022 prepared by Nturanabo Lambert (AO) in which he reported on the trainings he conducted on Post-harvest management for cereals and grains at Omukihangire, Rwekishojwa, Bugongi I, Nyakarambi, Kamubeizi, and omukinika. The report highlights achievements and recommendation</p>

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the Agricultural Extension officer in Nyakitunda Sub-county conducted farmer visits to offer extension and advisory support to farmers and farmer groups as indicated in detail below:</p> <ol style="list-style-type: none"> <li>1. The report dated 20th September 2021 drafted by Nturanabo Lambert (AO) in which the Extension reported his visit to Kabakyenga Beda of Bugongi Parish 0755 589 978 and Mr. Tukundane Tembo 0754 882 706 of Kihiihi Parish to offer extension support on the management of coffee diseases and pests. The other farmers visited were Kakuru Johnson of Nyandama (Kihiihi Parish) 0757 182 193. In all the cases the extension worker offered on-spot advisory services. The report was received by the DPO on 30/12/2021.</li> <li>2. Report dated 30th June 2022 written by Nturanabo Lambert (AO) in which the Extension worker visited Rukyengeza John whose drip irrigation kit got blocked and required some repairs. The report was received by the DPO on 1st July 2022.</li> <li>3. The Local Government had in place annual and quarterly work plans and budgets.</li> <li>4. Report dated 30th March 2022 written by Nturanabo Lambert (AO) in which the Extension Worker visited a number of Passion Fruit farmers in Nyakarambi and Kihii Parishes and offered direct advisory services to the farmers in addition to identifying the challenges they are facing. The farmers visited included Katsigazi Amos, Twinamatsiko Alfundi, Rwakanuma Dominic and Tukundane Tembo. The report was received by the DPO on 30/03/2021.</li> <li>5. Report dated 30th March 2022 written by Nturanabo Lambert (AO) in which the Extension Worker offered support to Kakuru Johnson (0757 182 193) on his tomatoe garden that had succumbed to early and late blight. The Extension worker also offered support to the farmer in regard to coffee berry disease, leaf rust and Coffee Twig Borer. The report was received by the DPO on 30/03/2022.</li> </ol>
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#### A. Functionality of Parish Administrative Structures

<p>1</p> <p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>SC is comprised of the following Parishes of Nyamuyanja, Katanoga, Kigyendwa and Ibumba</p> <p>The LG had PDM guidelines at the station.</p> <p>PDCs for all the above Parishes were constituted and membership in all the PDCs was as follows:</p> <ol style="list-style-type: none"> <li>1. Chairpersons LC II,</li> <li>2. Town Agents,</li> <li>3. Chairpersons Women Councils,</li> <li>4. Chairpersons Disability Councils,</li> <li>5. Chairpersons Youth Councils,</li> <li>6. Chairpersons of NRM at ward</li> </ol>
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## 7. Elders/opinion Leaders.

The PDCs were functional as evidenced by the minutes of the meetings held on the following dates:

1. Nyamuyanja on 14/4//2022 and 14/05/2022
2. Katanoga on 16/01/200 and 12/04/2022
3. Kigyendwa on 16/05/2022 and 7/06/2022
4. Ibumba On 17/05/2022 and 13/04/2022

The PDCs conducted field mobilization meetings as evidenced by reports by Parish Chiefs and attendance lists as indicated below:

1. Nyamuyanja on 13/4//2022 and 14/04/2022
2. Katanoga on 12/04/200 and 12/04/2022
3. Kigyendwa on 03/04/2022 and 7/06/2022
4. Ibumba On 13/04/2022 and 13/04/2022

All PDCs have started the processes of appraising projects for disbursement of funds. The PDCs submitted the Projects on the following dates.

1. Nyamuyanja on 15/04/2022 by Kyosiimire Grace (Parish Chief) and were appraised on 13/04/2022 under Min 7/04/2022
2. Kigyendwa on 19/05/2022 by Parish Chief Kemugsha Monica (Parish Chief) and appraised on 16/05/2022 under Minute 4/PDM/2022
3. Katanoga on 9/05/2022 by Kemugsha Monicca (Parish Chief) and appraised on 5/05/2022 under Minute V/PDM/04/2022
4. Ibumba on 14/08/2022 by Muyambi Daniel (Parish Chief) and appraised on 13/04/2022 under Minute 5/05/2022 and minute 6/05/2022

The SAS submitted the selected enterprise groups to the CAO in a letter dated 26/06/2022

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>The Parishes of Nyamuyanja, Katanoga, Kigyendwa and Ibumba have compiled, updated and analyzed data on community profiling disaggregated by village, sex, age, wealth category and economic activity. The Parish Chiefs submitted this data to the Sub-county Chief on the following dates:</p> <ol style="list-style-type: none"> <li>1. Nyamuyanja on 14/04/2022</li> <li>2. Katanoga on 12/04/2022</li> <li>3. Kigyendwa on 13/04/2022</li> <li>4. Ibumba on 12/04/2022</li> </ol>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <ol style="list-style-type: none"> <li>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</li> </ol>	<p>The LLG had a comprehensive list of all NGOs, CBOs and CSOs operating in the area which include ACTS-UG supplying safe water to villages and TAM Community Health Advocacy who advocate for people's wellbeing and screening people' health. The NGOs participated in creating awareness about PDM.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <ol style="list-style-type: none"> <li>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</li> </ol>	<p>The activities to be implemented in the current FY 2022/203 were in place as approved by PDCs as indicated below:</p> <ol style="list-style-type: none"> <li>1. Nyamuyanja on 14/05/2022 under Minute 6/PDC/5/2022.</li> <li>2. Ibumba Parish on 17/05/2022 under minute V/PDC/05/2022</li> <li>3. Kigyendwa on 16/05/2022 under minute 5/05/022 and minute 6/05/022.</li> <li>4. Katanoga on 16/05/2022 under minute 6/PDC/5/2022.</li> </ol>	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 PDCs on:

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

There was evidence that the LLG through parish Chiefs provided guidance to village executive members and PDCs during selection of priority enterprises to be implemented per parish. A list of Priority enterprises per parish was communicated through a letter by the SAS dated 26/06/2022.

2

## B. Planning and Budgeting

4

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

Maximum score is 6

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

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

The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025 which was approved on 12/09/2019 under minute MM6/09/2019 in the presence of 11 Councillors. The SAS Namirembe Sarah signed on 14/10/2019 and the Sub-county Chairman Mujuni Mose signed on 14/10/2019. The LG had in place an approved budget for 2022/2023 FY approved on 06/05/2022 under Minute 07/NYC/05/2022 in the presence of 15 Councillors. It was duly signed by the SAS Kwokukizire Alex on 06/05/2022 and the Sub-county Chairperson Mujuni Moses on 06/05/2022

i) The LG priority projects for the current FY include

1. Construction of the LLG Administration Block at the Headquarters in Nyamuyanja Parish on page 10 of the budget.

2. Routine Maintenance of Ruyonza-Katanoga road in Katanoga Parish on page 12 of the budget.

Routine maintenance of Rwenkuba-Rwakanyoyi in Nyamuyanja Parish on page 12 of the budget.

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.

ii) The priorities were derived from Parish submissions by Nyamuyanja Parish Chief Kyosiimire Grace in a submission dated 7/11/2021, (Construction of the LG Administration Block and Construction of Rwenkuba-Rwakanyoyi road) and Katanoga Parish Chief Kemigisha Monicca in a submission dated 4/09/2022

1



4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>iii) The priorities were as a result of the proceedings of the Budget Conference held on 5/10/2021</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>iv) The source of funding for the prioritised projects is DDEG and RF disbursed to the LLG.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>v) Project profiles for Construction of the LG Administration Block (on page 135 and Construction of Rwenkuba-Rwakanyonyi road) is on page 135 of the District Development Plan III</p>	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	vi) The LLG Work plan and Budget was submitted to the District on 15th May 2022.	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	The procurement Plan for the LLG was in place prepared by Kachemba James, approved by Byaruhanga James and was submitted to CAO on 11th March 2022. The Procurement Plan incorporates priorities in the 5 Year DP and the Annual Work plan and Budget.	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	The project to be funded under DDEG is Construction of the LLG Administration Block which complies with the investment menu in the DDEG Grant, Budget and Implementation Guidelines.  DDEG Grant for capital projects is UGX. 33,593,117.  Budget for Capital Projects is UGX. 26,874,494 (80%)  Budget for investment Servicing UGX. 4,639,336 (13.8%)  Budget for Parish data collection is 2,079,287 (6.2%)	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The Total Local Revenue Budget for FY 2021/2022 was UGX. 21,996,039 as per Final Accounts  Actual Collected was UGX. 28,301,531 as per Cash book & closing statement  $28,301,531/21,996,039 \times 100=128\%$  The LLG collected 128% of the planned OSR.	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	FY 2020/2021 Actual Revenue collected as per final Accounts was UGX. 14,854,418  FY 2021/2022 Actual Revenue collected as per final Accounts UGX. was 28,301,531  Increase in LR Collected 28,301,531- 14,854,418 = 13,447,113  iv. $13,447,113/28,301,531 \times 100=91.5\%$	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.	i. In Voucher No (25/6) for the transfer to villages dated 29/06/2022 amount UGX. 1,702,861= and Voucher No (24/6) for the transfer to villages dated 29/06/2022 amount UGX. 340,572=	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	ii. FY 2021/2022 Actual Revenue collected as per final Accounts was UGX. 28,301,531. Expenditure on Councillors was UGX. 1,820,000  (1,820,000 /28,301,531) *100 =6.4% of OSR was used on Councillors.	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	iii. Voucher Number 17/6and 16/6 amounting to 270,000 was used for emptying the pit latrine at the LLG Headquarters.	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.	iv. OSR collection & allocation was publicised on the LLG notice boards	1

#### D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<ul style="list-style-type: none"> <li>• LLG submitted annual financial statements to Auditor General on 29/08/2022 as evidenced by receipt of Auditor General Mbarara.</li> </ul>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October</p> <p>score 1 or else 0</p>	<p>1. Quarter one on 15th October 2021</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January</p> <p>score 1 or else 0</p>	<p>2. Quarter two on 15th January 2022</p>	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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

3. Quarter Three on 11th April 2022

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

Maximum score is 6

**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

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:

4. Quarter Four 15th June 2022

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

Maximum score is 6

**3**

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

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>NyamuyanjaSC has the following Permanently posted Local Government staff and the Town Clerk appraised them as follows:</p> <ol style="list-style-type: none"> <li>1. Arinaitwe Peter– Agricultural Officer was appraised on 30/06/2022</li> <li>2. Ayorekire Ronard – Senior Accounts Assistant was appraised on 30/06/2022</li> <li>3. Nsamba Alex Community Development Officer was appraised on 30/06/2022</li> <li>4. Kasadha Lowis was appraised on 30/06/2022</li> <li>5. Kyosiimire Grace Parish Chief Nyamuyanja Parish was appraised on 30/06/2022</li> <li>6. Kemigisha Monica Parish Chief Kigyendwa Parish was appraised on 30/06/2022</li> <li>7. Kemigisha Monicca Parish Chief Katanoga Parish was appraised on 30/06/2022</li> <li>8. Muyambi Daniel Parish Chief Ibumba Parish was appraised on 30/06/2022</li> </ol>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>The SAS appraised the Primary school Head teachers as follows: (agreements)</p> <ol style="list-style-type: none"> <li>1) Musasizi Robert Head teacher Nyakibare Primary School appraised on 30/12/2021.</li> <li>2) Tushemereirwe Peninah Head teacher Nyamuyanja Modern Primary School appraised on 31/12/2021.</li> <li>3) Nimusiima Henry Head teacher Kamutuumo Primary School appraised on 30/12/2021.</li> <li>4) Natukunda Beatrice Head teacher Katanoga Primary School appraised on 30/12/2021.</li> <li>5) Mbaine Obadia Head teacher Kyanza Primary School appraised on 30/12/2021.</li> <li>6) Tumwesigye Herbert Headteacher Kayonza on 18/02/2022 Primary School</li> <li>7) Birungi Pascal Omega Ibumba Primary School appraised on 30/12/2021.</li> <li>8) Kamusiime Tanasious Head teacher St. Peter’s Katanoga Primary School appraised on 30/12/2021</li> <li>9) Atuhairwe Godfrey Head teacher Kiihwa Primary School 30/12/2021.</li> <li>10) Katwesigye Provia Head teacher Nyamuyanja Central Primary School appraised on 30/12/2021.</li> <li>11) Barisimaki Moses Head teacher Ijugangoma Primary School 30/12/2021.</li> </ol>	2

The Head teachers signed Performance agreements with the Sub-county Chief on the following dates.

a. Musasizi Robert Head teacher Nyakibare Primary School on 08/01/2022.

b. Tushemereirwe Peninah Head teacher Nyamuyanja Modern Primary on 10/06/2022.

c. Nimusiima Henry Head teacher Kamutuumo Primary School On 06/01/2022.

d. Natukunda Beatrice Head teacher Katanoga Primary School on 10/01/2022.

e. Mbaine Obadia Head teacher Kyanza Primary School On 06/01/2022.

f. Tumwesigye Herbert Head teacher Kayonza Primary School on 06/01/2022.

g. Birungi Pascal Omega Ibumba Primary School on 06/01/2022.

h. Kamusiime Tanacious Head teacher St. Peter's Katanoga Primary School on 10/01/2022.

i. Arinaitwe Fredrick Head teacher Kiihwa Primary School on 06/01/2022.

j. Katwesigye Provia Head teacher Nyamuyanja Central Primary School On 08/01/2022

k. Barisimaki Moses Head teacher Ijugangoma Primary School On 10/01/2022

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The SAS appraised Nakaate Saada the Health in charge Katanoga Health Centre II on 30th June 2022	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	<ul style="list-style-type: none"> <li>• Staff structure was in place</li> <li>• LLG staff list was in place, comprehensive and it included Health centre and Primary School Staff.</li> <li>• The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charges.</li> </ul>	3

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The Town Clerk reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows:  July 2021 on 4/8/2021 Aug 2021 on 2/9/2021 Sept 2021 on 5/10/2021 Oct 2021 on 3/11/2021 Nov 2021 on 2/12/2021 Dec 2021 on 3/1/2022 Jan 2022 on 5/2/2022 Feb 2022 on 4/3/2022 March 2022 on 4/4/2022 April 2022 on 4/5/2022 May 2022 on 6/6/2022	3
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**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	<ul style="list-style-type: none"> <li>The IPF for DDEG was UGX. 33,593,118 broken down as follows: Project UGX. 26,874,494 Parish data UGX. 3,359,312 Investment servicing and monitoring UGX. 3,359,312</li> <li>Expenditure was as follows: Parish data UGX. 3,400,000 Monitoring UGX. 1,896,000 Investment servicing UGX. 1,096,000</li> </ul> <p>Expenditure was not as per budget for Financial Year 2021/2022.</p>	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	<p>Admin - 129.6 Finance - 21.8 STAT - 198 Production 41.6 Health - 438</p> <p>There was deviation in budget execution for all the departments.</p>	0



16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>The Project was rescheduled to the current Financial Year</p>	0
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### G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The LG priority projects for the current FY include</p> <ol style="list-style-type: none"> <li>1. Construction of the LLG Administration Block</li> <li>2. Routine Maintenance of Ruyonza-Katanoga road in Katanoga Parish on page 111 of the 5 Year Development Plan.</li> <li>3. Routine maintenance of Rwenkuba-Rwakanyoyi in Nyamuyanja Parish on page 111 of the 5 Year Development Plan.</li> </ol> <p>The LLG carried out environmental, social and climate change screening prior to implementation of planned investments</p>	2
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• The Grievance Redress Committee was functional as evidenced by the submission to the Chairman LC III dated 10/02/2022. The appointment letters for the members of the committee were in place.</li> <li>• There were GRC minutes for the meeting held on 14/04/2022</li> <li>• However, appointment letters for Kyosimire Grace and Tuhairwe Hellen were not on file.</li> <li>• There was no evidence of a complaints Log book in place.</li> <li>• GRC committee &amp; pathway displayed and pinned on Notice Board.</li> <li>• Kwokukizire Alex was the Chairman of the Grievances Regress and responses.</li> </ul>	0

18	The LLG has an Operational Grievance Handling System	(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	GRC committee & pathway was displayed and pinned on Notice Board	1
	Maximum score is 2			

19	The LLG has a functional land management system	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area Land Committee was formally constituted and appointed by the Sub-county Chief on 25/01/2022. There was no evidence that it was approved by the Sub-county Council.  However, there was no evidence the Committee being functional	0
	Maximum score 1			

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

20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	1. A report by Kemigisha Monica, Parish Chief addressed to the SAS dated 4/05/2022 on awareness creation among stakeholders on improvement of pupils performance and girl child education.  2. A report by Kemigisha Monicca, Parish Chief addressed to the SAS dated 29/04/2022 creating awareness on fighting early marrieages, increasing parents participating in school improvement and girl child sanitation.	3
	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:

If all schools (100%) - score 4

If 80 – 99% – score 2

If 60 to 79% score 1

Below 60% score 0

• Report dated 11/01/2022 compiled by Kwokukizire Alex the Sub-county Chief on monitoring schools in preparation for school opening in all the 11 schools. The team was comprised of Parish Chiefs, the CDO and the Secretary for Education.

• Report dated 12/05/2022 compiled by Kwokukizire Alex the Sub-county Chief on monitoring Teachers' and students' attendance. The team was comprised of Parish Chiefs, the CDO and the Secretary for Education.

• Report dated 13/10/2021 compiled by Kwokukizire Alex the Sub-county Chief on monitoring 11 Government and 5 private schools on the status of teaching and learning after partial re-opening of schools. The team was comprised of Parish Chiefs, the CDO and the Secretary for Education. It was found out that private schools well not doing well especially when it comes to infrastructure. The exercise found out that there was a drastic fall in enrolment. It was also found out that private schools had a challenge of inadequate finances.

Issues emerging from monitoring include staff attendance to duty, school enrolment, teachers absenteeism, pupils abscondment.

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

There were appointment letters for School Management committees issued by the the District Education Officers as indicated below:

1. Nyakibare Primary School on 07/05/2021.
2. Nyamuyanja Modern Primary on 07/05/2021.
3. Kamutuumo Primary School On 01/03/2021.
4. Katanoga Primary School on 22/03/2021.
5. Kyanza Primary School On 21/04/2021.
6. Kayonza Primary School on 21/04/2021.
7. Ibumba Primary School on 24/01/2021.
8. St. Peter's Katanoga Primary School on 22/03/2021.
9. Kiihwa Primary School on 29/03/2021.
10. Nyamuyanja Central Primary School On 17/03/2021
11. Ijugangoma Primary School 13/04/2021.

The SMCS were functional and held meetings every term as verified from the Minutes of the meetings held on the dates indicated below:

1) Nyakibare Primary School

Term one: 22/01/2021

Term Two: 31/05/2021

Term Three: 08/09/2021

2) Nyamuyanja Modern Primary School.

Term one: 17/02/2021

Term Two: 18/05/2021

Term Three: 7/07/2021, 29/10/2021

3) Kamutuumo Primary School.

Term one: 29/02/2021

Term Two: 08/06/2021

Term Three: 08/09/2021

4) Katanoga Primary School.

Term one: 10/03/2021

Term Two: 17/06/2021

Term Three: 13/12/2021

5) Kyanza Primary School.

Term one: 4/03/2021

Term Two: 20/05/2021

Term Three: 11/08/2021

6) Kayonza Primary School.

Term One: 12/02/2021

Term Two: 23/05/2021

Term Three: 16/12/2021

7) Ibumba Primary.

Term one: 6/02/2021

Term Two: 07/04/2021

Term Three: 09/09/2021

8) St. Peter's Katanoga Primary School.

Term one: 19/03/2021

Term Two: 8/06/2021

Term Three: 23/09/2021

9) Kiihwa Primary School.

Term one: 11/02/2021

Term Two: 18/06/2021

Term Three: 12/12/2021

10) Nyamuyanja Central Primary School.

Term one: 28/01/2021, 16/02/2021.

Term Two: 19/05/2021

Term Three: 06/09/2021

11) Ijugangoma Primary School.

