



## **LLG Performance Assessment**

Bukwo District

(Vote Code: 567)

<b>LLG Name</b>	<b>LLG Performance Assessment</b>
Amanang	<b>85%</b>
Brim	<b>62%</b>
Bukwa Subcounty	<b>87%</b>
Bukwo Town Council	<b>72%</b>
Chepkwasta Subcounty	<b>89%</b>
Chesower Subcounty	<b>51%</b>
Kabei Subcounty	<b>72%</b>
Kamet Subcounty	<b>75%</b>
Kapkoros	<b>78%</b>
Kapnandi Town Council	<b>78%</b>
Kapsarur	<b>72%</b>
Kaptererwo Subcounty	<b>82%</b>
Kortek Subcounty	<b>76%</b>
Lwongon	<b>74%</b>
Mutushet	<b>60%</b>
Riwo Subcounty	<b>78%</b>
Riwo Town Council	<b>58%</b>
Senendet Subcounty	<b>74%</b>
Suam Town Council	<b>60%</b>
Suam Subcounty	<b>71%</b>
Tulel Subcounty	<b>63%</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>The PDCs carried are fully constituted with the following list:</p> <ul style="list-style-type: none"> <li>Kubulwo Rotich Patrick M Chairperson LC II</li> <li>Munerya Sam M Parish Chief</li> <li>Chemutai Violet F Chairperson, Women Council</li> <li>Kapsus Fred M Chairperson Youth Council</li> <li>Kapere Stephen M Chairperson, Disability Council</li> <li>Chesang Nelson M Chairperson NRM</li> <li>Chepkwemoi Ann F Opinion Leader/Elderly</li> <li>Sosho Parish Musobo Rogers M Chairperson LC II</li> <li>Cheptegei Benna F Parish Chief</li> <li>Chemutai Dophister F Chairperson, Women Council</li> <li>Kibet Simon M Chairperson Youth Council</li> <li>Limo Justus M Chairperson, Disability Council</li> <li>Bukose Moses M Chairperson NRM</li> <li>Chelimo Esther F Opinion Leader/Elderly</li> <li>Amanang Sweyi Stephen M Chairperson LC II</li> <li>Chebet Susan F Parish Chief</li> <li>Nelly Musani M Chairperson, Women Council</li> <li>Chesakit Titus M Chairperson Youth Council</li> <li>Kaprungo Cherusta F Chairperson, Disability Council</li> <li>Mangusho Stephen M Chairperson NRM</li> <li>Munanda Zaphania M Opinion Leader/Elderly</li> <li>Chebribei Kwemoi Michael M Chairperson LC II</li> <li>Kibet Hillary M Parish Chief</li> <li>Chelimo Justine F Chairperson, Women Council</li> <li>Kwemoi Silus M Chairperson Youth Council</li> <li>Kiplangat Herbert M Chairperson, Disability Council</li> <li>Chebet Stephen M Chairperson NRM</li> <li>Yafesi Kapsawani M Opinion Leader/Elderly</li> <li>Cheboi Kiprof Fred Bomet M Chairperson LC II</li> <li>Chelangat Juliet F Parish Chief</li> <li>Chesang Claudia F Chairperson, Women Council</li> <li>Kiplangat Timothy M Chairperson Youth Council</li> </ul>	2

Kipsang David Musani M Chairperson, Disability Council

Kusuro Wilfred M Chairperson NRM

Soyekwo Benson M Opinion Leader/Elderly

PDCs meeting 23/5/2022 for Kubulwo Parish, 24/5/2022 for Soshi Parish, 27/5/2022 for Chebrabei parish

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 was available. It was majorly on Household income survey, Parish Development Basic information and the UBOS data collected through the data collection tools i.e Phones</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 NGOs available are Compassion Child Development centre Tulwo, Compassion Child Development Centre Cheboi, and Sesil programme which are involved in Community senzitizations</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 activity programmes include senzitizations on PDM in all parishes</p>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Priority enterprises endorsed with the Chairperson LC IIs in all Parishes include</p> <p>Cheboi: Piggery, Poultry, onions and passion fruits</p> <p>Amanang: Horticulture, Sheep, Piggery, Dairy</p> <p>Sosho: Sheep, goats, coffee</p> <p>Kubulwo: Dairy and sheep</p> <p>Chebribei: Goats, sheep onions, poultry and dairy</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 has an approved development plan and approved annual work plans and budget under minute council 7/2022.</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The ranked priorities from all parish submissions have not been incorporated in the AWPB</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>Budget conference report not in place</p>	<p>0</p>
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The LLG budget includes investments to be financed by the LLG and the District.</p>	<p>1</p>
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>Project profiles not in place</p>	<p>0</p>
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>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 10th, may 2022</p>	<p>1</p>

