



LLG Performance Assessment

LLG Name: Abako Subcounty

Alebtong District

(Vote Code: 804)

| Assessment | Scores |
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| LLG Performance Assessment | 95% |

| No. | Summary of requirements | Definition of compliance | Compliance justification | Score |
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| 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. | Composition of 6 PDCs were reviewed and complied to the PDM guidelines (7 members), list of proposals obtained from the enterprises groups Minutes of PDC | 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. | All the six parishes of Alanyi, Amononeno, Awori, Angoltok, Anyiti and Awapiny have profiled data and disaggregated by Village, gender, infrastructure, social services | 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 | stakeholder mapping report dated 1/7/2021 and there is evidence of involvement of the partners in sensitisation of PDM | 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 | No evidence | 0 |

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| 3 | <p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p> | <p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p> | <p>report for the planning meeting with the community</p> | 2 |
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B. Planning and Budgeting

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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>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p> | <p>there is consistency between the prioritised investments in the SDPIII and the LLG budget</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 investments priorities on the LG Budget are drawn from the ranked priorities of the parishes</p> | 1 |
| 4 | <p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p> | <p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p> | <p>Budget conference report dated 5/11/2021 discussed priority projects on the annual workplan</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 LG budget has projects to be financed by OSR</p> | 1 |

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| 4 | The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6 | v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0 | Project profiles developed for construction of kitchen shade at Abako HC 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 | vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0 | LLG budget submitted to planner 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 | Procurement plan for construction of cooking shade at Abako HCIII and Laptop computer submitted to HPDU by 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 | Prioritised investments are comply with grant guidelines; construction of cooking shade at Abako HCIII; road rehabilitation, etc | 2 |

C. Own Source Revenue Mobilization and Administration

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| 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. | budgeted OSR 37,600,000 collected OSR 37,095,000 under performance by 0.14% due to COVID-19 lock down | 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 but one 2020/2021 22,309,000 FY 2021/2022 37,095,000 increment in revenue collection by 66.3% | 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. | LLG remitted 4,000,000 o the district which is far less than the mandatory share of OSR Non remittance of mandatory share of OSR | 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 | Councillor allowance 6, 394,000 of the 37,095,000 (17.2%) | 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 | O&M 5,436,000 out of 37,095,000 (14.65%) | 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 utilisation publicised on the notice board. | 1 |

D. Financial Management

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| 10 | The LLG submitted annual financial statements for the previous FY on time Maximum score is 4 | Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0 | AFS submitted to OAG on 31st August 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 | Quarter 1: submitted on 15th 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>Quarter 2: submitted 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>Quarter 3: submitted on 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> | <p>Quarter 4: submitted on 25th July 2022</p> | 3 |

E. Human Resources Management for Improved Service Delivery

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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>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p> | <p>Evidence of all the 10 staff have been appraised by appraisal reports.</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 | There is evidence of appraisal of 7 Head Teachers | 2 |
| 12 | Appraisal of all staff in the LLG in the previous FY Maximum score is 6 | Evidence that the SAS/Town Clerk appraised staff in the LLG: (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else | Evidence of appraisal of Abako HCIII incharge supported by report | 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 list have been publicised on the notice board staff attendance register in place | 3 |
| 13 | Staff duty attendance Maximum score is 6 | Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0 | Evidence of monthly analysis of staff attendance for 12 months seen | 3 |

F. Implementation and Execution

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| 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 | DDEG grants were spent on eligible investment menu; laptops, latrine stances, fencing of Abako HC III, 3 seater desks, lightening arrester | 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 of deviation seen. | 2 |

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| 16 | Completion of investments as per annual work plan and budget | Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : | All project were completed and paid as per the vouchers | 3 |
| | Maximum score is 3 | If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0. | | |

G. Environmental and Social Safeguards

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| 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 is evidence of environment and social screening of all projects. | 2 |
| | Maximum score is 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 | there is evidence of grievance handling system, complaints Log book | 1 |
| | 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 | Evidence of grievance address mechanism publicised | 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 | Appointment letters of Area Land Committee of 5 members date 5/8/2021 Minutes of Area Land committee | 1 |
| | Maximum score 1 | | | |

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

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| 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 | Evidence of awareness campaign and sensitisation at Angoltok P/s | 3 |
| 21 | Monitoring of service delivery in basic schools Maximum score is 4 | Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0 | monitoring reports for 6 schools dated 15th May 2022, 13th May 2022, and 16th May 2022 | 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 | minutes of SMC dated 13th may 2022; 1/12/2021; 9/11/2021; 05/7/2022; 30/6/2022; 11/02/2022 and 28/6/2022 | 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 | reports on sensitisation/mobilisation on hygiene and sanitation of Abako town board; Community sensitisation held at Adyanglim village; | 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 | HUMC minutes dated 16th /6/2022; 8/10/2021; 24/5/2022; and 22/12/2021 Monitoring reports of health centre seen | 4 |

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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 | there is evidence of composition of HUMC on the minutes dated 8/10/2021; 16/6/2022; 24/5/2022 and 22/12/2021 | 3 |
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Maximum score is 3

J. Water & Environment Services Management

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| 26 | Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets | Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0 | Requests for water sources dated 18/4/2022; 22/03/2021; 31/3/2022 | 3 |
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Maximum score is 3

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| 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 | monitoring of water sources and environment reports dated 27/5/2022; 14/6/2022; 12/5/2021; | 3 |
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Maximum score is 3

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| 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 is evidence of a tool of establishment and operation of WSCs | 2 |
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Maximum score is 2

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| 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 | updated report on functionality of water and sanitation facilities dated 14/6/2022 | 2 |
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Maximum score is 2

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

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| 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 |
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Maximum score 2

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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 |

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| 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

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

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| 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 is evidence of monitoring supported by monitoring form</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 is evidence of trainings with field training reports dated 24/5/2022, 4/6/2022</p> <p>field report on pest and diseases prevalence surveillance dated 24/5/2022</p> <p>training on agro-forestry dated 6/12/2021</p> <p>training report on a flotoxin prevention and management (Post harvest handling) dated 22/9/2022</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>Field training reports dated 24/5/2021, 4/6/2022</p> <p>report on farmers visits and advisory services 30/6/2022.</p> <p>report of fish feed formulation training 21/2/2022</p> | 2 |