Term one: 8/04/2021

Term Two: 25/05/2021, 20/07/2021

Term Three: 25/11/2021

## I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	1. Report by Louis Kasadha (Health Assistant) dated 4/5/2022 addressed to SAS on immunisation campaigns, mobilising communities for improvement school health and VHTs roles and responsibilities.  2. Report by Kemigisha Monicca (Parish Chief) dated 10/05/2022 to the SAS on awareness and community mobilization communities for latrine construction, installation of hand washing facilities, household and kitchen hygiene	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	1. Reports dated 10/05/2022, 1/02/2022 by Kwokukizire Alex (SAS) addressed to the Chairman LC 3 on monitoring Katanoga Health Centre II. The monitoring report highlighted leaking roof in the drugs store, inadequate accommodation for staff, delay in drug deliveries and poor compound maintenance. The report noted that facility renovation was going on.  2. Report by Kemigisha Monicca dated 10/03/2022, addressed to the SAS highlighting follow up on vaccination of children in outreaches, follow up on malaria cases and following up on outreaches for COVID 19 vaccination.	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	<ul style="list-style-type: none"><li>• Minutes dated 10/6/2022, 14/3/2022, 16/9/2021, 30/7/2021 were seen</li><li>•</li><li>• Appointment letters dated 7/5/2021 under min 09/05/21. The appointments were accepted by the appointees and acceptance letters are on file.</li></ul>	3

## J. Water & Environment Services Management

26	<p>Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets</p> <p>Maximum score is 3</p>	<p>Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0</p>	<p>Letter to the District Water Officer dated 4/05/2022 by the Sub-county Chief Kwokukizire Alex requesting for the intervention of the Water Department in the of safe water for domestic use as follows:</p> <ol style="list-style-type: none"> <li>1. Ibumba Parish 4 bore holes</li> <li>2. Nyamuyanja Parish 3 bore holes</li> <li>3. Kigyendwa Parish 2 bore holes</li> </ol>	3
27	<p>The LLG has monitored water and environment services delivery during the previous FY</p> <p>Maximum score is 3</p>	<p>Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0</p>	<p>There was evidence that the SAS monitored water and sanitation facilities in the LLG and submitted a report to the DWO.</p> <ul style="list-style-type: none"> <li>• Report on the functionality monitoring of water points dated 19/10/2021 by Nsamba Alex the Community Development Officer in Kigyendwa Parish (Villages of Rugarama and Kigyendwa), Nyamuyanja Parish (villages of Kiihwa and Twamagondo), Katanoga Parish (villages of Katanoga, Rwanyinekihanda and Ruyonza).</li> <li>• Report dated 17/09/2021 authored by Nsamba Alex the Community Development Officer on monitoring Rugarama and Kigyendwa water Points by the CDO, Health Inspector, Parish Chief and the VHTs.</li> </ul>	3

28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	<ul style="list-style-type: none"> <li>• Appointment letters for Ruyonza Cell (Katanoga Parish) Water user point Borehole Committee dated 16/02/2022 signed by Kwokukizire Alex Sub-county Chief.</li> <li>• Appointment letters for Rwanyinekihanda Cell Water user point 1 and point 2 (Katanoga Parish) Committees dated 08/07/2022 signed by Kwokukizire Alex Sub-county Chief.</li> <li>• Appointment letters for Kiihwa Village and Twamagondo Village, Water user points (Nyamuyanja Parish) Committees dated 03/09/2022 signed by Kwokukizire Alex Sub-county Chief.</li> <li>• Appointment letters for Kiihwa Village and Kigyendwa cell and Rugarama cell, Water user points (Kigyendwa Parish) Committees dated 03/09/2022 signed by Kwokukizire Alex Sub-county Chief.</li> <li>• Minutes of Twamagondo Water User Committee held on 9th February 2022 at Twamagondo. Under Minute 4/02/2022 the committee adopted UGX 20,000 as fine for misuse of the water point and UGX. 100 for a jerry can of water. The Treasurer was expected to produce a monthly report on a monthly basis.</li> <li>• Minutes of Kigyendwa cell Water User Committee held on 13th July 2021 on accountability and security of the water point. Under minute 6.07.2021, the Treasurer provided accountability for the UGX. 70,000 she had previously collected coffee.</li> </ul>	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	There was an updated list signed by the SAS in all water and sanitation facilities indicating functionality status	2

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

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

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

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

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



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

33            Operation and Maintenance of infrastructure  
 Maximum score is 3

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

**L. Production Services Management**

34            Up to date data on agriculture and irrigation collected, analyzed and reported  
 Maximum score is 2

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

There was a report on collection of Agricultural Statistics in Nyamuyanja SC as indicated in;  
 1. A report dated 12/04/2022 authored by Arinaitwe Peter (AO) on collection of Agricultural Statistics for households growing Banana. The statistics were analyzed to show trends and the possible reason for the trends. The report was received by the DPO on 12/04/2022.

**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

There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO.  
 1. Sensitization report on management of the Banana Bacterial Wilt and Banana weevils conducted between 6th and 23rd June 2022, authored by Arinaitwe Peter (Agricultural Officer). The activity was conducted in the parishes of Ibumba and Katanoga. The key topics included Symptoms of the pests/diseases, pests/diseases spread mechanism, effects of the disease/pests and control of the pests/diseases challenge. The report was received by DPO on 26/06/2022  
 Backstopping report on coffee planting and- postharvest handling, dated 29/09/2021 and authored by Arinaitwe Peter (Agricultural Officer). The activity was conducted in the parishes of Nyamuyanja, Kigyendwa, Ibumba and Katanoga. The key topics included site preparation, spacing, planting hole excavation, section of planting materials, harvesting and post-harvest handling. The report was received by DPO on 01/10/2022.

**2**

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

Backstopping report on coffee planting and- postharvest handling, dated 29/09/2021 and authored by Arinaitwe Peter (Agricultural Officer). The activity was conducted in the parishes of Nyamuyanja, Kigyendwa, Ibumba and Katanoga. The key topics included site preparation, spacing, planting hole excavation, section of planting materials, harvesting and post-harvest handling. The report was received by DPO on 01/10/2022.

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.

There was evidence that the extension officers conducted farmer trainings in Nyamuyanja SC. The trainings ranged from agronomy of the major crops, good Agricultural practices in livestock keeping, aquaculture, lake fisheries management, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. The trainings were conducted day courses, demonstrations, farmer field schools etc. All the reports were received and endorsed by the DPO as indicated in the following sampled training reports and work plans.

- Training Report on production of beans dated 27/02/2022 authored by Arinaitwe Peter (Agricultural Officer). The activity was conducted in the villages of Kigyendwa 1 & 2, Kiihwa, Katete, Biharwe, Nyakibale, Ruhama, Nyarwashama, and Rugarama. The key topics included site identification, seed selection, Sppacing, intercropping, fertilizer application, farm yard manure application, soil and water conservation, and weeding, thinning, pests and diseases management. The report was received by DPO on 28/02/2022.

- Training Report on management of the Banana Bacterial Wilt and Banana weevils conducted between 6th and 23rd June 2022, authored by Arinaitwe Peter (Agricultural Officer). The activity was conducted in the parishes of Ibumba and Katanoga. The key topics included Symptoms of the pests/diseases, pests/diseases spread mechanism, effects of the disease/pests and control of the pests/diseases challenge. The report was received by DPO on 26/06/2022.

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Nyamuyanja SC conducted farmer visits to offer extension and advisory support to farmers and farmer groups. The extension/advisory services covered the areas of good Agricultural practices in livestock, crops, aquaculture, lake fisheries, record keeping, micro-scale irrigation, environmental safeguards, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. Extension/advisory support reports were compile and submitted to the DPO as indicated in the following sampled Extension/advisory support reports and travel schedules.</p> <p>Backstopping report on coffee planting and- postharvest handling, dated 29/09/2021 and authored by Arinaitwe Peter (Agricultural Officer). The activity was conducted in the parishes of Nyamuyanja, Kigyendwa, Ibumba and Katanoga. The key topics included site preparation, spacing, planting hole excavation, section of planting materials, harvesting and post-harvest handling. The report was received by DPO on 01/10/2022.</p>
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#### **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.

Ruborogota SC is comprised of the following Parishes Nshenyi, Rwangunga, Ruborogota, Karama and Kyamusooni. The PDCs for the above Parishes were constituted and membership in the PDCs was as follows:

1. Chairpersons LC II,
2. Parish Chiefs,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at Parish
7. Elders/opinion Leaders.

The committees constituted were for Nshenyi, Ruborogota, Rwangunga and Kyamusooni parishes.

• The PDCs were functional as evidenced by the minutes of the meetings held on the following dates:

1. Nshenyi, on 14/4//2022 and 14/05/2022
2. Rwangunga,
3. Ruborogota,
4. Karama
5. Kyamusooni on 14/4//2022 and 14/05/2022

The following proposals were submitted for funding by the Parish Revolving fund by the different Parishes:

1. Nshenyi
2. Rwangunga
3. Ruborogota
4. Karama
5. Kyamusooni

The PDC appraised the Proposed projects for support under the revolving fund as indicated in the following PDC minutes:

1. Nshenyi Date and minute Number
2. Rwangunga
3. Ruborogot
4. Karama
5. Kyamusooni.

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>The analysed Parish data for the Parishes of Nshenyi, Rwangunga, Ruborogota, Karama and Kyamusooni was availed</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>i) There was evidence that mapping was done and Mend the Broken Hearts an NGO operating in the LLG of Ruborogota was involved in raising awareness about the PDM and planning cycle. There was a letter written by the SAS to the CAO dated 18th May 2022</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Report and minutes of the Parish Council were seen dated 20.07.2021 and 15.07.2021 respectively for Nshenyi Parish where projects like maintenance of roads were discussed attended by 11 people.</p> <p>Report and minutes of parish council for Rwangunga parish dated 10.08.2021 where issues like impassable roads, water and sanitation were discussed. The meeting was attended by 30 people.</p>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>iv) There was no evidence that the LLG village executive members and PDCs were given information and guidance on the priority enterprises that can be implemented in the parish</p>	0
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**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The LLG had in place an approved 5 Year Development Plan 2020/2021 to 2024/2025. The SAS Katushabe Leticia signed the DP and the Sub- County Chairman Mr. Sseguya Ronald signed on 25.05.2020 The Development Plan was presented under Minute 09/09/2019 and was approved under Min 10/09/2019 This was attended by 13 councilors</p> <p>The LG had in place an approved Annual Work Plan and Budget (AWPB) for the FY 2022/2023. The SAS Kobusingye Prossy signed the AWPB on while the Sub-county Chairman Mr. Seguya Ronald signed on 13.05.2022 The AWPB was approved under Minute 9/05/2022 on 13th May 2022. This was attended by 14 councilors.</p> <p>i. The project “Construction of 3 stance pit latrine at Ruborogota P/S, Kenteko P/S” was drawn from page 82 of the development plan. There was also a project for the maintenance of Ruzinga- Kyamusoni 4Km road</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>ii. There was no evidence to show that the 5 Year Development Plan incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson.</p>	0
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>iii. There was no evidence to verify whether the approved AWPB is based on the outcomes of the Budget Conference.</p>	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>iv. The Budget for FY 2022/2023 included the investments to be financed by the LLG.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>v. There was no evidence that the LLG developed project profiles for all capital investments in the AWP and Budget.</p>	0



4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	vi. The LLG submitted its budget to the district Central Registry on 13th May 2022	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	The procurement plan for projects "Construction of 3 stance Pit latrine at Ruborogota P/S, Kenteko P/S and Installation of power at Ruborogota SC was prepared and submitted to the district by SAS, Kobusingye Prossy and received by Head PDU on 25-04-2022	2
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The budget that was approved by council under Min9/CM/5/2022 on 18th May 2022 includes projects "Construction of 3 stance latrine at Ruborogota P/S, Kenteko P/S" which are consistent with DDEG guidelines issued by Ministry of Local Government on 17th Feb 2022, reference page 7 on the list of eligible activities	2
	Maximum score is 2			

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	From the budget reviewed, it was found out that the entity had budgeted for Own Source Revenue of UGX. 36,909,000 in the financial year 2021/2022 and actually collected UGX. 38,924,700 as per the Financial Statement for the year ending 30th June 2022	1
	Maximum score is 1		OSR Performance = $38,924,700 \div 36,909,000 \times 100 = 105.5\%$	
			36,909,000	

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	OSR collected in the Annual FY statement for the year ended 30th June 2021 was UGX. 15,345,321. OSR on the Annual financial statement of the year ended 30th June 2022 was UGX. 38,924,700  $(38,924,700 - 15,345,321) * 100$  15,345,321  = 153.7%	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.	i) From the budget reviewed for FY 21/22, ex gratia and honoraria for councilors was budgeted at UGX. 10,400,000. From the vouchers that were accessed it was found out that councilors received UGX. 5,431,500, LC IIs UGX. 600,000 and LC Is UGX. 3,480,000 giving a total of 10,511,500. (Voucher Numbers)	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	OSR budget was estimated 36,909,000=, 65% of this is 23,990,850. Thus 20% being 4,798,170=. The LLG spent 5,431,500= and thus spent above 20%.	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	ii). There was no evidence that the LG budgeted and used OSR funds on operational and maintenance in previous FY.	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.	iv). there was evidence that the LG publicized the OSR and how it was used for the previous FY.	1

## D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>LLG submission letter of the AFS dated 26th by the Sub-county Chief Kobusingye Prossy received by OAG as evidenced by Stamp on 29th August 2022</p>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>i. Quarter One on 04/10/2021</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>ii. Quarter Two on 02/01/ 2022</p>	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

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

iii. Quarter Three on 03/04/ 2022,

Maximum score is 6

**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

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

iv. Quarter Four on 04/07/ 2022

Maximum score is 6

**3**

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

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	Ruborogota Sub-county has the following Permanently posted Local Government staff and the SAS appraised them as follows:  1. Muhame Michael (Agricultural Officer) was appraised on 30.06.2022  2. Senyondo Muzamiru (Assistant Animal Husbandry Officer) was appraised on 30.06.2022  3. Kiconco Agatha a Sub Accountant was appraised on 30.06.2022  4. Justus Kwarija a Parish Chief was appraised on 30.06.2022  5. Vanice Obino Ndyaduko was appraised on 30.06.2022  6. Tabaruka Christine a Parish Chief was appraised on 30.06.2022  7. Byaruhanga Docus a parish Chief was appraised on 30.06.2022  8. Tumusiime Ronald a Parish Chief Was appraised on 30.06.2022	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	There are 10 Head teachers for Government aided Primary Schools and were appraised as follows:  1. Magezi Kenneth Head teacher Karama Primary School accessed on  2. Tumwebaze Robert Head teacher Kigabagaba Primary School accessed on  3. Twahirwa Isaac Head teacher Nyabugando Primary School accessed on  4. Kyasiimire Jacenta Head teacher Ibinja Primary School was accessed on  5. Twinomujuni George Head teacher Ruborogota Primary School was accessed on  6. Bukenya Moaes Head teacher Kashenyi Primary School was accessed on  7. Kyarisima Christine Head teacher Kenteko Primary School was accessed on  8. Mujuni Stephen Head teacher Kyamusoni Primary School was accessed on  9. Buguma Moses Head teacher Mpooma Primary School was accessed on  10. Twahika Vallentino Head teacher Bibungo Primary School was accessed on	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	There in-charge Ruborogota HC III Obino Vanice Ndyadiko was appraised by the Sub- County Chief on 31.10.2021  There in-charge Kyamusoni HC II Happy Success was appraised by the Sub- County Chief on 30.06.2022  Therein-charge Karama HC II Kesunday Kedreth was appraised by the Sub-county Chief on 31.06.2022	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	There was a comprehensive staff list covering all Head Quarter Staff, Health Workers and Teachers publicized on the Notice Board	3
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The SAS reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports that were received by District Registry as follows:  1. July 2021 was received on 11.08.2021 2. August 2021 was received on 03.09.2021 3. September 2021 was received on 04.10.2021 4. October 2021 was received on 09.11.2021 5. November 2021 was received on 03.12.2021 6. December 2021 was received on 03.10.2022 7. January 2022 was received on 01.02.2022 8. February 2022 was received on 01.03.2022 9. March 2022 was received on 01.04.2022 10. April 2022 was received on 02.05.2022 11. May 2022 was received on 01.06.2022 12. June 2022 was received on 05.07.2022	3

## F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	The LLG FY budget 2021/2022 that was approved by council and signed by the Chairperson LCIII on 13th May 2021 included projects like Construction of 3 stance latrine at Kagabagaba and Kyamusooni Primary Schools which projects were eligible as per DDEG grant guidelines that were issued by MoLG on 26th January 2021.	0
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15	<p>The LLG spent the funds as per budget</p> <p>Maximum score is 2</p>	<p>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</p>	<p>There was no evidence that the execution of budget in the previous FY did not deviate for any of the sectors/main programs by more than +/-10%. A copy of final accounts was not availed to the assessment team to determine whether there was a deviation or not.</p>	0
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16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>There was a project handover certificate for Kagabagaba and Kyamusooni Primary Schools signed by the project manager, also the Superintendent of works on 13-05-2022 showing completion of the above projects.</p>	3
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**G. Environmental and Social Safeguards**

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The LLG implemented the following Projects:</p> <p>1. Construction of 3 Stance VIP latrine at Kigabagaba and Kyamusoni Primary Schools</p> <p>The LLG Carried out Social Screening for its project of construction of a VIP latrine for Kyamusoni and Kagabagaba Primary Schools done and signed by the District Community Officer and the Senior Environment Officer</p> <p>Environment and Compliance certification for the Construction of pit latrines at Kagabagaba Pit Latrine was done by the Natural Resources Officer and the District Community Development Officer on 18th March 2022</p>	2
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18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	There was evidence that the SAS wrote to the chairperson LCIII informing him of the GRM committee with 6 members informing him of the committee and its work dated 9.12.2021 There was evidence that the SAS wrote to the chairperson LCIII informing him of the GRM committee with 6 members informing him of the committee and its work dated 9.12.2021	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	There was evidence that the SAS wrote to the chairperson LCIII informing him of the GRM committee with 6 members informing him of the committee and its work dated 9.12.2021	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	There was an area Land Committee and a submission for approval of the area land committee dated 29/12/2021 by the Sub- County Chief on the instruction from the CAO dated 28.12.2021 based on the District Council minute; 06 (c) 12/21/22/FC dated 23.12.2021  The committee also held meetings on 04.06.2022, 15.04.2022, 08.02.2022, 20.07.2021  Some issues were mobilizing people on the benefits of having Land title, working closely with the Sub County, timely communication prior to field visits, Land conflict about the Kyarenga Market.	1
<b>H. Basic (Pre &amp; Primary) Education services Management (in public and private schools)</b>				
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	There were sensitization campaigns conducted dated 11.02.22 and 5.1.22 covering issues like role of stake holders in educating people about health care, orienting pupils to stay in school and also mind set change	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:

If all schools (100%) - score 4

If 80 – 99% – score 2

If 60 to 79% score 1

Below 60% score 0

The LLG has ten primary schools namely;

1. Nyabugando Primary School
2. Kenteko Ps
3. Bibungo Ps
4. Bibungo Ps
5. Kagabagaba Ps
6. Kagabagaba Ps
7. Ibinja Ps
8. Kashenyi Ps
9. Mpoma Ps
10. Ruborogota Ps

There is enough and satisfactory evidence that each school was monitored at least once a term and a list of issues that requiring attention of executive presented and addressed as shown in the minute numbers below

The report of third term was presented in the executive committee that sat On the 5th of September under minute 5/9/2022

The report of 1st term of 2022 was presented in the executive meeting which sat on the 3rd of March 2022 under Minute 5/03/2022

The report of 2nd term of 2022 was presented in the executive meeting which sat on the 20th of June 2022 under Minute 5/06/2022

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

There were appointment letters for School Management committees issued by the District Education Officer as indicated below:

1. Karama Primary School on .....3/3/2021
2. Bibungo Primary School on.....21/02/2021
3. Kagabaga Primary School.....26/2/2021
4. Kyamusoni Primary School.....26/2/2021
5. Kenteeko Primary School on.....07/03/2021
6. Ruborogota Primary School.....27/5/2021
7. Kashenyi Primary School.....10/4/2021
8. Nyabugando Primary School.....
9. Ibinja Primary School..... 15/2/2021
10. Mpoma Primary School

The SMCS were functional and held meetings every term as

verified from the Minutes of the meetings held on the dates indicated below:

1. Karama Primary School

Term one: 28/02/2022

Term Two: 13/6/2022

Term Three: 22/09/2021

2. Bibungo Primary School

Term one: 18/02/2022

Term Two: 15/07/2022

Term Three: 19/10/2021

3. Kagabagaba Primary School

Term one: 23/05/2022

Term Two: 21/7/2022

Term Three: 21/10/2021

4. Kyamusooni Primary School

Term one: 15/03/2022

Term Two: 14/05/2022

Term Three: 4/7/2021

5. Kenteeko Primary School

Term one: 18th 03 2022

Term Two: 15/7/2022

Term Three: 20/10/2021

6. Ibinja Primary School

Term one: 15/02/2022

Term Two:5/8/2022

Term Three: 12/6/2021

7.Nyabugando Primary School

Term one: 03/02/2022

Term Two:11/8/2022

Term Three: 5/10/2021

8.Kashenyi Primary School

Term one: 3/2/2022

Term Two:9/8/2022

Term Three: 5/10/2021

9.Ruborogota Primary School

Term one: 9/2/2022

Term Two: 14/7/2022

Term Three: 7/7/2021

10.Mpoma Primary School

Term one: 9/3/2022

Term Two: 3/8/2022

Term Three: 15/10/2021

Evidence that the action plan and extent of implementation on agreed actions.