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 did not submit the procurement plan to PDU	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 investments in the approved LLG Budget for the current FY 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)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Collected only 56% of the budgeted local revenue. That approved Budget is Shs. 2,000,000 and collected only Shs. 1,115,000	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	The subcounty is new and it became operational last Financial year implying no comparrative budgets.	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.	Shared 35% to the district. That is Shs.390,250 out Shs.1,115,000	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	They spent 80% on councilors allowances without authority from the minister( shs.1,800,000)	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	used 5% OSR funds on operational 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.	OSR were publicized on the nitice 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	Financial Statement to the Auditor General (AG) on the 30/08/2022.	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

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

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

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

No evidence of submission

Maximum score is 6

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>iv. Q4 by 30th July score 3 or else 0</p>	<p>No evidence of submission</p>	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>All extension workers in the sub-county were appraised by SAS BY 30th June.</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>The SAS appraised the two primary school Headteachers for Cheboi and Rwandet primary school which are the two primary schools located in his sub-county.</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>The SAS appraised the incharge of Amanang HCII BY 30th June 2022 which is the only Health facility in this sub-county.</p>	2

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The SAS publicized the staff list, there was an attendance register and performance reports with activities were available.	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 produced monthly analysis of staff attendance.	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	New administrative unit and did not implement any DDEG project	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	New administrative unit.	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.	New administrative unit and did not implement any DDEG project.	3

#### G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	The sub county is newly created and did not carry out any development projects.	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	Amanang sub county has a grievance handling system in place a complaints log book ,a grievance committee and a public notice where grievance information is displayed	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 sub county has a grievance referral path displayed at 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	Amanang sub county has a fully appointed and functional area land committee with 1 set of minutes in place	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 subcounty had conducted community awareness campaigns in all schools including privately established primary schools.</p> <p>The reports reflected coverage for all parishes</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>Sub counties monitored all schools operating within the subcounty including privately established schools</p>	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>Minutes of all schools available and in file</p>	3
<b>I. Primary Health Care Services Management</b>				
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>This evidenced by reports of social mobilization and communication coupled community dialogue meetings on uptake of different health care services</p>	3

24	The LLG monitored health service delivery at least twice during the previous FY  Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Health care Service delivery monitored by sub county leadership. evidenced by HMUC sittings dated 27/12/2021, 8/11/2021, 10/3/2021  Some of the Action Points  - Staff should observe time management and attendance to duty  - Animal grazing within the facility compound should be stopped  - Need for additional land for facility construction	4
25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	Health Unit management committee functional as evidenced by HMUC sittings dated 27/12/2021, 8/11/2021, 10/3/2021  Some of the Action Points  - Purchase and installation of Sign Post  - Fencing of health facility premises  - Purchase and installation of metallic gate	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	The sub county wrote a request for water to the District water officer for consideration in the current FY	3
27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	There is a monitoring report of all water points ,sources and their functionality	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	All water points and sources have water and sanitation committees in place	2

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>	<p>The sub county chief has an updated list of all water and sanitation facilities and thier functionality status</p>	2
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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>		
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>		
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>		

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.

Statistical data was available on Farmer registration, acreage, and production

**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

a. reports on awareness creation: Awareness creation was done for farmers to receive OWC technologies  
 b. awareness materials distribution lists: Distribution lists for OWC technologies for maize, beans, Bananas and fruits were available  
 •C. attendance lists for the awareness events: Pictures were in place and attendance sheet for 25th March, 2022 during OWC awareness creation

**2**

36            The LLG has carried out monitoring activities on production activities for crops, animals and fisheries  
 Maximum score is 2

If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0

a. Monthly monitoring reports by extension staff  
 April 6th 2022 monitoring owc technologies  
 b. Supervision reports by SAS/ATC  
 There were no supervision reports by SAS

**0**



37	Farmer trainings through training farmer field schools and demonstrations organized and carried out  Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	a. Training program: This was available  b. Training reports: There were training reports, monthly, quarterly and annually  c. Attendance sheets: Available when distributing OWC technologies	2
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups  Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	a. Field reports on extension support provided: Available were monthly, quarterly and annual reports  b. Review and check Agricultural extension diaries from a sample of 3 extension staff: There were diaries distributed to staff at Sub County during last Financial year  c. Sample farmers and farmer groups:  AMANANG PDM SACCO HAS THE FOLLOWING GROUPS: MOKOYWEK SHEEP REARING ENTERPRISE GROUND  TOROKYO POULTRY ENTERPRISE GROUP  AMANANG PIGGERY ENTERPRISE GROUP  MOKOYWEK POULTRY KEEPING ENTERPRISE  TOBOSWO DAIRY FARMING GROUP  MOKOYWET DAIRY FARMERS GROUP  KAPCHWIAY DAIRY FARMER GROUP  MARAMBACH PIGGERY FARMER GROUP	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	a. The composition of PDCs/WDCs for each parish in the LLG;  Brim Kabartumbe Benson Chairperson LC II  Parish Chief/Town Agent  Chemayek Everline Chairperson, Women Council  Sande Alex Chairperson Youth Council  Chebet Topista Chairperson, Disability Council  Mutai Eliud Chairperson NRM  Chelimo Stephen Opinion Leader/Elderly  Chemukang Chemos Martin Chairperson LC II	2
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score 0.