## I. Primary Health Care Services Management

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery</p> <p>score 3, else score 0</p>	<p>There was a report by the SAS Madam Kobusingye Prossy dated 26th March 2022 and 12 January 2022 addressed to the LCIII Chairperson on areas of COVID-19, HIV Polio Vaccination and Covid-spos</p> <p>The awareness campaign covered all areas.</p>	<b>3</b>
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY ,</p> <p>score 4 or else score 0</p>	<p>1) There was a monitoring report dated 29/6/2022 for Ruborogota HC III, Kyamusoni HCIII and Karama HCII were prepared and signed by the Sub-county Chief.</p> <p>2) There was a monitoring report on Ruborogota HCIII dated 29/04/2022 prepared by Byaruhanga Keith the Health Assistant.</p>	<b>4</b>
25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG;</p> <p>score 3, else score 0</p>	<p>There was evidence that HMICs for Health Facilities (How many) were in place were composed of the following:</p> <p>1. There were HCMCs for Ruborogota HCIII, Kyamusoni HC II, Krama HCII all dated 16.05.2022 approved under council minute 6/cm/5/22 on 13th /05/22</p> <p>The HUMCs were functional as evidenced from the reviewed minutes of the meetings held on the following dates:</p> <p>1. 28.03.22, 22.12.2021, 30.06.22 for Ruborogota HC III</p> <p>2. 30.03.22, 10.06.22,17.12.21, 07.04.2022 for Karama HCII</p> <p>3. 30.06.22 for Kyamusoni HCII</p> <p>The minutes had no action points and implementation status.</p>	<b>0</b>

## J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	1. The LLG Submitted a written request to the DWO through the SAS for consideration dated 18.01.2022 and was received by the DWO's office on 18.01.2022. The chief submitted projects for the Construction of 2 latrines at Rukuraijo Market, 3 pit latrines at Rwebicuncu market, 2 stance latrines at Karama, 2 latrines at Rwanguga Parish	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	There was an inventory on water points submitted to the Chief Administrative Officer dated 17.05.2022. The Health Assistant also carried out monitoring on water and environment monitoring supervision submitted to the SAS Mr. Warija Justus dated 24.06.2022  The report covered the five parishes with the parishes of Ruborogota and Kyamusoni having the Umbrella project.	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	There was no Evidence that the LLG had functional Water and Sanitation Committees.	0
29	Functionality of investments in water and sanitation facilities  Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	There was an inventory on water points submitted to the Chief Administrative Officer dated 17.05.2022	2

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

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

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

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

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

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

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

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	<p>There were reports on collection of Agricultural Statistics in Ruborogota SC as shown below:</p> <ol style="list-style-type: none"> <li>1. A report dated 8/01/2022 compiled by Muhame Michael (Agricultural Officer) on collection of Agricultural Statics on yield performance for Bananas, beans and maize for the season September, October, November and December. The statistics were analyzed to show the translation of yields into financial benefits for the different Parishes. The report was received by the DPO on 8th January 2022.</li> <li>2. A report dated 04/05/2022 compiled by Muhame Michael (Agricultural Officer) on collection of Agricultural Statics on yield performance for Bananas, beans and maize for the season January, February and March. The statistics were analyzed to show the translation of yields into financial benefits for the different Parishes. The report was received by the DPO on 4th May 2022.</li> <li>3. Report on large and medium scale farmers in Ruborogota SC</li> </ol>	2
	Maximum score is 2			
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	<p>There was evidence that the extension officers in Ruborogota SC conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO as indicated below.</p> <ol style="list-style-type: none"> <li>1. Report dated 11th December 2021 on Banana Wilt disease sensitization in Ruborogota and Kyamusooni Parishes by Muhame Michael (AO) in which the Agricultural Officer sensitized the farmers on the Banana Wilt disease that had devastated the villages of Kihihi, Rukureijo, Kyamusooni, Ruborogota, Mpoma and Kabumba. The report was received by the DPO on 11th December 2021. The list of farmers sensitized together with their contacts is attached.</li> <li>2. Report dated 15th June 2022 on sensitization and mobilization of groups on Agriculture Cluster Development Project in Karama, Nshenyi, Rwangunga, Ruborogota and Kyamusooni Parishes by Muhame Michael (AO) in which the Agricultural Officer sensitized the farmers on the use of fertilizers and access of inputs through E-voucher. The DPO received the report on 15th June 2022. The list of farmers sensitized together with their contacts is attached.</li> <li>3. Report dated 4th February 2022 by Senyondo Muzamiru in which farmers were sensitized in conjunction with KS Veterinary Pharmacy in Nyabugando TC aimed at reducing the livestock disease burden. The DPO received the report on</li> </ol>	2
	Maximum score is 2			

4th February 2022. The list of farmers sensitized together with their contacts is attached.

4. Report dated 31st March 2022 authored by Senyondo Muzamiru (AAHO) in which vaccination campaigns against rabies were conducted in Ruborogota Parish ( in the villages of Mpoma II and Kibabo) Rwangunga parish (kagabagaba and Rwangunga villages), Nshenyi Parish (Nyabugando and Nshenyi villages). The attendance lists are attached. A total of 91 pets were vaccinated. The report was received by the DPO on 31/03/2022. However, the report is not signed by the author).

5. Report dated 31st December 2021 authored by Senyondo Muzamiru (AAHO) in which vaccination campaigns against rabies were conducted in Karama Parish ( Ibinja/Katunguru, Karama I, Karama II and Kibingo I villages) Kyamusoni Parish (Ruzinga, Kabumba, KihiihiKagando, Kyamusoni, Rukuriijo villages), Nshenyi Parish (Bugarika, Rwangunga, Ruborogota and Mpoma I/Kabatangaare). A total of 232 pets were vaccinated. The report was received by the DPO on 31st December 2021. A total of 700 pets were vaccinated. However, the report is not signed by the author).

6. Report dated 30th November 2021 authored by Senyondo Muzamiru (AAHO) in which vaccination campaigns against rabies in were conducted Ruborogota Parish (Ruborogota, Mpoma I/Kabatangaare, Rwangunga), Kyamusoni Parish (Ruzinga, Kabumba, nKihiihi, Kagando, Kyamusoni and Rukuriijo villages) Karama Parish (Kabingo II, Ibinja/Katunguru, Karama I, Karama II and Kibibgo I villages) A total of 160 pets were vaccinated. The report was received by the DPO on 30th November 2021 . A total of 52 pets were vaccinated.

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

There was evidence that the Sub-county Chief, the Agricultural extension officer and the Assistant Animal Husbandry Officer supervised and monitored Agricultural production activities in Ruborogota SC. The reports indicated supervision/monitoring findings, challenges found out and proposals for improvement. Reports were prepared and copies submitted to the DPO as follows:

1. Report dated 8th April 2022 by Muhame Michael (AO) copy received by the DPO on 8th April 2022.

2. Report dated 18th June 2022 by Muhame Michael (AO) and Senyondo Muzamiru (AAHO). A copy received by the DPO on 18th June 2022.

3. Report dated 5th July 2021 by Muhame Michael (AO) and Senyondo Muzamiru (AAHO). A copy received by the DPO on 5th July 2021.

4. Report dated 8th May 2022 by Muhame Michael (AO) and Senyondo Muzamiru (AAHO). A copy received by the DPO on 8th May 2022.

5. Report dated 10th April 2022 by Muhame Michael (AO) on supervision and monitoring of orchard demonstration gardens, bio-intensive gardening demonstrations, pasture management, soil fertility improvement and mini-irrigation sites in the parishes of Karama, Ruborogota and Nshenyi. A copy

2



received by the DPO on 10th April 2022.

6. Report dated 20th March 2022 by Muhame Michael (AO) on monitoring and supervision of Cashew nut and Mango seedlings distributed to farmers in the season of September, October and November. A copy of the report was received by the DPO on 20th March 2022.

7. Report dated 26th March 2022 by Kobusingye Prossy (Sub-county Chief) on monitoring and supervision of Uganda Multisectoral Food Security and Nutrition Project. A copy received by the DPO on 29th March 2022.

8. Report dated 10th February 2022 by Muhame Michael (AO) on monitoring of small scale irrigation technologies in Karama Parish. A copy received by the DPO on 28th February 2022.

9. Report dated 15th June 2022 authored by Senyondo Muzamiru (AAHO) in which the extension workers trained farmers on how to control Swine Fever in pigs. The report was received by the DPO on 15th June 2022.

10. Report dated 27th January 2022 by Muhame Michael (AO) and Senyondo Muzamiru (AAHO). A copy received by the DPO on 27th February 2022.

11. Report dated 12th December 2021 by Kobusingye Prossy (Sub-county Chief) on monitoring Dams in Nshenyi Parish. A copy received by the DPO on 15th December 2022.

12. Report dated 15th November 2021 by Muhame Michael (AO) and Senyondo Muzamiru (AAHO). A copy received by the DPO on 15th November 2022.

13. Report dated 20th October 2021 by Muhame Michael (AO) and Senyondo Muzamiru (AAHO). A copy received by the DPO on 20th October 2021.

14. Report dated 5th September 2021 by Muhame Michael (AO) and Senyondo Muzamiru (AAHO). A copy received by the DPO on 15th September 2021.

15. Report dated 24th August 2021 by Muhame Michael (AO) and Senyondo Muzamiru (AAHO). A copy received by the DPO on 24th August 2021.

<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There was evidence that the extension officers conducted farmer trainings in Ruborogota SC as indicated below:</p> <ol style="list-style-type: none"> <li>1. A report dated 20th December 2021 by Muhame Michael (AO) in which the extension Worker conducted a number of trainings for model farmers in the parishes of Ruborogota, Nshenyi, Rwangunga, Karama and Kyamusooni on crucial practices like on pests and diseases management, mulching, weed control, soil and water conservation, pruning and de-suckering of plantation crops, intercropping, fertilizer use etc. The report in addition highlights challenges and makes some recommendations. The report was received by the DPO on 31st December 2021.</li> <li>2. A report dated 10th June 2022 by Muhame Michael (AO) in which the extension Worker reported that he conducted trainings on good agronomic practices for coffee, Banans, beans, maize, Cashew nuts, Apples in the Parishes of Ruborogota, Nshenyi, Rwangunga, Karama and Kyamusooni. The training focused on coffee rehabilitation, fertilizer application, and seedbed preparation. The report highlights challenges and makes some recommendation. The report was received by the DPO on 7th April 2022.</li> <li>3. A report dated 2nd April 2022 by Muhame Michael (AO) in which the extension Worker reported that he conducted trainings on good agronomic practices for coffee, Banans, fruit orchad management, beans, maize, Cashew nuts, Apples in the Parishes of Ruborogota, Nshenyi, Rwangunga, Karama and Kyamusooni. The training focused on management of bacterial Wilt, Mulching, weed control, soil and water conservation, intercropping with cover crops, soil fertility management etc. the report was received by the DPO on 2nd April 2022.</li> <li>4. A report dated 3rd January 2022 authored by Muhame Michael (AO) in which the extension worker conducted trainings on crucial Agronomic practices coffee, beans and maize on management of pests and diseases, weed control, soil and water conservation, intercropping, fertilizer application etc. The extension worker also tackled the issue of recurrence of banana Bacterial wilt. The report was received by the DPO on 3rd January 2022.</li> <li>5. The Local Government had in place annual and quarterly work plans and budgets.</li> </ol>
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<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Kikagata Sub-county conducted farmer visits to offer extension and advisory support to farmers and farmer groups. The extension/advisory services covered the areas of good Agricultural practices in crops, postharvest handling, pests and disease surveillance, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. Extension/advisory support reports were compiled and submitted to the DPO as indicated in the following sampled Extension/advisory support reports and travel schedules.</p> <p>6. A report dated 20th December 2021 by Muhame Michael (AO) in which the extension Worker conducted a number of trainings for model farmers in the parishes of Ruborogota, Nshenyi, Rwangunga, Karama and Kyamusooni on crucial practices like on pests and diseases management, mulching, weed control, soil and water conservation, pruning and de-suckering of plantation crops, intercropping, fertilizer use etc. The report in addition highlights challenges and makes some recommendations. The report was received by the DPO on 31st December 2021.</p> <p>7. A report dated 10th June 2022 by Muhame Michael (AO) in which the extension Worker reported that he conducted trainings on good agronomic practices for coffee, Banans, beans, maize, Cashew nuts, Apples in the Parishes of Ruborogota, Nshenyi, Rwangunga, Karama and Kyamusooni. The training focused on coffee rehabilitation, fertilizer application, and seedbed preparation. The report highlights challenges and makes some recommendation. The report was received by the DPO on 7th April 2022.</p> <p>8. A report dated 2nd April 2022 by Muhame Michael (AO) in which the extension Worker reported that he conducted trainings on good agronomic practices for coffee, Banans, fruit orchard management, beans, maize, Cashew nuts, Apples in the Parishes of Ruborogota, Nshenyi, Rwangunga, Karama and Kyamusooni. The training focused on management of bacterial Wilt, Mulching, weed control, soil and water conservation, intercropping with cover crops, soil fertility management etc. the report was received by the DPO on 2nd April 2022.</p> <p>9. A report dated 3rd January 2022 authored by Muhame Michael (AO) in which the extension worker conducted trainings on crucial Agronomic practices coffee, beans and maize on management of pests and diseases, weed control, soil and water conservation, intercropping, fertilizer application etc. The extension worker also tackled the issue of recurrence of banana Bacterial wilt. The report was received by the DPO on 3rd January 2022.</p> <p>The Lower Local Government had in place annual and quarterly work plans and budgets.</p>
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## 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.

SC is comprised of the following parishes Kashojwa, Rwangabo, Nyabubare and Kyarubambura

The LG had PDM guidelines in place.

PDCs for all the above Parishes were constituted and membership in all the PDCs was as follows:

1. Chairpersons LC II,
2. Parish chiefs/Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The entity has constituted PCs as per the guidelines evidenced by mobilization reports dated and received 10/04/2022 for the entire Sub-county.

Minutes of PDC meetings held on the on the following dates:

1. Kashojwa parish 20/05/2022
2. Rwangabo parish 20/05/2022
3. Nyabubare parish 19/05/2022
4. Kyarubambire parish 20/05/2022

Submission of parish proposals

All proposals per parish submitted as below:

1. Kashojwa on 23/05/2022
2. Rwangabo on 23/05/2022
3. Nyabubare on 20/05/2021
4. Kyarubambura 23/05/2022

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>The Parishes of Kashojwa, Rwangabo, Nyabubare and Kyarubambura have compiled, updated and analyzed data on community profiling disaggregated by village, sex, age, wealth category and economic activity. The Sub-county Chiefs submitted this data to CAO on 13/12/2021</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>The NGO's mapping report was in place dated 20/06/2021</p> <p>The mobilization report dated 10/04/2022 was in place and it indicated that all NGO's and CBO's were involved Attendance sheets are also available.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>ii. There was evidence of approved activities to be implemented in the Parishes in current FY as submitted by Parish Chiefs on the following dates:</p> <p>Kashojwa 16/05/2022</p> <p>Rwangabo 16/05/2022</p> <p>Nyabubare 17/05/2022</p> <p>Kyarubambura 16/05/2022</p>	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:  
iii. Priority enterprises that can be implemented in the parish score 2 or else 0

There was evidence of a list of priority commodities identified by the Enterprise groups that were submitted for revolving funds as follows:

- 1) Kashojwa 23/05/2022
- 2) Rwangabo 23/05/2022
- 3) Nyabubare 20/12/2022
- 4) Kyarubambura 20/5/2022

## B. Planning 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

The LLG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The SAS Tumuhame Kalima Reuben signed it on 22/08/2019 and the Sub-county Chairman Tushabomwe Mathias signed on 22/08/2019. The 5 Year Development Plan was approved on 11th October 2019 under Minute 06/08/2019 attended by 13 Councilors.

The LG had in place an approved Work plan and Budget for FY 2022/2023 FY under the approval Minute number 06/05/2022 approved on 12/05/2022 and duly signed by the SAS Kwekunda Hopeline on 13/05/2022 and the Sub-county Chairperson Twase Kawesi on 13/05/2022.

i) The priority investments in the current Financial Year were:

Land titling page 14

Construction of Kashojwa Parish community hall page 14

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.

- There was evidence that prioritized investments in the LLG incorporated ranked priorities of Parishes as per submission reports by respective Parish Chiefs on meetings conducted in the Parishes as indicated below;

Kyarubambira parish met on 23/08/2021 and submitted on 24/08/2021

Kashojwa parish met on 21/09/2021 and submitted on 26/09/2021

Nyabubare parish met on 15/10/2021 and submitted on 15/10/2021

Rwangabo parish met on 10/09/2021 and submitted on 10/09/2021

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>iii)The prioritized investments are related to the outcomes of the budget conference held on 21/10/2021 as per report dated 22/10/2021 by the SAS to the LCIII Chairperson.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>iv. The budget included investments to be financed by the LLG budget like Tittling of government land pg 14, Routine mechanization of Roads, and Construction of community hall pg 14</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>v) All the investments had project profiles</p>	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	Budget FY 2022/23 was submitted to the District on 13/05/2022.	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	The LLG Procurement Plan for FY 22/23 plan was submitted on 6/04/2022 which is within the mandated date.	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	The investments in the approved LLG Budget for the FY 2022/2023 i.e. Land titling Construction of Kashojwa Parish community hall are compliant with the investment menu in the DDEG Grant, Budget and Implementation Guidelines.	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	LR budget was UGX. 67,420,000 revised by council under MIN no. MSC/10/05/2021  Actual Collected was UGX. UGX. 65,429,433 as per cash book & closing statement  $65,429,433/67,420,000 \times 100=97\%$  The LLG collected 97% of the planned OSR.  Approved budget.	1
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8	<p>Increase in LLG own source revenues from last financial year but one to last financial year.</p> <p>Maximum score 1</p>	<p>Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0</p>	<p>FY 2020/2021 Actual Revenue collected as per final Accounts was UGX.58,314,389</p> <p>FY 2021/2022 Actual Revenue collected as per final Accounts was UGX. 65429433</p> <p>Increase in LR collected was 71,963,325-31,974,337 = 39,988,988</p> <p><math>(65429433-58314389)/58314389 \times 100=12\%</math></p>	1
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p>	<p>a) Annual LR collected in 2020/2021 was UGX. 65,429,433. (Note: this the 65% retained after remitting to HLG)</p> <p>b) Remittance to cells should be (25% of a above) UGX. 17,990,831</p> <p>c) Actual transferred was as follows:</p> <p>Villages Net =0.25xa - 9,458595=24.9%</p> <p>Parish net=0.05xa 2,024,264 =4.8%</p> <p>Vouchers attached and seen</p>	1
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0</p>	<p>Actual for previous FY 2021/2022 was UGX. 65,429,433.</p> <p>Councilor's allowances was UGX. 7,505,826=17.6%</p>	1
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0</p>	<p>Amount spent on O &amp; M in FY 2021/2022 was UGX. 830,000 vr 30/09/2021.</p> <p>The following activities were done under O &amp; M: Renovation of parish headquarter building at Kyarubambura</p>	1

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	The information on OSR received and how it was spent available on noticeboard dated 15/07/2022	1
	Maximum score 4			

**D. Financial 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	The LLG submitted Annual Financial Statements to Auditor General for the year ended 11/08/2022.	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	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	i. Quarter one submitted on 11/10/2021	1
	Maximum score is 6			

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>ii. Quarter two submitted on 10/1/2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>iii. Quarter three submitted on 14/4/2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>iv. Quarter Four submitted on 11/7/2022</p>	3

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

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	Rugaaga SC has the following Permanently posted Local Government staff and the SAS appraised them on the following dates:  1. Antoriine Ronald Parish Chief was appraised on 30/06202230/062022 2. Auma laudia pc 3. Ahimbisibwe Francis Parish Chief was appraised on 30/062022  4. Semagara Kagoro Parish Chief was appraised on 30/062022  5. Kigale Emmanuel AHO was appraised on 30/06/2022  6. Boroba Alfonse Accountant was appraised on 30/06/2022  7. Namugowa Health Assistant was appraised on 30/06/2022  8. Ecodu Simon CDO was appraised on 30/06/2022  9. Besiga Felix AO was appraised on 30/06/2022	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The SAS appraised the Head teachers for the Primary Schools as follows:  1. Kyasimire Zainabu Katuntu Primary School on 31/12/2021 2. Tuhamire Wisbert Birunduma Primary School on 30/12/2021 3. Nambusi Loy Rushunju primary school on 31/12/2021 4. Mugisha Bernard HT Nyabubare Primary School on 31/12/2021  5. Kyarubambura nkore abeli  6. Kemengo baryamishaki deus  7. Kashojwa abaho kareera stephen	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The SAS appraised the Health Centre staff  Tumuhairwe Silvano H/Inharge Birunduma H/11 30/06/2022	2

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	Staff structure was in place, the LLG staff list was in place, comprehensive and it included Health Centre and Primary School Staff. The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charges.	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	<p>The SAS reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows:</p> <p>The SAS reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows</p> <p>July/2021 03/08/2021</p> <p>June 2022 06/7/2021</p> <p>May 2022 06/06/2022</p> <p>April 2022 04/05/2022</p> <p>March 2022 06/04/2022</p> <p>Feb. 2022 03/03/2022</p> <p>Jan. 2022 04/02/2022</p> <p>Dec. 2021 05/01/2021</p> <p>Nov. 2021 03/12/2021</p> <p>Oct 2021 02/11/2021</p> <p>Sept 2021 05/10/2021</p> <p>Aug. 2021 06/09/2021</p> <p>Aug 2022 03/09/2022.</p>	3

## F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	<p>The DDEG Indicative Planning Figure was UGX. 48, 189,606; 38,551,684,818 was spent as follows:</p> <p>Total DDEG budgeted for is UGX. 57, 993,106= on pg 10..</p> <p>1. Project; construction of 4 square pit latrine UGX. 46,394,484.8 (80%)</p> <p>2. Monitoring and investigate serving UGX. 5,799,310.65 (10%)</p> <p>3. Data collection and parish planning UGX. 5799310.65 (10%)</p>	2
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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	SECTOR EXP Administration 22,444,000 Finance 67,486,304 Statutory Bodies 19,450,500 Production Services 2,374,000 Health 40,411,379 Education 31,857.836 Works 38,032,884 Natural Resource 3,400,000 CBS 2,320,000 Planning 1,660,000	BUDGET %AGE 22,444,000 100 88,034,823 77 19,450,500 100 2,374,000 100 40,411,379 100 31,857.836 100 38,032,884 100 3,400,000 100 2,320,000 100 1,660,000 100	2
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16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	The LLG completed the Latrine construction as per the an initial certificates dated 19/4/22 & a substantial completion certificate dated 28/6/22 with payments of 19,128,744 & 35,749,280= respectively summing to 54,878,024= .  54,878,024= out 57,993,106= is a 95% completion	3
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**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	The LLG carried out environmental, social and climate change screening for the renovation of office block, ESS report dated 5/5/21 & Toilet construction, ESS report dated 11/5/21	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	- The Grievance Redress Committee was in place AND SAT ON 30/06/2022  - Ecode Simon Peter (cdo) designated as the Focal person.  - The Complaints log book was in place and it apparently had 2 cases recorded that were related to poor waste management and the unfilled barrel pit.  - GRC committee & pathway was displayed and pinned on the LLG Notice Board	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	GRC committee & pathway was displayed and pinned on the LLG Notice Board.	1
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	The area Land Committee was in place. The Committee appointed on 28/12/2021 on instruction of CAO approved by District Council Min. 06(C)/12/21/22 FY. Committee held meetings as per minutes on 27/06/2022 and discussed land issues.	1

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

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>There was evidence that the LLG conducted mobilization and awareness campaigns in schools as indicated here below:</p> <p>Awareness creation on COVID 19 and mobilizing Parents to send children to school. It was done 10/01/2022.</p>	3
21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>There was evidence that the LLG had 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 as indicated below:</p> <p>There was evidence that the LLG had monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee.</p> <p>1. There was a report on schools by SAS Kwekunda Hopelne dated 10/01/2022 addressed to Chairman LC iii</p> <p>Covering all Government schools: Birunduma, Kyarubambura, Kemengo, Kashojwa, Katuntu and Nyabubare PSCs.</p> <p>2. Report dated 28/2/2022 addressed to Chairman LCIII reporting on all schools.</p> <p>3. Birunduma, Nyakishanju and Kamengo lack enough class rooms, Lack of staff quarters and teachers in some schools.</p>	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	Letters of appointment written by DEO to Head teachers approving the respective SMC members were in all schools and  Meetings were held on the following dates:-  <ul style="list-style-type: none"> <li>• Katuntu PS-16/5/2022, 7/2/2022 &amp; 29/10/21</li> <li>• Rushongye PS- 22/2/22, 18/5/22, 15/11/21.</li> <li>• Nyabubare PS - 21/11/21,11/1/22 &amp; 8/5/22</li> <li>• Birunduma PS – 30/9/21, 27/5/22 &amp; 21/5/22</li> <li>• Kyarubambura – 11/1/22, 21/1/22, 5/5/22</li> <li>• Kashojwa – 11/1/22, 29/10/ 21, &amp; 8/5/22</li> <li>• Kemengo – 4/3/22, 15/5/22 &amp; 20/11/21.</li> </ul> <p>The SMC discussed issue like the School budget, enrollment, Sanitation issues and adherence to Covid 19. The minutes have attached respective attendance lists, action plan &amp; Implementation status.</p>	3
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### I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Awareness campaign meetings were done on 30/06/2022 from a report by Kwekunda Hopeline (SAS) addressed to LCIII and they were on how to live with HIV.  Regular checkups on proper feeding by SAS Kwekunda Hopeline dated 22/09/2021 on how to use safe water and provision of hand wash facilities, and construction of toilets.	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	1. Report dated 25/05/22 on monitoring of Birunduma HCII on: <ul style="list-style-type: none"> <li>-Sanitation and hygiene</li> <li>-Availability of drugs at HU</li> <li>-Staff attendance duty</li> </ul> <p>2. Report dated 29/03/22 addressed to LCIII highlighting:  <ul style="list-style-type: none"> <li>-Functionality of Health Committees</li> <li>-Follow up PHCs.</li> </ul> <p>3. Report by SAS Kwekunda Hopeline dated 15/12/2021 on monitoring of health units and submitted to Chairman LCIII on 16/12/2021 and signed by the Chairman.</p></p>	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	Action plan and progress reports seen for the following  • Birunduma HC II dated 29/12/2021  Appointed committee by council MIN 06(C)12/21/22FC  • Brunduma HCII Committee was functional and held meeting on 13/08/2021.	<b>3</b>
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**J. Water & Environment Services Management**

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	LLG submitted a written request to the DWO for consideration through the SAS in a submission dated 20/05/2022 and received by the DWO's office on 20/05/2022.	<b>3</b>
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27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	Report on water and environment monitoring /supervision submitted to SAS by the HA, Namugowa James dated 10/06/2022 and received on 11/06/2022. Percentage water points out of 5 are functional 100%	<b>3</b>
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Existence and functionality of Water and Sanitation Committees

Maximum score is 2

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

Water and sanitation committees were established as per the following submissions:

Water point / Facility Date of appointment

(i)Katokye Borehole \_

(ii)Kabuhembe valley dam \_

(iii)Rukuba filled water \_

(iv)Kitooma Borehole

The committees are operational and hold meetings as follows:

Water point/Facility Date of meeting

(i)Kabuhembe 01/12/2021

(ii)Katookye 13/12/2121

(iii)Kitooma Bore 09/12/2021

(iv)Kamengo 15/12/2021

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

Inventory of all water and sanitation facilities in place signed by Namugowa James HA and submitted on 27/05/2022 to District Water Officer by SAS Kwekunda Hopeline..

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

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

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

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

## L. Production Services Management

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.

There was a report on collection of Agricultural Statistics in Rugaaga TC as follows.

1. A report dated 20/04/2022 authored by Kigale Emmanuel (AHO) on collection of Agricultural Statics on households and the number and type of cattle kept. The statistics were analyzed to show trends and the possible reason for the trends. The report was received by the DPO on 20/04/2022.

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

There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO.

Report dated 30/06/2022 by Kigale Emmanuel (AHO) where the Extension Worker carried out sensitization of farmers on the Parish Development Model in the parishes of Kashojwa, Rwangabo, Nyabubare, Kyamugasha and Kyarubambura. The report was received by the DPO on 6/06/2022.

Report dated 30/04/2022 by Kigale Emmanuel (AHO) where the Extension Worker reported to have carried out vaccination campaigns against PPR in the villages of Bururuma, Rwenturagara, Kyamatura and Rubondo. 41 farmers were reached and 45 goats were vaccinated. The report was received by the DPO on 5/05/2022.

Report dated 15/04/2022 by Kigale Emmanuel (AHO) where the Extension Worker reported to have carried out vaccination campaigns against PPR and rabies in the villages Kasale, Kyantura, Kigazi and Rwembeba. 27 farmers were reached, 216 goats and 5 dogs were vaccinated. The report was received by the DPO on 15/04/2022.

Report dated 27/02/2022 by Kigale Emmanuel (AHO) where the Extension Worker reported to have carried out vaccination campaigns against Black Quarter and rabies in villages of Kemengo, Rutunga, Kabaare, Kiryaburo, Kyampango AKabazana, and Kashojwa Kigali. 83 farmers were reached, 198 cattle and 21 sheep were vaccinated against Black Quarter. 94 pets were vaccinated against Rabies. The report was received by the DPO on 2/03/2022

Report dated 03/02/2022 by Kigale Emmanuel (AHO) where the Extension Worker reported to have carried out vaccination campaigns against Black Quarter and rabies in villages of Kyamutura, Rukuuba, Katuntu, Basecamp, Kashojwa, Kasasa, Rwembirizi, KityazaKabazana and Kiretwa. 119 farmers were reached and 180 pets were vaccinated against Rabies. The report was received by the DPO on 8/02/2022

Report dated 07/10/2022 by Kigale Emmanuel (AHO) where the Extension Worker communicated a program for vaccination campaigns against rabies in Parishes of Kashojwa, Kyarubambura, Kiryaburo, Rwangabo and Kyamugasha. 119 farmers were reached and 180 pets were vaccinated against Rabies. The Communication was received by the DPO on 7/10/2021.

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

There was evidence that the Town Clerk and Extension officers in Rugaaga TC monitored agricultural production activities. The activities covered ranged from production of crops, animal and fisheries, micro-scale irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality monitoring, farmers implementing knowledge from trainings, vaccination campaigns etc. All the reports were received and endorsed by the DPO as indicated in the following sampled reports.

1. Report dated 30/05/2022 compiled by Kigale Emmanuel (AHO) in which the Extension Officer reported a disease surveillance and monitoring activity. The Officer found out that PPR disease for goats was still endemic, goats housing was still poor and goat theft was still rampant. The report was received by the DPO on 5th May 2022.
2. Report dated 27/02/2022 compiled by Kigale Emmanuel (AHO) in which the Extension Officer reported a monitoring event for the Heifers received under Operation Wealth Creation. The Officer found out that out of the 17 Heifers received, 11 cows were doing well and yielding high, 1 cow aborted, 1 cow was sold off, 3 died and 1 became blind. The report was received by the DPO on 2/03/2022.
3. Report dated 06/11/2021 compiled by Kigale Emmanuel (AHO) in which the Extension Officer reported a disease surveillance and monitoring activity. The Officer found out that FMD was still endemic in Bukanga County implying that there could have been vaccination failure, cattle movements were still uncontrolled, . The report was received by the DPO on 5th May 2022.

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.

There was evidence that the extension officers conducted farmer trainings in Rugaaga T/c as indicated below: The reports were endorsed by the DPO as follows;

1. Report dated 30/03/2022 compiled by Kigale Emmanuel (AHO) in which the Extension Officer carried out mass vaccination of goats in villages and regular disease surveillance, sensitization and monitoring of goat farmers on proper disease management, Vaccination of dogs against rabies. The activities were done in Kagando, Kashare, Kiryaburo, Katooky, Rwakinono, Rwankakiri, Ruhanga and Kikunyu parishes. The report was received by DPO on 15/04/2022. Lists of farmers trained attached



<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<ul style="list-style-type: none"> <li>• Report dated 27/02/2022 compiled by Kigale Emmanuel (AHO) in which the Extension Officer reported a monitoring event for the Heifers received under Operation Wealth Creation. The Officer found out that out of the 17 Heifers received, 11 cows were doing well and yielding high, 1 cow aborted, 1 cow was sold off, 3 died and 1 became blind. The report was received by the DPO on 2/03/2022.</li> </ul>
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### A. Functionality of Parish Administrative Structures

1

2

<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>Rugaaga TC is comprised of the following Wards Kiryaburo, Kyampango, and Kabaare.</p> <p>The LG had PDM guidelines at the station. WDCs for all the above Wards were constituted and membership in all the PDCs was as follows:</p> <ol style="list-style-type: none"> <li>1. Chairpersons LC II,</li> <li>2. Town Agents,</li> <li>3. Chairpersons Women Councils,</li> <li>4. Chairpersons Disability Councils,</li> <li>5. Chairpersons Youth Councils,</li> <li>6. Chairpersons of NRM at the Ward and</li> <li>7. Elders/opinion Leaders.</li> </ol> <p>The WDCs were functional as evidenced by the minutes of the meetings conducted as follows:</p> <ol style="list-style-type: none"> <li>1. Kiryaburo</li> <li>2. Kyampango</li> <li>3. Kabaare</li> </ol> <p>The WDCs and Town Agents conducted Sensitization of the communities within the Wards on PDM on the following dates;</p> <ol style="list-style-type: none"> <li>1. Kiryaburo on 2/06/2022</li> <li>2. Kabaare on 2/06/2022</li> <li>3. Kyampango on 28/06/2022</li> </ol> <p>All submission and mobilization meeting are in place.</p>
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2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Data has been compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others Submitted by Town Agents; Kabare on 31/12/2021, Kiryaburo on 12/5/2022, Kyampango on 13/5/2022.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>i. There was no evidence that mapping was done and NGOs, CBOs and that CSOs operating in the LLG were involved in raising awareness about the PDM and planning cycle.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>ii. There was no evidence that the LLG village executive members and PDCs were given information and guidance on approved Programs/activities and priority enterprises through demonstrations, field visits, field days and competitions.</p>	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

iii. There was no evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on priority enterprises that can be implemented in the parish.

0

**B. Planning and Budgeting**

4

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

Maximum score is 6

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

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

i.) The LG had in place annual Budget for 2022/2023 FY duly signed by the TC Tubehamwe Sebastian and the Sub-county Chairperson in the name of Tushabeomwe Mathias. It was signed on 15/09/2022 under Min.FC/Rug/2021/22/09/05. The LG priority projects for the current FY 2022/2023 include; Construction of Administration Block, Supply and delivery of 3 twin desks, pag 8-10 .

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.

ii. The TC annual work plan and budget incorporated priorities submitted by Kyampango Parish on 29/07/2021, Kabaare Ward on 23/07/2022 and Kiryaburo Ward on 29/07/2021.

1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>iii. There was evidence that the LLG held a budget conference on 8/11/2021.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>iv. Budget was submitted to DPU 14/4/2021 and submitted to the district on 15/5/2022</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>Np Evidence</p>	0

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	No Evidence	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	The procurement Plan for the LLG was in place and was submitted to CAO on 14th April 2022.	2
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The LG has a copy of budget prepared Matsiko Quilo ans approvd by Tubehamu Sebastian and submitted on 14/04/2022	0
	Maximum score is 2			

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The Total Local Revenue Budget for FY 2021/2022 was UGX. Actual Collected was UGX. 85,033,103/= as per Cash book & closing statement  85,033,103/(85,200,000 ) x 100=99.8%	1
	Maximum score is 1		The LLG collected 99.8% of the planned OSR.	

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	N/A	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.	i. Local revenue as per accounts FY2021/2022 was 85,033,103.	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	ii. Actual figure was transferred with bank charges and taxes.	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	iii. 10,054,303 was spent on O&m equaling to 19%.	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.	iv. The LLG publicized on the noticeboard the OSR and how it was used for the previous FY.	1

#### D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>LLG submitted annual financial statements to Auditor General on 12/08/2022 as evidenced by receipt of Auditor General</p>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>The LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer on the following dates:</p> <p>1. Quarter One 4th /10/2021</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>2. Quarter two on 5th January 2022</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	3. Quarter Three on 7th April 2022	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	4. Quarter Four 6th June 2022	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>The following officers were appraised on respective dates as follows;</p> <p>i. Mastiko Quilimo treasurer 30/06/2022</p> <p>ii. Agaba ARTHUR CDO 30/06/2022</p> <p>iii. Orishaba JOY acdo 30/06/2022</p> <p>iv. Musoke zainab Town agent 30/06/2022</p> <p>v. Tuhirirwe lilian town agent 30/06/2022</p> <p>vi. Twesigye Joab Town agent 30/06/2022</p>	2
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12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	Head teachers were appraised on 30/12/2021. They include;  i. Namusoke Betty Headteacher Katooma Ps  ii. Katahwire Eldard Head Teacher Rugaga Ps  iii. Sssali David Head Teadteacher Kiryaburo Ps  iv. Mujuni Remegio Headteacher Karungu Ps	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	Rugaaga has only Health Centre IV hence appraisals for HCII &HCIII were not possible.	2
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The list of staff was displayed on the LLG notice board indicating names, designations, telephone numbers and duty stations where applicable.	3
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The TC reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports that were received by District Registry as follows:  1. July 2021 was received on 2/8/2021  2. August 2021 was received on 31/8/2021  3. September 2021 was received on 30/9/2021  4. October 2021 was received on 1/11/2021  5. November 2021 was received on 30/11/2021  6. December 2021 was received on 31/12/2021  7. January 2022 was received on 31/12/2021  8. February 2022 was received on 1/3/2022  9. March 2022 was received on 31/3/2022  10. April 2022 was received on 3/5/2022  11. May 2022 was received on 31/5/2022  12. June 2022 was received on 30/6/2022	3

## F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	N/A	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	N/A	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.	N/A	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	A report by Kamoga Abbdy SEO and Mugarura Edward DCDO dated 11/4/2022 was seen. The following are projects considered as per the plan;  i. Renovation of Town council Hall  ii. Opening of community access roads  iii. Rugaaga Karikwa Keikoba	2
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18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	i. A committee appointed by the SAS on 16/9/2021 with CDO as its Chairperson  ii. A log book to record all grievances was seen	1
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	The complaints referral path was displayed on the LLG Notice Board for public awareness	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	i. Area land committee was appointed by SAS on 17/7/2022 under min 06(C)12/21/22/FC.  ii. However, there was no evidence that the members of the ALC accepted the appointments.	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	There was evidence that the LLG conducted mobilization and awareness campaigns in schools as indicated here below:  Awareness creation on COVID 19 and mobilizing Parents to send their children back to school conducted in the 4 Primary schools of Rugaaga, Kiryaburo, Keirungu and Katooma on the dates of 15/01/2022 and 18/02/2022 addressed to the Town Clerk. The reports were compiled by Twesigye Joab. The focus was on mobilisation for completion of P.7 by pupils and prohibition of child market vendors.	3
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Monitoring of service delivery in basic schools  
Maximum score is 4

Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:

If all schools (100%) - score 4

If 80 – 99% – score 2

If 60 to 79% score 1

Below 60% score 0

There was evidence that the LLG had monitored service delivery in schools at least once a term per school. Reports dated 29/06/2022, 1/04/2022 and 24/06/2022 compiled by Tuhiririrwe Lilian (Town Agent) Musoke Zainab (Town Agent) and Matsiko Quiriono (treasurer) respectively all addressed to the Town Clerk. Notable issues highlighted include attendance to duty, performance of UPE and UPE accountability.

Minutes of the Education Committee dated 16/12/2021 compiled by the Town Clerk were in place.

Existence and functionality of School Management Committees  
  
Maximum score is 3

Evidence that the LLG have functional school management committees in all schools; score 3, else score 0

The SMCs were in place duly appointed as indicated below:

1. Katooma Primary School appointed on 7/04/2021 under minute 5/02/2021 (i)
2. Keirungu Primary School appointed on 14/05/2021 under minute 5/02/2021 (i)
3. Rugaaga Primary School appointed on 22/03/2021 under minute 5/02/2021 (i)
4. Kiryaburo appointed on 3/01/2021 under minute 5/02/2021 (i)

The School management committees met on the dates as indicated below:

1. Rugaaga Primary School:

Term 1: 11/04/2022

Term 2: 03/08/2021

Term 3: 11/09/2021

2. Keirungu Primary School

Term 1:, 20/01/2022

Term 2: 24/05/2022

Term 3: 24/09/2021

3. Kiryaburo Primary School

Term 1:, 04/01/2022

Term 2: 01/06/2022

Term 3: 31/07/2021

4. Katooma Primary School

Term 1:, 14/01/2022

Term 2: 02/06/2022

Term 3: 28/08/2022

All the Schools conducted School management Committee meetings every term.

### I. Primary Health Care Services Management

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

A report dated 26/3/2022 by the health Assistant addressed to the SAS reporting on mobilisation for vaccination campaigns

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	A report dated 21/6/2022 by Tubehamwe Sebastian on monitoring Rugaaga HC IV addressed to the Chairman LC III	<b>4</b>
	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	The LLG does not have any HC II or HC III	<b>3</b>
	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		
	Maximum score is 3			

27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0		
	Maximum score is 3			

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

29 Functionality of investments in water and sanitation facilities  
 Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.  
 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  
 (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  
 Not seen  
 Maximum score 2  
 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:  
 20% in 2022/23  
 30% in 2023/24  
 40% in 2024/25  
 Not seen  
 Maximum score 2  
 0

31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	Not seen	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	The streets and roads were demarked basing on the minute No. 9/11/2021	1
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	The devt plan was available and submitted to CP dated 30/6/2022	1
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0	Solid waste management plan was date on 23/7/2021  Solid waste management and implementation status report dated 30/03/2022 is on file.	1
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	Awareness compaigns were done and dated on 14/5/2021	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	A report was in place dated 30/6/2022 and submitted 22/7/2022	1
33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	N/A	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	N/A	0

#### L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported  Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	There was a report on collection of Agricultural Statistics in Rugaaga TC as follows.  1. A report dated 20/04/2022 authored by Kigale Emmanuel (AHO) on collection of Agricultural Statics on households and the number and type of cattle kept. The statistics were analyzed to show trends and the possible reason for the trends. The report was received by the DPO on 20/04/2022.  2. A report dated 8/12/2021 authored by Besiga Felix (AO) on collection of Agricultural Statistics on households growing Maize in the Wards of Kiryaburo, Kabaare and Kyampango. The report was received by the DPO on 20/04/2022.  3. A report dated 7/04/2022 authored by Besiga Felix (AO) on collection of Agricultural Statistics on households growing beans in the Wards of Kiryaburo, Kabaare and Kyampango. The report was received by the DPO on 20/04/2022.	2
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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

There was evidence that the extension officers conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO.

Report dated 30/06/2022 by Kigale Emmanuel (AHO) where the Extension Worker carried out sensitization of farmers on the Parish Development Model in the parishes of Kashojwa, Rwangabo, Nyabubare, Kyamugasha and Kyarubambura. The report was received by the DPO on 6/06/2022.

Report dated 30/04/2022 by Kigale Emmanuel (AHO) where the Extension Worker reported to have carried out vaccination campaigns against PPR in the villages of Bururuma, Rwenturagara, Kyamura and Rubondo. 41 farmers were reached and 45 goats were vaccinated. The report was received by the DPO on 5/05/2022.

Report dated 15/04/2022 by Kigale Emmanuel (AHO) where the Extension Worker reported to have carried out vaccination campaigns against PPR and rabies in the villages Kasale, Kyantura, Kigazi and Rwembeba. 27 farmers were reached, 216 goats and 5 dogs were vaccinated. The report was received by the DPO on 15/04/2022.

Report dated 27/02/2022 by Kigale Emmanuel (AHO) where the Extension Worker reported to have carried out vaccination campaigns against Black Quarter and rabies in villages of Kemengo, Rutunga, Kabaare, Kiryaburo, Kyampango AKabazana, and Kashojwa Kigali. 83 farmers were reached, 198 cattle and 21 sheep were vaccinated against Black Quarter. 94 pets were vaccinated against Rabies. The report was received by the DPO on 2/03/2022

Report dated 03/02/2022 by Kigale Emmanuel (AHO) where the Extension Worker reported to have carried out vaccination campaigns against Black Quarter and rabies in villages of Kyamura, Rukuuba, Katuntu, Basecamp, Kashojwa, Kasasa, Rwembirizi, KityazaKabazana and Kiretwa. 119 farmers were reached and 180 pets were vaccinated against Rabies. The report was received by the DPO on 8/02/2022

Report dated 07/10/2022 by Kigale Emmanuel (AHO) where the Extension Worker communicated a program for vaccination campaigns against rabies in Parishes of Kashojwa, Kyarubambura, Kiryaburo, Rwangabo and Kyamugasha. 119 farmers were reached and 180 pets were vaccinated against Rabies. The Communication was received by the DPO on 7/10/2021.

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

There was evidence that the Town Clerk and Extension officers in Rugaaga TC monitored agricultural production activities. The activities covered ranged from production of crops, animal and fisheries, micro-scale irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality monitoring, farmers implementing knowledge from trainings, vaccination campaigns etc. All the reports were received and endorsed by the DPO as indicated in the following sampled reports.

1. Report dated 30/05/2022 compiled by Kigale Emmanuel (AHO) in which the Extension Officer reported a disease surveillance and monitoring activity. The Officer found out that PPR disease for goats was still endemic, goats housing was still poor and goat theft was still rampant. The report was received by the DPO on 5th May 2022.
2. Report dated 27/02/2022 compiled by Kigale Emmanuel (AHO) in which the Extension Officer reported a monitoring event for the Heifers received under Operation Wealth Creation. The Officer found out that out of the 17 Heifers received, 11 cows were doing well and yielding high, 1 cow aborted, 1 cow was sold off, 3 died and 1 became blind. The report was received by the DPO on 2/03/2022.
3. Report dated 06/11/2021 compiled by Kigale Emmanuel (AHO) in which the Extension Officer reported a disease surveillance and monitoring activity. The Officer found out that FMD was still endemic in Bukanga County implying that there could have been vaccination failure, cattle movements were still uncontrolled, . The report was received by the DPO on 5th May 2022.

Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	<p>There was evidence that the Town Clerk and Extension officers in Rugaaga TC monitored agricultural production activities. The activities covered ranged from production of crops, animal and fisheries, micro-scale irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, equipment functionality monitoring, farmers implementing knowledge from trainings, vaccination campaigns etc. All the reports were received and endorsed by the DPO as indicated in the following sampled reports.</p> <ul style="list-style-type: none"> <li>• Report dated 30/05/2022 compiled by Kigale Emmanuel (AHO) in which the Extension Officer reported a disease surveillance and monitoring activity. The Officer found out that PPR disease for goats was still endemic, goats housing was still poor and goat theft was still rampant. The report was received by the DPO on 5th May 2022.</li> <li>• Report dated 27/02/2022 compiled by Kigale Emmanuel (AHO) in which the Extension Officer reported a monitoring event for the Heifers received under Operation Wealth Creation. The Officer found out that out of the 17 Heifers received, 11 cows were doing well and yielding high, 1 cow aborted, 1 cow was sold off, 3 died and 1 became blind. The report was received by the DPO on 2/03/2022.</li> <li>• Report dated 06/11/2021 compiled by Kigale Emmanuel (AHO) in which the Extension Officer reported a disease surveillance and monitoring activity. The Officer found out that FMD was still endemic in Bukanga County implying that there could have been vaccination failure, cattle</li> </ul>
Maximum score is 2		

The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	<ul style="list-style-type: none"> <li>• A report dated 27/06/2022 compiled by Besiga Felix (AO) reporting on technical support for model villages and demonstration gardens in the Wards of Kiryaburo, Kabaare and Kyampango.</li> <li>• A report dated 30/04/2022 compiled by Kigale Emmanuel (AAHO) reporting on disease surveillance and diagnosis of sick animals, treatment of sick animals and technical backstopping of farmers and traders in Rugaaga town Council.</li> </ul>
Maximum score is 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.

Ruhiira TC is comprised of the following Wards i.e. Central, Migyera, Nyakamuri and Northern.

- The LG had PDM guidelines at the station.
- PDCs for all the above Parishes were constituted and membership in all the PDCs was as follows:

1. Chairpersons LC II,
2. Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The PDCs were functional as evidenced by the minutes of the meetings held on the following dates:

1. Central ward dated 17/05/2022
2. Migyera ward dated 17/05/2022
3. Nyakamuri ward dated 17/05/2022
4. Northern ward dated 17/05/2022

The PDCs conducted field mobilization meetings as evidenced by reports by Parish Chiefs and attendance lists as indicated below:

1. Central ward on 27/05/2022
2. Migyera ward on 15/06/2022
3. Nyakamuri ward on 19/05/2022
4. Northern ward on 18/05/2022

All PDCs have started on the processes of appraisals of projects for disbursement of funds to implement the projects. The PDCs submitted the Projects on the following dates.

1. Central ward on 16/06/2022 by Bakama Alfred (Town Agent) and were appraised.
2. Migyera ward on 16/06/2022 by Ndyabarema Fred (Town Agent) and were appraised
3. Nyakamuri ward on 16/06/2022 by Murugutu Margret (Town Agent) and were appraised
4. Northern ward on 16/06/2022 by Ikiriza Lilian (Town Agent) and were appraised

2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>The Wards of Northern, Nyakamuri, Migyera and Central have compiled, updated and analyzed data on community profiling disaggregated by village, sex, age, wealth category and economic activity. The Parish Chiefs submitted this data to the Sub-county Chief as indicated in the submissions dated as follows:</p> <ol style="list-style-type: none"> <li>1. Northern: 20/04/2022</li> <li>2. Nyakamuri: 20/03/2022</li> <li>3. Migyera: 10/05/2022</li> <li>4. Central: 24/11/2021</li> </ol>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>The LLG had a comprehensive list of all NGOs, CBOs and CSOs operating in the area. The LLG involved NGOs, CBOs and CSOs in raising awareness about PDM and planning as evidenced by meeting reports from wards as dated below;</p> <ol style="list-style-type: none"> <li>1. Central ward dated 10/06/2022</li> <li>2. Migyera ward dated 13/06/2022</li> <li>3. Nyakamuri ward 12/04/2022</li> <li>4. Norther ward 20/03/2022</li> </ol>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<ul style="list-style-type: none"> <li>• No evidence on any guidance and information provided to the village Executive Committees in preparing Approved Programmes/activities to be implemented within the Parish for the current FY</li> </ul>	0

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>There was evidence that the LLG through parish Chiefs provided guidance to village executive members and PDCs during selection of priority enterprises to be implemented per parish. A list of Priority enterprises per parish was communicated through a letter by the SAS dated 26/06/2022.</p>	2
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**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The Town Clerk Mishereko Wycliff signed on 16/06/2021 and the Town Council Town Council Chairman Biryomumaisho Daniel signed on 16/06/2021. The minute of approval was 15/11/2021. i) The budget investments were drawn from the development plan i.e. Renovation of Council page 70 and page 11 of the annual work plan and budget</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>ii) The Wards conducted meetings, generated priorities and Town Agents submitted them to the Town Council as follows:</p> <ol style="list-style-type: none"> <li>1. Central Ward met on 15/8/2021 and submitted on 4/01/2022</li> <li>2. Migyera Ward met on 8/12/2021 and submitted on 13/12/2021</li> <li>3. Northern Ward met 13/12/2021 and submitted on 14/12/2021</li> <li>4. Nyakamuri Ward met on 10/11/2021 and submitted on 11/12/2021</li> </ol> <p>Renovation of the LLG Office block is on page ii of the Annual Workplan and budget,</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The LLG conducted a budget conference on 27/10/2021 and attracted a variety of stakeholders including Councilors, technical staff, religious leaders, farmers and partners. The budget conference report dated 01/11/2021, indicated that renovation of the office block was a priority from the budget conference.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The LLG budget included investments to be financed in the current FY such as processing of a land titles using LR worth 4million and Renovation of Council on page 11</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>Project profiles for renovation of Council Building in place as per format.</p>	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	The LLG submitted the AWPB for the current FY to the District on 12/05/2022.	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	The LLG prepared and submitted inputs for the procurements to be done in a LLG for the current FY in a Procurement plan FY2022/23 which included renovation of Council offices prepared. It was prepared by the Treasurer and confirmed by the TC submitted and received by head DPU on 21/04/2022.	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	<ul style="list-style-type: none"> <li>The project to be funded under DDEG for FY2022/23 is Land titling which complies with the investment menu in the DDEG Grant, Budget and Implementation Guidelines.</li> </ul>	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The Budget for Own Source Revenue 2021/2022 FY was UGX. 20,920,000 (Page 31 of the Annual Financial Statement)  Actual revenue collected is UGX. 20,638,000 which is 98.7% of the budget.	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	The LLG own source revenue collection increased between last FY and last FY but one as below:-  Actual collection for FY 2020/2021 was UGX. 9,193,000  Actual collection for FY 2021/2022 was 20,638,000  $20,638,000 - 9,193,000 = 11,445,000$ equivalent to 124.5%  So there was an increase of 24%.	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.	Own Source Revenue realized for FY 2021/2022 was 20,638,000, This implies that the Mandatory remittance to lower units is UGX.4,024,410  Actual remittance was 1,375,000 meaning the LLG didn't fully remit collected LR.	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	Actual collection for FY 2021/2022 was 20,638,000, 65% of this is 13,414,700= and Actual expenditure on Councillors was 4,030,000 which is 30% of the LLG net OSR. The LLG spent more than 20%	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	UGX. 500,000 was spent on repair of a printer and 480,000= on salaries of a cleaner totaling to 980,000= for Operation and maintenance which is 7%.	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.	The Own Source Revenue received and how it was used for the previous FY was pinned on the LLG Notice Board.	1

#### D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>The LLG submitted its Annual Financial statements to the Auditor General on 31/08/2022 in a submission letter dated 26/08/2022.</p>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October</p> <p>score 1 or else 0</p>	<p>The LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer on the following dates:</p> <p>1. Quarter one 05/10/2021</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January</p> <p>score 1 or else 0</p>	<p>The LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer on the following dates:</p> <p>Quarter two on 14th January 2022</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>The LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer on the following dates:</p> <p>Quarter Three on 14th April 2022</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>The LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer on the following dates:</p> <p>Quarter Four 15th June 2022</p>	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Ruhiira TC has the following Permanently posted Local Government staff and the Town Clerk appraised them as follows:</p> <ol style="list-style-type: none"> <li>1. Ikiriza Lilian–Parish Chief, Northern ward was appraised on 30/06/2022</li> <li>2. Murugutu Margaret–Parish Chief, Nyakamuri ward was appraised on 30/06/2022</li> <li>3. Ndyabarema Fred–Parish Chief, Migyera ward was appraised on 30/06/2022</li> <li>4. Bakama Alfred–Parish Chief, Central ward was appraised on 30/06/2022</li> <li>5. Mubangizi Pauson – CDO was appraised on 30/06/2022</li> <li>6. Tumuramy Justine – Senior Accounts Assistant was appraised on 30/06/2022</li> <li>7. Mwiine Joshua - Assistant Agriculture Officer was appraised on 30/06/2022</li> <li>8. Nuwahereza Amon - Assistant Health Officer was appraised on 30/06/2022</li> </ol>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>Ruhiira TC has 5 Primary Schools and the Town Clerk appraised them as follows:</p> <ol style="list-style-type: none"> <li>1. Akampa Lorrant – Senior Education Assistant II, Omwicwamba Primary School was appraised on 31/12/2021.</li> <li>2. Biryabarema Apollo – Senior Education Assistant II, Migyera Primary School was appraised on 31/12/2021.</li> <li>3. Akankwatsa Amulet - Senior Education Assistant II, Ngoma Primary School was appraised on 31/12/2021</li> <li>4. Ahimbisibwe Henleous - Deputy Head Teacher, Ruhiiira Primary School was appraised on 31/12/2021</li> <li>5. Kemirembe Margaret – Head teacher, Nyakamuri II Primary School was appraised on 31/12/2021.</li> </ol>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III &amp; II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>Ruhiira TC has one HCIII and HCII. Their health centre in charges were appraised as follows;</p> <ol style="list-style-type: none"> <li>1. Nyamate Julia – Incharge Ruhiiira HCIII was appraised on 30/06/2022</li> <li>2. Nyarare Eddie – Incharge Migyera HCII was appraised on 30/06/2022</li> </ol>	2

13	Staff duty attendance	Evidence that the LLG has	<ul style="list-style-type: none"> <li>• Staff structure was in place</li> <li>• LLG staff list was in place, comprehensive and it indicated Health centre and Primary School Staff.</li> <li>• The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charges.</li> </ul>	<b>3</b>
	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	<p>The Town Clerk reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows:</p> <ul style="list-style-type: none"> <li>July 2021 on 03/8/2021</li> <li>Aug 2021 on 06/9/2021</li> <li>Sept 2021 on 06/10/2021</li> <li>Oct 2021 on 03/11/2021</li> <li>Nov 2021 on 02/12/2021</li> <li>Dec 2021 on 06/1/2022</li> <li>Jan 2022 on 01/2/2022</li> <li>Feb 2022 on 03/3/2022</li> <li>March 2022 on 01/4/2022</li> <li>April 2022 on 02/5/2022</li> <li>May 2022 on 06/6/2022</li> <li>June 2022 on 02/7/2022</li> </ul>	<b>3</b>
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		

**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	The Town Council didn't receive DDEG funds in the previous FY	<b>2</b>
	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	• The Town Council didn't receive DDEG funds in the previous FY	0
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16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	The TC had no project for last FY as it was rolled into the current FY.	0
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**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	The LLG has planned for the renovation of Ruhiira TC Headquarter offices with the following interventions and E&S has been done as per the Screening dated 05/02/2022  -and ESMP developed dated 05/02/2022	2
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18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<p>The LG has a system for recording, investigating and responding to grievances.</p> <p>A committee to handle grievances has been appointed by the TC and communicated to the LC III chaiperson. There is a complaint referral path chart.</p> <ul style="list-style-type: none"> <li>• There is a grievances record book with 2 cases on recorded as follows; <ol style="list-style-type: none"> <li>1. On 07/03/2022 a case on water contamination was reported, the technical team visited, the report on the pollution of water was written and the pollution of water warned against as per the letter dated 14/03/2022</li> <li>2. On 09/4/2022 Tumuramye Godfrey complained about 2 market days falling on the same day and the case was forwarded to the next council as per the letter dated 02/05/2022.</li> </ol> </li> </ul>	1
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0</p>	<p>The refferal path chat and members of the committe on the noticeboard.</p>	1
19	<p>The LLG has a functional land management system</p> <p>Maximum score 1</p>	<p>If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• The LLG constituted the Area Land Committee comprising of the 5 members as follow as; <ol style="list-style-type: none"> <li>1. Turyamureeba Julius</li> <li>2. Rwabariza Tugume Beatrice</li> <li>3. Akampurira Dickson</li> <li>4. Tushemereirew Jackline</li> <li>5. Nsiimire Godon</li> </ol> </li> <li>• The above committee members were appointed on 03/01/202 as evidenced by their Appointment Letters, acceptance letters and oath of allegiance dated 05/ 01/2022.</li> <li>• The committee is functional as evidenced by Minutes of meeting held on 12/01/2022 and 24/05/2022</li> </ul> <p>However, there is no evidence on committee approval by the District though a proposal was submitted on 12/10/2021</p>	1

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



20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>There is evidence that the LLG conducted awareness campaigns and Parent's mobilization for improvement of education service delivery as follows;</p> <ul style="list-style-type: none"> <li>• Mobilization report in place dated 19/1/2022 though with no content of awareness creation and mobilization in the report.</li> <li>• Evidence of a report on awareness creation and sensitization campaigns on education services in Omwicwamba P/school dated 25/2/2022 with attendance sheets dated 24/2/2022 by the town clerk submitted to Chairperson LC III on 25/2/2022</li> </ul>	3
21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<ul style="list-style-type: none"> <li>• Evidence of monitoring reports on schools dated 17/6/21, 17/9/21, 20/4/2022, 16/12/2021 reflecting water and Sanitation in schools.</li> <li>• Lack of furniture by TOWN AGENT submitted to Town clerk. The schools monitored include Ngoma, Omwichewamba, Nyakamuri II Primary school, Grace model primary school, Migyera II primary school, Ruhiira Primary school (All the five primary school plus 1 for private)</li> </ul>	4
22	<p>Existence and functionality of School Management Committees</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional school management committees in all schools; score 3, else score 0</p>	<p>Evidence of minutes of school Management committees for Migyera P/S dated 28/2/2021, 4/5/2021, 1/8/2021, 8/12/2021, Action plans evidenced dated 8/2/2021.</p> <p>Omwichewamba P/S dated 12/11/2021, 16/8/2021, 12/2/2021, reflecting functionality, Implementation and greed actions; evidence of work plan including extent of implementation dated 31/12/2021</p> <p>Ruhiira p/s 10/2/2021, 11/11/2021, 17/8/2021, 3/2/2021 and school action plans reflecting implementation status dated 31/12/2021.</p> <p>Nyakamuri II Primary school 5/2/2021, 12/11/2021, 16/8/2021 and school action plans reflecting implementation status.</p> <p>Ngoma P/S 1/3/2021, 8/9/21, 9/12/21 and school action plan dated reflecting implementation status.</p> <p>No appointment letter from SMC in the five schools.</p>	3

## I. Primary Health Care Services Management

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery as follows;</p> <ul style="list-style-type: none"> <li>• Report on mobilization dated 12/09/2021 by Nuwahereza Amon Health Assistant, Ruhira TC</li> <li>• Report on awareness and sensitization on Health care improved services dated 12/10/2021 by Nuwahereza Amon Health Assistant Ruhira TC.</li> <li>• Quarterly report on general Health services in Town council authored by Nuwahereza Amon, Health Assistant dated 30/04/2022</li> </ul>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>LLG monitored aspects of health service delivery during the previous FY as follows;</p> <ul style="list-style-type: none"> <li>• A monitoring report for Migyera HCII authored by Nuwahereza Amon, Health Assistant dated 07/8/2021</li> <li>• A monitoring report for Ruhira HCIII authored by Nuwahereza Amon, Health Assistant dated 17/10/2021</li> <li>• A monitoring report for Migyera HCII authored by Nuwahereza Amon, Health Assistant dated 16/03/2022</li> </ul>	4
25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0</p>	<ul style="list-style-type: none"> <li>• LLG constituted the Health Unit Management Committees for all Health Facilities in a meeting dated 06/08/2021 under Min: 1/8/22 with Boroba Alphonse as the secretary and Kakiiza Charles as the Speaker.</li> <li>• The constituted Health Unit Management Committees are functional as evidenced by the meeting Minutes for the following Health Centers;</li> <li>- Migyera HCII dated 22/12/2021 and 11/03/2021</li> <li>- Ruhira HCIII dated 16/9/2021 and 09/06/2022</li> </ul>	3

**J. Water & Environment Services Management**

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

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

30	Development of the Physical Development Plans as per guidelines  Maximum score 2	<p>(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• LLG has constituted a Physical Planning Committee comprised of 7 members evidenced by Appointment letters dated 16/06/2022.</li> <li>• The Committee has held two meetings dated 01/07/2022 and 24/06/2022</li> </ul> <p>However, there was no list of the appointed committee members and no evidence of considering new investments /application forms.</p>	<b>0</b>
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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:	Approved action area plan not seen	0
		20% in 2022/23		
		30% in 2023/24		
		40% in 2024/25		
31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	• As a newly created LLG with no funding, no infrastructure investment under taken	0
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	LLG has named streets, numbered plots, surveyed and demarcated roads as evidenced by meeting dated 10/03/2022 under 10/3/22 as follows;  - Kajabaganyi – Kyomukama road  - Rwabahima Road  - Karama – James Road  - Mutukura Road  However,  • There is only a submission for the road networks dated 14/2/2022	1

31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0</p>	<p>LLG has a functional Development Control Team that was appointed on 20/06/2022 and submitted to the Chairperson LCIII. It is comprised of the following;</p> <ol style="list-style-type: none"> <li>1. Mugume James</li> <li>2. Baganda Christopher</li> <li>3. Nuwahereza Amon</li> </ol> <p>The team has conducted one survey and produced a report dated 30/06/2022</p>	1
32	<p>The LLG has developed and implemented a solid waste management plan</p> <p>Maximum score 2</p>	<p>(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• There is a solid waste management plan for FY2021/22 dated 01/07/2022</li> <li>• The LLG has produced one status report as evidenced by a report authored by Nuwahereza Amon dated 23/07/2021</li> </ul>	1
32	<p>The LLG has developed and implemented a solid waste management plan</p> <p>Maximum score 2</p>	<p>(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• There is evidence that the LLG conducted awareness campaigns on management of solid waste as evidenced by a report on Solid Waste Management dated 14/05/2021 that includes aspects of separation of degradable and non-degradable waste, digging refuse pits for disposing solid waste use of separated waste as manure and burning plastics</li> </ul>	1
33	<p>Operation and Maintenance of infrastructure</p> <p>Maximum score is 3</p>	<p>(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• LLG has an Asset Register dated 30/06/2021 for Land and buildings showing status of the infrastructure.</li> </ul>	1
33	<p>Operation and Maintenance of infrastructure</p> <p>Maximum score is 3</p>	<p>(ii) If the LLG has prepared an O&amp;M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0</p>	<ul style="list-style-type: none"> <li>• No evidence seen for O&amp; M</li> </ul>	0

33	Operation and Maintenance of infrastructure	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	NO EVIDENCE	0
	Maximum score is 3			

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG	<p>There were reports on collection of Agricultural Statistics in Ruhiiira TC as below:</p> <ol style="list-style-type: none"> <li>1. A report dated 23/11/2021 authored by Mwine Joshua (Agricultural Officer) on collection of Agricultural Statics on production status of Households (Those in commercial Production and those in Subsistence). The statistics were analyzed to show the total numbers in each category and the registration status of the households. The report was received by the DPO on 25th November 2021</li> <li>2. A report dated 23rd December 2021 authored by Mwine Joshua (Agricultural Officer) on collection of Agricultural Statistics in Migyera Ward for land allocated to particular enterprises per household for the enterprises of bananas, beans, coffee, cassava and maize. The statistics were analyzed to show the percentages allocated per enterprise. The report was received by the DPO on 27/12/2021.</li> <li>3. A report dated 4th April 2022 authored by Mwine Joshua (Agricultural Officer) on collection of Agricultural Statistics in Central Ward for land allocated to particular enterprises per household for the enterprises of bananas, beans, coffee, cassava and maize. The statistics were analyzed to show the percentages allocated per enterprise. The report was received by the DPO on 11/04/2022.</li> <li>4. A report dated 26/10/2021 authored by Mwine Joshua (Agricultural Officer) on collection of Agricultural Statics for production status of Households (Those in commercial Production and those in Subsistence). The statistics were analyzed further to show the most common enterprises per ward in order of their importance and their relationship with food security. The report was received by the DPO on 27th October 2021</li> </ol>	2
	Maximum score is 2	Production Office score 2 or else 0.		

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

There was evidence that the extension officer in Ruhiira TC conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO as indicated below.

Report dated 1st April 2022 on disease surveillance in Northern Ward by Mwine Joshua (AO) in which the Agricultural Officer sensitized the farmers on Coffee pests and diseases. The report was received by the DPO on 5th April 2022.

Report dated 1st November 2021 on disease surveillance in Migyera Ward by Mwine Joshua (AO) in which the Agricultural Officer sensitized the LC 1s and farmers in Migyera Ward and the villages of Kakoni I, Kagongi II and Kagongi I on the pests that resemble variegated grasshoppers which attacked beans, Solanum Potatoes, Cassava, Bananas, Coffee and Sweet potatoes. The report was received by the DPO on 3rd November 2021.

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

There was evidence that the Town Clerk, the town agents and the Agricultural extension officer supervised and monitored Agricultural production activities in Ruhira TC. The reports indicated supervision/monitoring findings, challenges found out, recommendations, Reports were prepared and copies submitted to the DPO as follows:

1. Report dated 23rd June 2022 by Byaruhanga James the Town Clerk and copy received by the DPO on 27th June 2022.
2. Report dated 24th May 2022 by Byaruhanga James the Town Clerk and copy received by the DPO on 27th May 2022.
3. Report dated 22nd April 2022 by Ikiriza Lilian the Town Agent and a copy received by the DPO on 26th April 2022.
4. Report dated 22nd March 2022 by Atwine Angella Town Clerk and a copy received by the DPO on 24 March 2022.
5. Report dated 3rd February 2022 by Bakama Alfred (Town Agent) and a copy received by the DPO on 7th February 2022.
6. Report dated 27th January 2022 by Atwine Angella and a copy received by DPO on 28th January 2022.
7. Report dated 20th December 2021 by Mishereko Wycliff (Town Clerk) and a copy received by DPO on 21st December 2021.
8. Report dated 23rd November 2021 by Mishereko Wycliff (Town Clerk) and a copy received by DPO on 24th November 2021.
9. Report dated 29th October 2021 by Bakama Alfred (Town Agent) and a copy received by the DPO on 29th October 2021.
10. Report dated 29th September 2021 by Mishereko Wycliff (Town Clerk) and a copy received by DPO on 30th September 2021.
11. Report dated 14th September 2021 by Mishereko Wycliff (Town Clerk) and a copy received by DPO on 16th September 2021.
12. Report dated 29th August 2021 by Mishereko Wycliff (Town Clerk) and a copy received by DPO on 31st August 2021.



Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	<p>There was evidence that the extension officers conducted farmer trainings in Ruhira Town Council as indicated below:</p> <ol style="list-style-type: none"> <li>1. A report dated 4th April 2022 by Mwine Joshua (AO) in which the extension Worker conducted training on Post-harvest handling and backyard gardening in Central and Nyakamuri Wards. The training ranged from agronomy of the major crops, good Agricultural practices, Soil and water conservation, and integrated pest management to mention but a few. The report was received by the DPO on 5th April 2022.</li> <li>2. A report dated 1st April 2022 by Mwine Joshua (AO) in which the extension Worker reported that he conducted trainings on good agronomic practices for coffee and Banans in Northern, Migyera, Central and Nyakamuri Wards. The training focused on coffee rehabilitation, fertilizer application, and seedbed preparation. The report highlights challenges and makes some recommendation. The report was received by the DPO on 7th April 2022.</li> <li>3. A report dated 27th September 2021 by Mwine Joshua (AO) in which the extension Worker reported that he conducted trainings on line planting, sustainable land management, organic farming, pests and diseases management etc in Northern, Migyera, Central and Nyakamuri Wards. The report also highlights Government support to the communities through OWC which support included supply of maize seed, bean seeds. The report highlights challenges and makes some recommendation. The report was received by the DPO on 18th September 2021.</li> <li>4. The Local Government had in place annual and quarterly work plans and budgets.</li> </ol>
Maximum score is 2		

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officers in Kikagate Sub-county conducted farmer visits to offer extension and advisory support to farmers and farmer groups. The extension/advisory services covered the areas of good Agricultural practices in crops, postharvest handling, pests and disease surveillance, farmers implementing knowledge from trainings, group dynamics, family life education, bio-intensive gardening, soil fertility management. Extension/advisory support reports were compile and submitted to the DPO as indicated in the following sampled Extension/advisory support reports and travel schedules.</p> <ol style="list-style-type: none"> <li>1. A report dated 4th April 2022 by Mwine Joshua (AO) in which the extension Worker conducted training on Post-harvest handling and backyard gardening in Central and Nyakamuri Wards. The training ranged from agronomy of the major crops, good Agricultural practices, Soil and water conservation, and integrated pest management to mention but a few. The report was received by the DPO on 5th April 2022.</li>   <li>2. A report dated 1st April 2022 by Mwine Joshua (AO) in which the extension Worker reported that he conducted trainings on good agronomic practices for coffee and Banans in Northern, Migyera, Central and Nyakamuri Wards. The training focused on coffee rehabilitation, fertilizer application, and seedbed preparation. The report highlights challenges and makes some recommendation. The report was received by the DPO on 7th April 2022.</li>   <li>3. A report dated 27th September 2021 by Mwine Joshua (AO) in which the extension Worker reported that he conducted trainings on line planting, sustainable land management, organic farming, pests and diseases management etc in Northern, Migyera, Central and Nyakamuri Wards. The report also highlights Government support to the communities through OWC which support included supply of maize seed, bean seeds. The report highlights challenges and makes some recommendation. The report was received by the DPO on 18th September 2021.</li>   <li>4. The Local Government had in place annual and quarterly work plans and budgets.</li> </ol>
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#### **A. Functionality of Parish Administrative Structures**

1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>PDCS are functional and in place</p> <p>24/05/2022 – Ihunga Parish</p> <p>25/05/2022 – Rwantaha Parish</p> <p>28/05/2022 – Mirambiro Parish</p> <p>26/05/2022 – Rushasha Parish</p> <p>Monitoring dates as per above</p>	2
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>The list of disaggregates data according to gender, sex, age and economic activity in place.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>The report of NGO's, CBO in place.</p>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The attendance sheets available</p>	2
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3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>The list of Parish priorities dated</p>	0
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**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>LGDP III approved on 12/5/2022 under minute number 32/Council/2021/2022: and signed by Mubagizi Stephen the LC III chairperson and Babwetera Innocent the sub county chief</p> <p>The AWPB was approved on 15th May 2022 under minute 24/Council/2021/2022 Signed by Mubagizi Stephen the Chairman LC III and Babwetera Innocent the sub county chief</p> <p>Investment priorities as per the TCDP and AWPB are:</p> <p>Procurement of Water at a cost of 20M</p> <ul style="list-style-type: none"> <li>- Supply 23 twin seats desks</li> <li>- Completion of LC III office</li> <li>- Land titling Page 1</li> </ul>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The prioritized investments from parishes were not submitted</p>	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The LLG held a budget conference on 11/10/2021 and supply of desks, Construction of 2 classroom blocks at Kendobo p/s and maintenance of roads were outputs of the budget conference. The budget conference report is dated 14/10/2021.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The projects that were included;</p> <p>Supply of desks to schools on page 2, maintenance of community access roads on page 3 and construction of 2 classroom block at Kendobo p/s on page 1</p>	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	No evidence 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	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The budget was submitted to the District on 12/05/2022	1
	Maximum score is 6			
5	Procurement planning for the current FY: submission of request for procurement	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	The LLG prepared and submitted the procurement plan to CAO by Babwetera Innocent the sub county chief and prepared by Gumisiriza Christopher on 10th march, 2022	2
	Maximum score is 2			
6	Compliance of the LLG budget to DDEG investment menu for the current FY	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	The DDEG IPF was UGX. 29,933,118. Budget for DDEG capital investment was UGX. 23,291,079 (78%) Budget for investment servicing was UGX. (21%) Data budget was UGX. 2,993,312 (10%) The budget on capital investment is less than 80%	0
	Maximum score is 2			

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	i. The Budget for Local Revenue 2021/2022 was UGX. 30,292,500 as per budget on page 3 and Actual OSR realized was UGX. 30,662,500 in the AFS on page 30 equivalent to a Performance of 101%  $(30,662,500/30,292,500) \times 100 = 101\%$	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 by one to previous FY by more than 5 %, score 1 or else score 0	FY 2020/2021 Actual Revenue collected as per final Accounts 20,781,321, FY 2021/2022 Actual Revenue collected as per final Accounts 30,662,500 o.  $((30,662,500/20,781,321) - 20,781,321) \times 100 = 47.5\%$	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 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	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	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG:  iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	No evidence seen	0
	Maximum score 4			

**D. Financial 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	The LLG Submitted AFS to auditor general on 10/8/2022	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	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	Quarterly financial and physical progress reports, for Q1 was submitted to the LG Accounting Officer by SAS on 4th October 2021	1
	Maximum score is 6			



11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Quarterly financial and physical progress reports, for Q2 was submitted to the LG Accounting Officer by SAS on 6th January 2022</p>	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Quarterly financial and physical progress reports, for Q3 were submitted to the LG Accounting Officer by SAS on 12th April 2022</p>	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Quarterly financial and physical progress reports, for Q4 were submitted to the LG Accounting Officer by SAS on 1st July 2022</p>	3
	<p>Maximum score is 6</p>			

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

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	Rushasha sub county has the following Permanently posted Local Government staff and the SAS appraised them as follows:  1.Rweyuna Jonan . AO – 20/6/22 2.Kamara Didus – HA 30/6/22 3.Abenawe Jonath -CDO – 3/6/22 4. Tumuhimbise Fred -Vet Off – 30/6/22  5.Ampaire Frank –PC - 30/6/22 6.Mugarura Eliasaph - PC – 30/6/22 7. Wagira Vicent - PC - 30/6/22 8. Birungi Denis – PC - 30/6/22 9. Gumisiriza Christopher – SAA – 30/6/22	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	There are 07 Head teachers for Government aided Primary Schools and were appraised as follows:  1. Ariho Hindiya of KendoboS p/s on 28/06/2021	0
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	There is 1 (one) Health Centre in Endiinzi TC as listed and appraised as below;  Rushasha HCIII on 30/06/2022 Agaba Naswif -Assistant Nursing Officer 30/6/22	2
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	LLG staff list was in place and publicized on a notice board Covering headquarter staff, Health workers and all the teachers.	3

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The SAS reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports received by the District Registry as;  June on 12/7/2022, May on 3/6/2022, April on 2/6/2022, March on 4/4/2022, Feb on 7/3/2022, Jan on 4/2/2022, Dec 6/1/2022, Nov. on 3/12/2021, Oct. on 10/11/2021, Sept on 4/10/2021, Aug. on 12/9/2021, July on 4/8/21	3
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**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	IN AWPB for FY 2021/22, DDEG is budgeted for as follows:  1. Total DDEG budgeted for is 29,933,118  1. 2. Project (name project and amount of ) on 2. Procurement of strom state desks - 12,255,282= 3. Completion on LC III office - 10,946,997= 4. Office furniture - 5,000,000=  3. Monitoring and investigate serving  4. Data collection and Parish Planning – 1,653,631  5. Compute percentage for Project  6. Percentage for M&E investiment  7. Percentage for Data and Parish Planning  As per the LLG AFS,	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	Admin -115% Finance - 53 % Stat - 152% Prod. 135% Health - 0% Roads - 29%  N.R - 0%  CBS - 50%	0

16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	No evidence seen	0
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**G. Environmental and Social Safeguards**

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	No evidence seen	0
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18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	No evidence seen	0
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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	- Area land committee appointed by the SAS as per appointments date 28/12/2021  - On the instruction from CAO date 23/12/2021 based on District Council approval under Min 06(c)12/21/22/FC	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	The LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery as per report by;-  i. Abenawe Jonath, the CDO dated 29/06/2022 Addressed to SAS covering areas of School dropout, early marriage and teenage pregnancies  ii. Wagira Vicent the PC dated 30/4/22 Addressed to SAS covering areas of conditions of government schools.	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	The LLG monitored schools as per the reports by:-  i. Abenawe Jonath, the CDO dated 26/5/22 addressed to SAS covering Government Schools indicating Challenges during service delivery  ii. Mugarura Eliasaph , the PC dated 5/5/2022 addressed to SAS covering government schools On the Rate of school dropout  Notable issues highlighted in the reports were discussed in the committee responsible dated 27/7/2022 by Byaruhanga Moses	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	No evidence was availed	0
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### I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	The LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery as per report by:  Kamara Didas the H/A dated 23/6/22 addressed to SAS on MCH, ART, 10/6/22 addressed to SAS on MCH, ART & TB, COVID 19 immunisation, hygiene & sanitation.	3
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24	The LLG monitored health service delivery at least twice during the previous FY  Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	The LLG monitored aspects of health service delivery as per the reports by;  i. Innocent Babwetera, SAS, dated 26/6/2022 addressed to CP LCIII on the health units of Rwantaha HC II Rubondo HC II & Rushasha HC III on HW's attendance to duty, major repairsrequired, adequacy of staff in HCs anddrug stock outs.  ii. Innocent Babwetera , the SAS, dated 20/5/2022 addressed to CP LC III on Hus of Rwantaha, Rubondo & Rushasha  Issues: The Solar system at Rushasha, Rain water harvesting tanks at Rushasha HC III. Support staffs attendance to duty.  iii. Innocent Babwetera, the SAS, dated 29/12/2021 addressed to CP LC IIIon Delayed supply of drugs in all HUs  The SAS' submitted the reports on 30/12/2021 and received on 30/12/2021	4
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25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	No evidence for Humic committee	0
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### J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	LLG submitted a written request to the DWO for consideration through the SAS in a submission dated 27/01/22 and received by the DWO's office on 27/07/22	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	Reports on water and environment monitoring / supervision submitted to the SAS by the HA, Mr. Kamara Didas dated 28/6/22 seen on 2 points / facilities out of 2 in the LLG	3												
28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	- Water and Sanitation Committee were established as per the following submissions/appointments:-  <table border="1"> <thead> <tr> <th>Water points/Facility</th> <th>Date of appointment</th> </tr> </thead> <tbody> <tr> <td>i. Rwantaha C Borehole</td> <td>28/6/2022</td> </tr> <tr> <td>ii. Kinami Borehole</td> <td>28/6/2022</td> </tr> </tbody> </table> <p>2. The Committees are operational and hold meetings as follows:-</p> <table border="1"> <thead> <tr> <th>Water Point/Facility</th> <th>Date of Meeting</th> </tr> </thead> <tbody> <tr> <td>i. Rwantaha C</td> <td>24/6/2022</td> </tr> <tr> <td>ii. Kinami</td> <td>27/6/2022</td> </tr> </tbody> </table>	Water points/Facility	Date of appointment	i. Rwantaha C Borehole	28/6/2022	ii. Kinami Borehole	28/6/2022	Water Point/Facility	Date of Meeting	i. Rwantaha C	24/6/2022	ii. Kinami	27/6/2022	2
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i. Rwantaha C	24/6/2022															
ii. Kinami	27/6/2022															
29	Functionality of investments in water and sanitation facilities  Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	There is no updated list of the two water facilities in Rushasha sc	0												

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

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

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

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

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



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

33                      Operation and Maintenance of infrastructure  
  
Maximum score is 3

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

**L. Production Services Management**

34                      Up to date data on agriculture and irrigation collected, analyzed and reported  
  
Maximum score is 2

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

Evidence of data collection & analysis of livestock statistics on number of farmers dated 24/6/22 by AVO submitted to the DPO & a report on agricultural statistics dated 24/3/22 by AAHO submitted to DPO.  
  
Evidence of data on agricultural statistics dated 15/3/22 by AO submitted to CAO

**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 of mobilization and awareness on Agricultural programmes eg feed the future PDM on 30/5/22 by to attendance lists dated 18/5/22 submitted to DPO  
  
- Evidence of a report on awareness & sensitisation of livestock farmers on different classes of accalicies dated 30/8/21 submitted to DPO.

**2**

36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>- Evidence of 12 sets of monitoring o: report on livestock blindness in cattle dated 28/6/22 by AAHO submitted to DPO, FMD dated 31/5/22, Black Quarter vaccination dated 29/4/22, Tick borne diseases dated 28/2/22, Pests and Ruminants and diseases dated 27/01/22, accalicide usage and effectiveness date 30/11/21, Goat and Sheep pox dated 29/10/22, lumpy skin disease dated 30/9/2021, accalicide usage and effectiveness dated 30/8/21</p>	2
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>- Evidence of quarterly training and sensitization on FMD dated 24/3/22 by AAHO submitted to DPO. Attendance sheets attached dated 17th,18th, 19th,24th, 25th, 26th and 27th Jan. 2022.</p> <p>- Evidence of training on irrigation of crops dated 11/04/by AO submitted to DPO</p>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>- Evidence of a report on Technical support to farmers horsting demonstration gardens dated 10/3/22 by AO submitted to CAO</p> <p>- Report on technical support to model farmers on establishment and management of fodders by the AAHO submitted to DPO dated 10/02/22</p>	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.

Ruyanga SC is comprised of the parishes of Katojo, Kajaho, Rutooma, Nshungyezi and Ruyanga.

The LG had PDM guidelines at the station.

PDCs for all the above Parishes were constituted and membership in all the PDCs was as follows:

1. Chairpersons LC II,
2. Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The PDCs were functional as evidenced by the minutes of the meetings held on the following dates:

1. Katojo on 24/05/22
2. Kajaho on 20th May 2022
3. Rutooma on 06/06/2022
4. Nshungyezi on 25/05/22
5. Ruyanga on 24/05/22

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.

The LLG had aggregated data for the parishes of Parishes of Katojo, Kajaho, Rutooma, Nshungyezi and Ruyanga

2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	Evidence not seen	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>The activities to be implemented in the current FY 2022/2023 were in place as approved by PDCs and as indicated in the minutes of the Parish meetings held as indicated below:</p> <ol style="list-style-type: none"> <li>1. Katojo</li> <li>2. Kajaho</li> <li>3. Rutooma</li> <li>4. Nshungyezi</li> <li>5. Ruyanga.</li> </ol>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>There was evidence that the LLG through parish Chiefs provided guidance to village executive members and PDCs during selection of priority enterprises to be implemented per parish. A list of Priority enterprises per parish was communicated through a letter by the SAS dated 26/06/2022. Activities reflected in the budget for the FY 2022/23</p>	2

## B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The SAS Tumuhamyre Reuben Karima signed on 23/08/2021 and the Sub-county Chairman Mugisha Akim signed on 23/08/2021.</p> <p>The LG had in place an approved budget for 2022/2023 FY the Sub-county Chairperson on 13/05/2022 .</p> <p>1. The LG priority project for the current FY AWPB is the Renovation of Sub county office structure which appears in the TCDP pg 69.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The priorities were derived from Parish submissions by Nshungyezi Parish Chief Asaba Kedeth in a submission dated 12/10/2021, (Renovation of Sub county office structure)</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The priorities were as a result of the proceedings of the Budget Conference held on 28/10/2021</p>	1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The LLG Budget included investments for prioritised project of renovation of SC structure on page 5 in the AWPB</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>v. There was evidence of project profiles for the prioritised projects for identified Development projects on file.</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>The LLG Work plan and Budget was submitted to the District on 13th May 2022.</p>	1
	<p>Maximum score is 6</p>			
5	<p>Procurement planning for the current FY: submission of request for procurement</p>	<p>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</p>	<p>The procurement Plan for the LLG was in place and was submitted to PDU on 04/04/ 2022.The Procurement Plan incorporates priorities in the 5 Year DP and the Annual Work plan and Budget.</p>	2
	<p>Maximum score is 2</p>			

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	i. DDEG Grant IPF in Budget =4,488,726 ii. Cost of DDEG project = 3,590,981 iii. $(3,590,981/4,488,726) \times 100\% = 80\%$  The investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines of spending NOT LESS THAN 80% on Capital projects.	2
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**C. Own Source Revenue Mobilization and Administration**

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The Total Local Revenue Budget for FY 2021/2022 was UGX. 28,301,531 as per Final Accounts  Actual Collected was UGX. 68,893,000.  $68,893,000/28,301,531 \times 100=243\%$  The LLG collected 243% of the planned OSR, thus not with in the +/-10%	0
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	FY 2020/2021 Actual Revenue collected as per final Accounts was UGX. 14,854,418  FY 2021/2022 Actual Revenue collected as per final Accounts UGX. was 28,301,531  Increase in LR Collected $28,301,531 - 14,854,418 = 13,447,113$  iv. $13,447,113/28,301,531 \times 100=91.5\%$  OSR increased by 91.5% from previous FY but one to previous FY	1
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  i. Has remitted OSR to the administrative units, score 1 or else score 0.	i. In Voucher No (12/6/22) for the transfer to villages and Parishes was UGX. 750,000= FY 2021/2022 Actual Revenue collected as per final Accounts was UGX. 20,736,593	0
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9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: 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	Expenditure on Councillors was UGX. 3,994,000 (3,994,000/20,736,593) *100 = 19.26% of OSR was used on Councillors.	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	There was no evidence of expenditure on O & M.	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.	OSR collection & allocation was publicised on the LLG notice boards	1

#### D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	LLG submitted annual financial statements to Auditor General on 19/08/2022 as evidenced by acknowledgement of receipt by Office of Auditor General Mbarara.	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>The LLG submitted the quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer as follows: -</p> <p>Q1 on 5th October 2021</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format.</p>	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>The LLG submitted the quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer as follows: -</p> <p>Q2 on 4th January 2022</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format.</p>	1
	<p>Maximum score is 6</p>			
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>The LLG submitted the quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer as follows: -</p> <p>Q3 on 7th April 2022 &amp;</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format.</p>	1
	<p>Maximum score is 6</p>			

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>The LLG submitted the quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer as follows: -</p> <p>Q4 on 5th July 2022</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format.</p>	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Ruyanga SC has the following Permanently posted Local Government staff and the Sub-county Chief appraised them as follows:</p> <ol style="list-style-type: none"> <li>1. Katushabe Praise CDO appraised on 30th June 2022.</li> <li>2. Banturaki Bernard Sub-accountant appraised on 30th June 2022.</li> <li>3. Kirabo Lydia Parish Chief appraised on 30th June 2022.</li> <li>4. Asaaba Kedeth Parish Chief appraised on 30th June 2022.</li> <li>5. Mutungi Gelvas Parish Chief appraised on 30th June 2022.</li> <li>6. Tusimiire Jeninah Parish Chief appraised on 30th June 2022</li> <li>7. Mubangizi Crecent Health Assistant appraised on 30th June 2022.</li> </ol>	2
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12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>The SAS appraised the Primary school Head teachers as follows: (agreements)</p> <ol style="list-style-type: none"> <li>1) Kyabaija Alfred Head teacher Ruyanga Primary School was appraised on 31/12/2021</li> <li>2) Bwiruka Abel Head teacher Katojo Primary School was appraised on 31/12/2021</li> <li>3) Iga Jerome Head teacher Rwamurunga Primary School was appraised on 31/12/2021</li> <li>4) Agaba Richard Head teacher Rwamurunga Primary School was appraised on 31/12/2021</li> </ol> <p>The Head teachers signed Performance agreements with the Sub-county Chief on the following dates.</p> <ol style="list-style-type: none"> <li>a. Byamungu Alfred head teacher Ruyanga P/s signed his performance agreement on 5/01/2022.</li> <li>b. Iga Jerome head teacher Kajaho P/s signed his performance agreement on 1/01/2022</li> <li>c. Agaba Richard head teacher Rwamurunga P/S signed his performance agreement on 10/02/2022</li> <li>d. Bwiruka Abel head teacher Katojo P/S signed his performance agreement on 04/02/2022</li> </ol>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III &amp; II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>The SAS appraised Health Centre in-charges for Ruyanga Health Centre II and Nshungyezi Health Centre II</p> <ol style="list-style-type: none"> <li>1. Tumuhimbise Daniel George HC in-charge for Nshungyezi HC III appraised on 30th June 2022</li> <li>2. Tumwekwase Robert HC in-charge for Ruyanga HC II appraised on 30th June 2022</li> </ol>	2
13	<p>Staff duty attendance</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG has</p> <p>(i) Publicized the list of LLG staff: score 3 or else 0</p>	<ul style="list-style-type: none"> <li>• Staff structure was in place</li> <li>• LLG staff list was in place, comprehensive and it included Health centre and Primary School Staff.</li> <li>• The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charges.</li> </ul>	3

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The SAS reviewed the staff attendance to duty on a monthly basis, compiled it into monthly attendance to duty reports which were submitted to the District as follows:  July 2021 on 2nd August 2021 Aug 2021 on 3rd September 2021 Sept 2021 on 5th October 2021 Oct 2021 on 3rd November 2021 Nov 2021 on 2nd December 2021 Dec 2021 on 04th January 2022 Jan 2022 on 4th Feb 2022 Feb 2022 on 2nd March 2022 March 2022 on 4th April 2022 April 2022 on 3rd May 2022 May 2022 on 6th June 2022 June 2022 on 01 July 2022	<b>3</b>
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**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	The Sub County did not receive DDEG funds in the previous financial year.	<b>2</b>
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The SC was not yet fully operational.	<b>2</b>

16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>The LLG did not have any investment projects in the last FY.</p>	3
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### G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Renovation of Ruyanga Sub-county structure was screened on 1/07/2021, the ESMP developed on 1/07/2021, monitoring for compliance report was dated 08/09/2022 prepared by Bwengye Emmanuel the DNRO.</p>	2
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<p>The LLG has a system for recording, investigating and responding to grievances.</p> <p>i. The SAS appointed a GRC according to the appointment letters seen dated 15/9/2021.</p> <p>ii. The SAS also appointed Kirabo Lydia, a Parish Chief as the Secretary and designated person to coordinate &amp; also response for feed-back on 15/9/2021</p> <p>iii. The LG has a log book with information and reference for onward action, capturing the details of the complainants, the case and action taken.</p> <p>iv. The LG also had a Flow chart defining the referral and feedback path for any grievance.</p>	1

18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	The LLG has publicized the grievance redress mechanisms on the SC offices Notice Board	1
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Notification letter for appointments of the Area land committee dated 28/12/21 from CAO's office seen.  Appointments by the SAS and acceptances by the members seen dated 4/1/22  Committee had 3 sets of minutes dated 18/1/22, 22/03/22 & 27/6/2022. . Issues discussed include Surveying of Government pieces of land	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	A report dated 05/01/2022 on education awareness was conducted at Kajaho Church of Uganda, Ruyanga P/s, & Katojo P/S by the Sub-county Chief Reuben Tumuhameye, and 7. Mubangizi Crecent Health Assistant with the main objective being mobilisation of communities and parents to take children back to school and creating awareness on observing and monitoring of the CoVID SoPs in Schools. .	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	Three Monitoring reports on all the 4 Government aided Primary Schools dated 19/08/2021, 24/02/2022 and 26/05/2022 were in place.  Issues emerging from the monitoring exercise that required the attention of the Committee incharge of Education were presented to the General Purpose Committee as follows:  1. 24/08/22021 under Munute GP06/08/2021  2. 31/05/2022 under Minute GP 04/05/2022  3. 28/02/2022 under Minute GP04/02/2022	4

<p>Existence and functionality of School Management Committees</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional school management committees in all schools; score 3, else score 0</p>	<p>The SMCS were functional and held meetings every term as verified from the Minutes of the meetings held on the dates indicated below:</p> <p>1) Rwamurunga Primary School</p> <p>Term one: 8/01/2022</p> <p>Term Two: 14/06/2022</p> <p>Term Three 8/10/2021</p> <p>2) Kajaho Primary School.</p> <p>Term one: 18/03/2022</p> <p>Term Two: 7/06/2022</p> <p>Term Three: 26/11/2021</p> <p>3) Katojo Primary School.</p> <p>Term one: 10/03/2022</p> <p>Term Two: 28/6/22</p> <p>Term Three: 18/9/21</p> <p>4) Ruyanga Primary School.</p> <p>Term one: 5/2/21</p> <p>Term Two: 04/05/2022</p> <p>Term Three: 30/11/21</p>
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### I. Primary Health Care Services Management

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<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>There was PHC awareness campaign conducted by the Local Government Health Assistant on the following dates 30/5/2022, 16/11/2021 and 11/05/2022 in which communities were sensitised on Sanitation and hygiene, HIV/AIDs, CoVID 19 prevention, proper feeding especially for Children, malaria control and also mobilised for immunisation.</p>
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24

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<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>A monitoring report for Nshungyezi HC III dated 29/03/2022 prepared by the Sub-county Chief and addressed to the Sub-county Chairman where monitoring was done on the Oout Patients Department attendants, deliveries, Health Workers duty attendance, children immunization, treatment of clients and Covid-19 among others.</p>
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25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	There was evidence that Ruyanga Health Centre II unit Management Committee was functional as per the minutes dated 20/11/2021. There was evidence of composition of a 5 member committee comprised of Chairperson, Secretary, and other 3 members. There was evidence that Nshungyezi Health Centre III unit Management Committee was functional as per the minutes dated 30/05/2022.	3
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## J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Letter to the District Water Officer dated 10/03/2022 by Tumuhamy Reuben Karima requesting for the intervention of the Water Department in the of safe water for domestic use as follows:  1. Katojo public tap  2. Katojo boreholes,  3. Ruyanga public tap,  4. Rutooma borehole(Obunazi)  5. Rutooma parish water borehole,  6. Nshungyezi public tap,  7. Nshungyezi public tap.	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	SAS monitored the aspects of water and environment services. This is from a Report on monitoring the functionality of water points dated 11/03/2022 authored by Reuben Tumuhamy for the facilities of the public taps at Kajaho, Rwamurunga & Katojo, Boreholes at Rubirizi, and Katojo.  In the Finding, the water points were found to be functional with active management committees and gives recommendations. And received by the water officer.	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	The committee were in place and were holding meetings as follows:-  1. Katojo public tap & boreholes on 5/4/22 and 11/6/22  2. Kajaho public taps (3), on 4/4/22 & 12/6/22,  3. Nshungyezi Borehole on 6/4/22 & 18/6/22  4. Rwamurunga Public Tap: on 1/4/22 & 15/6/22	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.	• There was a list of water and sanitation facilities in the LLG by SAS'S communication to CAO received by the DWO 15th March 2022. The submission shows the water sources by type and functional status.
	Maximum score is 2	Score 2 else 0	

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

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

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

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

31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0

33	Operation and Maintenance of infrastructure	(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	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	<p>There were reports on collection of Agricultural Statistics in Ruyanga SC as shown below:</p> <ol style="list-style-type: none"> <li>1. A report dated 10/10/2021 compiled by Nsiimire Deziderious (Agricultural Officer) on collection of Agricultural Statistics on yield performance for Bananas for the season of July, August and September. The statistics were analyzed to show the translation of yields into financial benefits for the different Parishes. The report was received by the DPO on 25/10/2021.</li> <li>2. A report dated 25/04/2022 compiled by Nsiimire Deziderious (Agricultural Officer) on collection of Agricultural Statics on yield performance for Bananas for the season of January, February and March 2022. The statistics were analyzed to show the translation of yields into financial benefits for the different Parishes. The report was received by the DPO on 29/4/2022.</li> <li>3. Report on large and medium scale farmers in Ruyanga SC. (No cover letter). By Nsiimire Deziderious (Agricultural Officer) and the report was received by DPO</li> </ol>
	Maximum score is 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

There was evidence that the extension officers of Ruyanga SC conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO as indicated below.

1. Report dated 30th Sept 2021 on good agricultural technologies in Ruyanga and Kajaho wards by Nsiimire Deziderious (Agricultural Officer) in which he sensitized the model farmers on good agronomic practices. The report was received by the DPO on 04/10/2021. The list of farmers sensitized together with their contacts is attached.

2. Report dated 20th June 2022 on training and awareness of farmers in demonstration establishment in Kajaho and Ruyanga parishes by Nsiimire Deziderious (Agricultural Officer) in which the Agricultural Officer sensitized the farmers on soil and water conservation and good agronomic practices in coffee plantation. The report was received by DPO on 30th June 2022. The list of farmers sensitized together with their contacts is attached.

3. Report dated 26th Jan 2022 on training and awareness of farmers in good agronomic practices in Kajaho and Ruyanga wards by Nsiimire Deziderious (Agricultural Officer) in which the Agricultural Officer sensitized the farmers on good agronomic practices such as pruning and soil and water conservation. The report was received by DPO on 10th Feb 2022. The list of farmers sensitized together with their contacts is attached.

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

There was evidence that the Sub-County Chief and the Agricultural extension officer supervised and monitored Agricultural production activities in Ruyanga SC. The reports indicated supervision/monitoring observations and recommendations. Reports were prepared and copies submitted to the DPO as follows:

1. Report dated 14/06/2022 by Nsiimire Deziderious (Agricultural Officer) on monitoring and supervision of ACDP project interventions in Ruyanga Sc. The report was received by the DPO on 30/06/2022.

2. Report dated 26/05/2022 by Nsiimire Deziderious (Agricultural Officer) on monitoring and supervision of ACDP project interventions in Ruyanga Sub-county. The report was received by the DPO on 06/06/2022.

3. Report dated 24/02/2022 by Nsiimire Deziderious (Agricultural Officer) on monitoring and supervision of Cashew nuts distributed to farmers in Ruyanga Sub-county. The report was received by the DPO on 26/02/2022.

4. Report dated 28/10/2021 by Nsiimire Deziderious (Agricultural Officer) on monitoring and supervision of Nutrition project in schools of Ruyanga Sub-county. The report was received by the DPO on 03/12/2021.

5. Report dated 29/04/2022 by Nsiimire Deziderious

(Agricultural Officer) on monitoring and supervision of distribution of mango and coffee seedlings in Ruyanga Sc. The report was received by the DPO on 10/05/2022.

6. Report dated 23/03/2021 by Nsiimire Deziderious (Agricultural Officer) on monitoring and supervision of ACDP project interventions in Ruyanga Sc. The report was received by the DPO on 31/03/2021.

7. Report dated 29/01/2022 by Nsiimire Deziderious (Agricultural Officer) on monitoring and supervision on the effects of hail storms and heavy rains in Ruyanga Sub-county. The report was received by the DPO on 08/02/2022.

8. Report dated 30/11/2021 by Nsiimire Deziderious (Agricultural Officer) on monitoring and supervision of activities done in the farmer field schools in Ruyanga Sub-county. The report was received by the DPO on 02/12/2021.

9. Report dated 27/07/2021 by Nsiimire Deziderious (Agricultural Officer) on monitoring and supervision of farmers with small scale irrigation in Ruyanga Sub-county. The report was received by the DPO on 03/08/2021.

10. Report dated 28/09/2021 by Nsiimire Deziderious (Agricultural Officer) on monitoring and supervision of distribution of maize seeds from OWC in Ruyanga Sub-county. The report was received by the DPO on 04/10/2021.

11. Report dated 27/08/2021 by Nsiimire Deziderious (Agricultural Officer) on monitoring and supervision of Nutrition schools in Ruyanga Sub-county. The report was received by the DPO on 02/08/2021.

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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.

1. Report dated 30/04/2022 compiled by Atwijukire Moses (AAHO) in which the Extension Officer conducted mass immunization of all cloven footed animals, disease surveillance and diagnosis of sick livestock and treatment of sick livestock. The report was received by DPO on 05/05/2022

2. Report dated 03/02/2022 compiled by Atwijukire Moses (AAHO) in which the Extension Officer conducted mass vaccination of dogs and cats against rabies disease in 4 parishes, routine disease surveillance and treatment of sick animals and training of farmers and opinion leaders. The report was received by DPO on 08/02/2022. Lists of farmers reached and trained attached.

2

<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>i. Report dated 27/07/2021 by Atwijukire Moses (Assistant Animal Husbandry Officer) on monitoring and supervision of farmers with small livestock farmers in Ruyanga Sub-county. The report was received by the DPO on 03/08/2021.</p> <p>ii. Report dated 28/09/2021 by Atwijukire Moses (Assistant Animal Husbandry Officer) on visiting cattle farmers in Ruyanga parish. The report was received by the DPO on 04/10/2021.</p>
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#### **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.

Rwanjogyera SC is comprised of the following Parishes: Rwanjogyera, Nyampikye, Rwakasaasira and Rutunga. The LG had PDM guidelines at the station.

The PDCs for all the above Parishes were constituted and membership in all the PDCs was as follows:

1. Chairpersons LC II,
2. Town Agents,
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at ward
7. Elders/opinion Leaders.

The Parish Chiefs submitted the lists of the PDCs as indicated below:

Rwanjogyera

Nyampikye

Rwakasaasira

Rutunga

The PDCs were functional as evidenced by the minutes of the meetings held on the following dates:

1. Ntungu dated 2/06/2022
2. Omukakoreijo dated 29/06/2022
3. Ishingisha dated 10/06/2022
4. Kimbugu dated 15/06/2022

The PDCs conducted field mobilization meetings as evidenced by reports by Parish Chiefs and attendance lists as indicated below:

1. Kimbugu dated 15/06/2022
2. Ntungu dated 13/05/2022
3. Omukakoreijo dated 07/06/2022
- Ishingisha dated 02/06/2022



2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	No evidence	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	No mapping report presented.	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	No evidence for guidance presented.	0

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>No evidence of priorities from parishes.</p>	0
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**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The LG had an approved 5 Year Development Plan 2020/2021 to 2024/2025. The SAS Mukombe Syp and the Sub County Chairperson Sunday Wilbroad signed it on 12/12/2021</p> <p>The 5 Year Development Plan was approved on 12/12/2021 under Min 7/12/21.</p> <p>The LG had in place an approved budget for FY 2022/2023 FY under the approval Minute 09/05/2022 approved on 11/05/2022 with 15 councillors in attendance and is duly signed by the SAS Tusiime Abel and the Sub-county Chairperson Sunday Wilbroad.</p> <p>i. The projects “routine maintenance of cars, land titling and fencing on pg 4 and pg 3 respectively were drawn from the development plan on pages 61 and 61.</p> <p>ii. Parishes submitted their priorities as per</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>no evidence</p>	0
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>iii. The LLG had a budget conference on 11/10/2021 with 11 attendants and a report prepared by SAS on 12/10/2021 and received by the district registry. The projects selected by the budget conference were land titling, and road maintenance for Kanyeganyegye-Mpikye road on pg 3 and pg 4.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>iv. The reviewed FY 2022/2023 budget that included the land titling to be financed by the LLG on pg 3.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>v. The file for project profiles for all capital projects to be implemented was availed to the assessment team</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>vi. The LLG submitted its budget to the district central registry on 13th May 2022.</p>	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	The LLG prepared and submitted its procurement plan for the projects to be implemented. The plan was prepared by Nuwagaba Anose and approved by Tusiime Abel	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	N/A	0

**C. Own Source Revenue Mobilization and Administration**

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	From the budget reviewed, it was found out that the entity had budgeted for 9,550,000 in the financial year 2021/2022 and actually collected 7,797,331 as per the financial accounts for the year ending 30th June 2022 on pg 4  LR Performance. =7,797,331/ * 100= 81%  9,550,000	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	. LR on the Annual financial statement of the year ended 30th June 2022 was 7,797,331  A new entity	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.	i. The actual revenue collected was 7,797,331. The LLG net of 65% was 5,068,265 , 30% transfers to villages and parishes was 1,520,479. Voucher No. 11/6 dated 24/6/2022 was seen showing transfer of 518,100 being a payment for 25% and 5% to LC1s and LCIIIs respectively	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	ii. In the ANNex of the AFS showing expenditure by sector, Expenditure on councilor's allowance was 834,000= which is 16%. The LLG thus spent less than 20% of OSR on councilors' allowances.	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	iii. There was no expenditure on O&M.	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.	There was no evidence that the LLG Publicized the OSR and how it was used.	0

#### D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>LLG submission letter of the AFS dated 28/8/2022 by the SAS received by OAG as evidenced by Stamp on 30/8/2022</p>	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>All four quarterly financial and physical progress reports, for the previous FY were submitted to the LG Accounting Officer as follows: -</p> <p>i. Q1 on 7th October 2021</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>ii. Q2 on 7th January 2022</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>iii. Q3 on 4th April 2022</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>iv. Q4 on 13th July 2022</p> <p>The reports were duly signed by the SAS &amp; Accountant and were as per the prescribed Format.</p>	3
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**E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>Rwanjogyera SC has the following Permanently posted Local Government staff and the SAS appraised them as follows:-</p> <ol style="list-style-type: none"> <li>1. Kumanya Christian– AO on 30/6/22</li> <li>2. Nuwagaba Amos – parish chief on 30/6/22</li> <li>3. Bigirwa John – parish chief on 30/6/22</li> <li>4. Mudenya Richard Ssewava – parish chief on 30/6/22</li> <li>5. Orikiriiza Medard – parish chief on 30/6/22</li> </ol>	2
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12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	There is one Head teacher for only one Government aided Primary Schools and were appraised as follows:  1. Wasswa Leedus-Rwanjogyera p/s on 31/12/2021	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	There is 1 (one) Health Centre in Rwanjogyera SC as listed and appraised as below;  1. Naturinda Ronald Rwanjogyera HCII on 30/06/2022	2
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	• The staff list displayed on notice board and it shows all staff in the sub county.	3



13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The SAS reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports that were received by District Registry as follows:  1. August 2022 was received on 2/9/2022 2. July 2022 was received on 2/8/2022 3. June 2022 was received on 4/7/2022 4. May 2022 was received on 4/6/2022 5. April 2022 was received on 3/5/2022 6. March 2022 was received on 4/4/2022 7. February 2022 was received on 4/3/2022 8. January 2022 was received on 1/2/2022 9. July 2021 was received on 3/8/2021 10. August 2021 was received on 3/9/2021 11. September 2021 was received on 4/10/2021 12. October 2021 was received on 2/11/2021 13. November 2021 was received on 2/12/2021 14. December 2021 was received on 3/1/2022	3
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**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	The LLG did not receive DDEG for the previous FY	2
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	No evidence	0

16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	No evidence	0
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**G. Environmental and Social Safeguards**

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>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</p>	<p>The LLG did not have any development project to implement in the previous financial year.</p>	0
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18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<p>The LLG has a grievance handling system with a committee appointed by the SAS on 4.4.2022 with Bigirwa John a Parish Chief designated as the focal point officer.</p> <ul style="list-style-type: none"> <li>• A referral path in form of a flow chart was also made and is available.</li> </ul> <p>The LLG has a grievance handling system with a committee appointed by the SAS on 4.4.2022 with Bigirwa John a Parish Chief designated as the focal point officer.</p> <ul style="list-style-type: none"> <li>• A referral path in form of a flow chart was also made and is available.</li> </ul>	1
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18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0</p>	<p>The Grievance Redress Committee was publicized on the notice board at the Sub County Head Quarters</p>	1
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19	<p>The LLG has a functional land management system</p> <p>Maximum score 1</p>	<p>If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0</p>	<p>There was an area Land Committee appointed by the SAS on 4.4.2022 on the instruction from the CAO dated 28.12.2021 based on the District Council minute; 06 (c) 12/21/22/FC dated 23.12.2021</p> <p>The committee also held meetings on 15.04.2022 and some of the issues discussed were verification of application for land titling.</p>	1
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>Wasswa Leedus the Health Assistant conducted an awareness campaign dated 23.02.2022 addressed to the SAS covering areas like importance of parents in educating their children, sensitization.</p> <p>Ninyesiga Dennis a Parish Chief conducted an awareness campaign dated 8.01.2022 addressed to the SAS covering areas like taking children back to school, domestic violence.</p> <ul style="list-style-type: none"> <li>• Orikiriza Medard a parish chief conducted an awareness campaign addressed to the SAS covering areas like gender-based violence and HIV in schools.</li> </ul>	3
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21	Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	The LLG through the SAS Mr. Tusiime Abel monitored Rwanjogyera Primary School on the 20.06.2022 addressed to the LCIII Chairperson covering issues like school enrollment, staffing  The LLG through the SAS Mr. Tusiime Abel monitored Rwanjogyera Primary School on the 10.05.2022 addressed to the LCIII Chairperson covering issues to do with school opening.  • Kwikiriza Medard a Parish Chief monitored Rwanjogyera Primary school on 10.04.2022 addressed to the SAS covering issues of enrollment and staff sanitation.	2
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22	Existence and functionality of School Management Committees  Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	There were appointment letters for School Management committees issued by the District Education Officer as indicated below:  The SMCS were functional and held meetings every term as verified from the Minutes of the meetings held on the dates indicated below:  1. Rwanjogyera Primary School had a school management committee dated 29.03.2021 under council minute 05/02/2021 (1)  Rwanjogyera P/S SMC held a meeting dated 18.05.2021 signed by Wasswa Leedus  Rwanjogyera P/S SMC held a meeting dated 15.11.2021 signed by Wasswa Leedus  Rwanjogyera P/S SMC held a meeting dated 28.01.2022 signed by Wasswa Leedus	3
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### I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	The LLG conducted awareness campaigns and mobilized communities for improved primary health care service delivery as per report by Tindyebwa Justus Health Assistant dated 16/5/2022 addressed to the SAS. The report covered water and sanitation.  Another report was by Naturinda Ronald health inspector dated 20.6.2022 addressed to SAS covering primary health care, immunization, malaria in pregnancy and community mobilization.	3
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24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	<ul style="list-style-type: none"> <li>• The LLG monitored HUs as per the reports by Tusiime Abel SAS dated 15/3/2022 addressed to the subcounty Chairperson. The report highlighted staff performance medical supplies, insufficient structures like OPD stores and staff accommodation</li> <li>• The LLG monitored HUs as per the reports by Tusiime Abel SAS dated 7/6/2022 addressed to the subcounty Chairperson. The report highlighted attendance to duty, increased malaria cases, sanitation and hand washing</li> <li>• Monitoring reports were discussed in the executive committee dated 14,4,2022 under min o6/o4/22.</li> </ul>	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	<p>HUMC is constituted and is functional</p> <p>Rwanjogyera HCII committee members were appointed on 15.7.2021.</p> <p>The health unit management committee sat on 16.12.2021, 2.5.22, 10.6.2022.</p> <p>action plans/way forward and action implementation reports are in the minutes. The minutes have attached respective attendance lists,</p>	3
	Maximum score is 3			

## J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	LLG submitted a written request to the DWO for consideration through the SAS in a submission dated 13/05/2022 and received by the DWO's office on 13/5/2022	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	<p>Reports on water and environment monitoring/supervision submitted to the SAS by the HA, Mr. Tindyebwa Justus dated 30/6/2022 seen.</p> <p>9 points/facilities were supervised in the LLG</p>	3
	Maximum score is 3			

28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	Water and sanitation committees were established as per the following submissions/ appointments: -  Water Point/Facility Date of appointment <ul style="list-style-type: none"> <li>• i.Karebbona Borehole Water Source 3/3/2022</li> <li>• li.Rwanjogyera Borehole 23/3/2022</li> </ul>	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	Inventory of all water and sanitation facilities (public latrines) and their functionality status, not seen	0

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

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

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

33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported  Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG  Production Office score 2 or else 0.	There were reports on collection of Agricultural Statistics in Rwanjogyera SC as shown below:  1. A report dated 28/03/2022 compiled by Kumanya Christian (Agricultural Officer) on collection of Agricultural Statistics on yield performance for maize. The statistics were analyzed to show the translation of yields into financial benefits for the different Parishes. The report was received by the DPO on 04/04/2022.  2. A report dated 26/06/2022 compiled by Kumanya Christian (Agricultural Officer) on collection of Agricultural Statistics on beneficiaries for Mangoe seedlings. The report was received by the DPO on 28/06/2022.
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35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office</p> <p>score 2 or else 0</p>	<p>There was evidence that the extension officers of Rwanjogyera SC conducted awareness and mobilization interventions for different categories of farmers as detailed in the following reports. All the reports were received and endorsed by the DPO as indicated below.</p> <p>1. Report dated 08/03/2022 on awareness and sensitization of farmers on mango production. The report was received by the DPO on 16/03/2022. The lists of farmers sensitized together with their contacts are attached.</p>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office</p> <p>score 2 or else 0</p>	<p>There was evidence that the Sub-County Chief and the Agricultural extension officer supervised and monitored Agricultural production activities in Rwanjogyera SC. The reports indicated supervision/monitoring observations and recommendations. Reports were prepared and copies submitted to the DPO as follows:</p> <p>1. Report dated 16/03/2022 by Christian Kumanya (Agricultural Officer) on monitoring of demo garden of Micro-Irrigation small scale. The report was received by the DPO on 24/06/2022.</p> <p>2. Report dated 22/04/2022 by Christian Kumanya (Agricultural Officer) on monitoring of Banana demo garden establishment. The host farmer was Mushoke Christopher. The report was received by the DPO on 28/04/2022.</p> <p>3. Report dated 16/05/2022 by Christian Kumanya (Agricultural Officer) on monitoring of ACDP demo garden, the host farmer was Kirabo Christine. The report was received by the DPO on 20/05/2022.</p> <p>4. Report dated 18/06/2022 by Christian Kumanya (Agricultural Officer) on monitoring of ACDP demo garden, the host farmer was Eldard Kasigire. The report was received by the DPO on 30/06/2022.</p>	2

37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There was evidence that the extension officer conducted Farmer trainings through training farmer field schools and demonstrations organized and carried out. Reports were received by DPO as below;</p> <ol style="list-style-type: none"> <li>1. Report dated 30/03/2022 by Christian Kumanya (Agricultural Officer) on which the agricultural officer conducted training of farmers on good agronomic practices of Banana, Beans, Coffee and Irish Potatoes. Lists of farmers trained with their contacts attached. The report was received by the DPO on 09/04/2022.</li> <li>2. Report dated 26/06/2022 by Christian Kumanya (Agricultural Officer) on which the agricultural officer conducted training of farmers on good agronomic practices of Banana, Beans, Coffee and Irish Potatoes. Lists of farmers trained with their contacts attached. The report was received by the DPO on 30/06/2022.</li> </ol>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There was evidence that the extension officer provided hands-on extension support to farmers and farmer organizations / groups. The reports were received by DPO as follows;</p> <ol style="list-style-type: none"> <li>1. Report dated 22/06/2022 on enterprise group profiling under PDM project. The training was done in Mpikye parish and Rukungiri Parish in Rwanjogyera Sc. The report was received by the DPO on 30/06/2022. The lists of farmers sensitized together with their contacts are attached.</li> </ol>	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.

Rwetango Sub-county is comprised of the following Parishes: Rwetango, Rwenyanga and Rwefunjo.

The LG had PDM guidelines in place.

PDCs for all the above Parishes were constituted and membership in all the PDCs was as follows:

1. Chairpersons LC II,
2. Parish chiefs
3. Chairpersons Women Councils,
4. Chairpersons Disability Councils,
5. Chairpersons Youth Councils,
6. Chairpersons of NRM at Parish
7. Elders/opinion Leaders

The Parish Chiefs Rwetango, Rwenyanga and Rwefunjo submitted the lists of PDCs to the SAS on 19/05/2022.

The PDCs were functional as per minutes of the meetings that took place as follows:

1. Rwetango on 23/05/2022
2. Rwenyanga on 25/05/2022
3. Rwefunjo on 20/05/2022

There were reports of the PDCs participating in mobilization activities for individuals and groups to participate in PDM activities as compiled by the Parish Chiefs and submitted to the Sub-county Chief as indicated below:

1. Rwetango on 20/05/2022
2. Rwenyanga on 16/05/2022
3. Rwefunjo on 18/05/2022

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.

There has no evidence that all the Parishes in the LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>i) The LLG through Parish Chiefs mapped CSOs operating in the respective Parishes as indicated the submissions to the SAS below:</p> <ol style="list-style-type: none"> <li>1. Rwetango dated 16/05/2022</li> <li>2. Rwenyanga dated 16/05/2022</li> <li>3. Rwefunjo dated 16/05/2022</li> </ol> <p>However, there was no evidence that the LLG mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>ii) There was no evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on approved Programs / activities to be implemented within the Parish in the current FY.</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>iii) There was no evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on Priority enterprises that can be implemented in the parish.</p>	0

## B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>i) There was no evidence that the LLG possessed an approved three Year Development Plan III. The LLG Had in place an annual Work plan and Budget for FY 2022/2023 duly signed on 12/05/2022 by the SAS Kanyamugara Wilson and the Sub-county Chairperson Ntungwa Emmanuel. It was approved under minute RC5/06/05/22.</p> <p>The priority projects are: Opening of community access roads at UGX. 27,725,232 to be financed by UWA and construction of non-residential buildings worth UGX. 4,400,000by DDEG.</p>	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>ii) The prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY did not incorporate ranked priorities from all its respective parish submissions as indicated below:</p> <p>. Rwenfujo met on 24/08/2021 and submitted on 27/8/2021.</p> <p>. Rwetango met on 14/08/2021 and submitted on 16/08/2021.</p> <p>.Rwenyanga met on 16/08/2021 and submitted on 16/08/2021.</p>	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>iii) There was no evidence that the LLG conducted a budget conference.</p>	0

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>iv) The LLG budget included procurement of furniture to be financed by the LLG.</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>v) There was no evidence that the LLG developed project profiles for all capital investments in the AWP and Budget.</p>	0
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>vi) The Budget was submitted to the District on 12/05/2022.</p>	1
	<p>Maximum score is 6</p>			
5	<p>Procurement planning for the current FY: submission of request for procurement</p>	<p>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</p>	<p>There was no evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in the LLG for the current FY) to the CAO/TC by 30/04/2022.</p>	0
	<p>Maximum score is 2</p>			

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	The LLG had a copy of the DDG guidelines. The total DDEG grant IPF was UGX. 4,488,726. The total allocation for the Development project was UGX. 4,400,000 for construction of non-residential buildings. The LLG did not follow the DDEG guidelines.	0
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### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The LLG Had in place an annual Work plan and Budget for FY 2022/2023 duly signed on 12/05/2022 by the SAS Kanyamugara Wilson and the Sub-county Chairperson Ntungwa Emmanuel. It was approved under minute RCS/06/05/22.  The budget for OSR was UGX. 10,400,000.  From AFS FY 2021/2022, the actual revenue collected was UGX. 8,549,229 which is 82.2% performance	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	The LLG started in the Financial year 2021/2022.	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.	i) There was no Evidence that the LLG remitted OSR to the Administrative units	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	ii) The entity used UGX. 600,000 from local revenue on council = $600,000/8,549,229 * 100 = 7.0\%$	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	iii) The entity budgeted for UGX. 900,000 on operational and maintenance in the budget and 400,000 as per voucher No 1/12/2021.	0
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	The LLG publicized the OSR and how it was used for the previous FY on the public notice board.	1
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**D. Financial Management**

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	Annual financial statements were submitted to the OAG on 29/08/2022 as required	4
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11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format  Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  i. Q1 by 15th October score 1 or else 0	i. Q1 on 15/10/2021	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	ii. Q2 on 14/1/2022	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	iii. Q3 on 12/04/2022	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	iv. Q4 on 14/07/2022	3

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

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	Rwetango SC had the following Permanently posted Local Government staff and the SAS appraised them on the following dates:  1. Mugume Edward Accountant on 28/06/2022 2. Nabanza Godwin Parish Chief on 28/06/2022 3. Mugisha Abdullah Parish Chief on 30/06/2022 4. Nahurira Judith Parish Chief on 30/06/2022 5. Nampa Gloria Health Assistant on 30/06/2022 6. Amutuhaire Peter Askari on 30/06/2022 7. Muhangi Ambrose (EN) on 26/06/2022 8. Arinda Joan on 21/06/2022.	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The SAS appraised the Head teachers for the Primary Schools as follows:  1. Taremwa Ephraim HT Rweango PS on 30/12/2022 2. Kihembo Florence HT Rwakahunde PS on 31/12/2022.	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	Komuhangi Sylvia (Enrolled Midwife) Rwetango HC III was appraised on 26/06/2022.	2
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	Staff structure was in place, the LLG staff list was in place, comprehensive and it included Health Centre and Primary School Staff. The list of staff was displayed on the LLG notice board and it included all staff at the LLG, School Head teachers, teachers and Health Centre 2 in-charge.	3

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The SAS reviewed the daily staff attendance to duty on a monthly basis and compiled it into monthly attendance to duty reports which were submitted to the District as follows: July on 11/8/21, August on 8/9/2021, September on 4/10/21, October on 4/11/21, November on 4/12/21, December on 4/01/22, January on 4/2/22, February on 3/3/22, March on 4/4/2022, April on 4/5/22, May on 2/6/2022, June on 5/7/202.	3
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**F. Implementation and Execution**

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	The LLG did not receive DDEG in the previous Financial Year.	2
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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 was in place	0
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16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	No investment projects were planned for the previous Financial Year	0
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**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	No development project was implemented	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	- The Complaints log book was in place and it apparently had 1 case recorded.  - GRC referral pathway was displayed and pinned on the LLG Notice Board	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	GRC referral pathway was displayed and pinned on the LLG Notice Board	1
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	There was no evidence that the LLG had a functional Area Land committee in place.	0

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

20	<p>Awareness campaigns and mobilization on education services conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0</p>	<p>1. A report by Besigye Edward, Head teacher Rwakahunde, dated 31/12/2021 addressed to the SAS in which he created awareness about the effects of COVID 19 on Education.</p> <p>2. A report by Mugisha Benon, Head teacher Rwetango, dated 31/12/2021 addressed to the SAS in which he created awareness about the effects of COVID 19 on Education.</p> <p>3. Reports on awareness and mobilization on education services compiled by the SAS and dated 16/02/2022 (Rwakahunde PS) and 31/12/2021 (Rwetango PS).</p>	3
21	<p>Monitoring of service delivery in basic schools</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:</p> <p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>	<p>Monitoring reports compiled by Kanyamugara Wilson (SAS) dated 15/09/2021, 26/02/2022 and 24/06/2022 by the SAS to the LC III Chairperson on status of the 2 primary schools and teachers' attendance, school enrollment, compliance with SOPs, implementation of UPE &amp; Nutrition, utilization of UPE funds and functionality of SMCs. The monitoring visits were conducted in Rwakahunde and Rwetango primary schools.</p>	2

22	Existence and functionality of School Management Committees  Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	The School Management Committees were in place and were duly appointed as indicated below:  1. Rwetango Primary school on 17/03/2021 under Council minute 05/02/2021 (i)  2. Rwakahunde II Primary school on 16/03/2021 under Council minute 05/02/2021 (i)  The School management committees were functional and met on the dates as indicated below:  1. Rwakahunde II Primary School:  Term 1: 20/01/2022  Term 2: 30/05/2022  Term 3: 03/10/2021  2. Rwetango Primary School  Term 1:, 20/01/2022  Term 2: 29/06/2022  Term 3: 30/10/2021	<b>3</b>
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**I. Primary Health Care Services Management**

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	A report by the SAS dated 19/04/2022 on Malaria prevention, causes signs and symptoms.	<b>3</b>
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24	The LLG monitored health service delivery at least twice during the previous FY  Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	There was evidence that the LLG monitored aspects of health service delivery at Rwetango HC II during the previous FY as per reports by SAS dated 15/09/2021, 12/11/2021, 8/03/2022 and 6/05/2022. The monitoring team comprised of the Chairman LC III, Secretary for Social Services, Health Assistant and Parish Chief Rwentago.	<b>4</b>
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25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	The H UMC was in place as per appointment letters written by the SAS on 19/08/2021 under minute RSC/05 (a)/08/2021.  HUMC met on the following dates: 17/09/2021, 23/11/2021, 18/03/2022 and 29/06/2022.	3
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#### J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	There was a written request to the DWO on 20/04/2022 requesting for repairing of Kyakyakire bore hole.	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	Evidence is seen in the health assistants report dated 17th /02/2022 where she monitored and environment services of Akashansha bore hole and Kyakyakire bore hole which were not functional. Mitigation measures were also taken	3
28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	Water and sanitation committees are appointed at the community level and the record is on file.  Kyekyakire Bore hole established on 6/4/2022 and Akashansha established on 12/01/2022.  The committees are operational and held meetings as follows:  1. Kyakyakire borehole committee minutes are also on file dated 15/2/2022.  2. Akashansha Borehole committee meeting held on 15/3/2022 and the water sources are none functional	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	The updated list of all water and sanitation facilities (public latrines) and their functionality status was in place, endorsed by SAS Kanyamugara Wilson and dated 4/08/2021.
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### K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines  Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0
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30	Development of the Physical Development Plans as per guidelines  Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:  20% in 2022/23  30% in 2023/24  40% in 2024/25
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31	Implementation of the physical planning and building control measures as per guidelines  Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0
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- 31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3 (ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0
- 31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3 (iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
- 32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2 (i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
- 32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2 (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
- 33 Operation and Maintenance of infrastructure  
Maximum score is 3 (i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0

33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported  Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	The submission of production statistics available showing performance i.e. Name, Enterprise, No of acreage, Production rates, Amount	<b>2</b>
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	There are awareness campaigns that were submitted to production office as per the date below.  15/09/2021, 20/05/2022,12/12/2021	<b>2</b>

36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Evidence of supervision reports was seen on file by reports dated 11/02/22,20/06/2022</p> <p>Evidence of monitoring reports was also seen on file dated 28/01/2021,30th/8/2021, 27/12/2021, 30/10/2021</p>	2
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Evidence of farmer trainings on irrigation was seen on file by reports dated 17/11/2021, evidence of farmer trainings on agronomy was seen on file dated 28/3/2021</p> <p>Evidence of support provision to model farmers was seen on file by reports dated 28/5/2022, 1st Dec 2021</p>	2
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>- Evidence of a report on Technical support to farmers hosting demonstration gardens dated 10/3/22 by AO submitted to CAO</p> <p>- Report on technical support to model farmers on establishment and management of fodders by the AAHO submitted to DPO dated 10/02/22</p>	2