Parish Chief/Town Agent

Chebet Priscila Chairperson, Women Council

Kibet Eliud Chairperson Youth Council

Sikoria Stephen Chairperson, Disability Council

Kusuro Alex Ambete Chairperson NRM

Kokop Caleb Opinion Leader/Elderly

Chemuron Chelogoi Joel Chairperson LC II

Parish Chief/Town Agent

Cherop Wahaiba Chairperson, Women Council

Barteka Benjamine Chairperson Youth Council

Meloi Yovanu Chairperson, Disability Council

Yesho Alex Chairperson NRM

Aliwa Josephat Opinion Leader/Elderly

Chemusabe Masai Alex Chairperson LC II

Parish Chief/Town Agent

Cherotich Mary Chairperson, Women Council

Yeko Dismas Chairperson Youth Council

Erimiya David Chairperson, Disability Council

Chelangat Martin Chairperson NRM

Banan Augustine Opinion Leader/Elderly

Kapchemogen Kissa Matayo Chairperson LC II

Siwa Alfred Parish Chief/Town Agent

Yaptiyoy Justine Chairperson, Women Council

Kiprotich David Chairperson Youth Council

Onyair Boniface Chairperson, Disability Council

Kapsaik Moses Chairperson NRM

Kwemoi Rogers Opinion Leader/Elderly

Shambabel Chemusto Alex Chairperson LC II

Parish Chief/Town Agent

Chemos Gertrude Chairperson, Women Council

Chekwemoi Janet Chairperson Youth Council

Lawendi Dismas Chairperson, Disability Council

Kapsus Alex Chairperson NRM

Chelimo Ben Opinion Leader/Elderly

b. Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Minutes were available for instance Chemusabe 26/6/22, Kapchemogen 12/6/22, Chemukang 27/5/2022, Shambabel

19/5/2022, Chemuron 26/6/2022, Brim 17/7/2022

c. The list of proposals submitted for the revolving funds during the previous FY

PDCs appraised all Proposals for instance : Kamunjan Goat Rearing Group of 3,400,000/=, Chebesha sheep rearing of 3,400,000/=, Cherui Goat rearing FG 2,500,000/=, Matangi onion farmers group 8,000,000

d. Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

PDCs minutes were available for all parishes for instance; Chemusabe held on 26/6/2022, Kapchemogen held on 12/6/2022, Chemukang held on 27/5/2022,

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.	All parishes had copies of Parish Basic information on Administration units, Population, profile of famer groups, SACCOs, Farmer household survey showing acreage, enterprises and estimated incomes	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	There was no mapping NGOs, CBOs & CSO report for NGOs	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>Approved annual workplans were in place and PDCs and village executive committees were provided guidance on PDM evidenced by the nature of how groups were formulated as per the villages. and attendances in place. The Workplans and budgets were for FY 2021/22 and 2022/2023</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>There were enterprises selected per village/parish</p> <p><b>Brim</b></p> <ol style="list-style-type: none"> <li>1. Goats</li> <li>2. Sheep</li> </ol> <p><b>Kapchemoken</b></p> <ol style="list-style-type: none"> <li>1. Avocado</li> <li>2. Sheep</li> <li>3. Poultry</li> <li>4. Goats</li> <li>5. Passion fruits</li> <li>6. Onions</li> </ol> <p><b>Chemusabe</b></p> <ol style="list-style-type: none"> <li>1. Onions</li> <li>2. Piggery</li> <li>3. Sheep</li> <li>4. Goats</li> </ol> <p><b>Brim</b></p> <ol style="list-style-type: none"> <li>1. Piggery</li> <li>2. Goats</li> <li>3. Maize</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>LLG-approved development plan III and Annual Work Plan and Budget (AWPB) for the current FY approved under min6/28/06/2022 are consistent with the LLG-approved development plan III.</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 ranked priorities place.</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>No budget conference report.</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>LLG budget includes investments to be financed by the LLG as well as other funding sources including the district.</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 project profiles.	0
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The LLG submitted the AWPB for the current FY 12th May 2022Y.	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 LG submitted its procurement plan on 20th/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 prioritized investment complies with the DDEG Grant, Budget, and Implementation Guidelines investment.	2
	Maximum score is 2			

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Collected only Shs.70,000 out of shs.3,000,000 contributing only 2% of the budget.	1
8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	The Lower local government is new and it became operational last Financial year implying no comparative budgets.	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.	Did not remitted any 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	Used more than 20% without authority from the minister. i.e. used. shs.1,080,000	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	Did not use any OSR on operational and maintenance .	0

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: OSR were publicized iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	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	There was Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time	0
	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	No evidence of submission	0
	Maximum score is 6			

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	No evidence of submission	0
	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>No evidence of submission</p>	0
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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>No evidence of submission</p>	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>The SAS appraised all LLG staff including six parish chiefs on 30th June.</p>	2
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12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>The SAS appraised the two primary school Headteachers of Chemukang primary school on 15th december 2021 and the headteacher kapchemogen primary school on 15th december 2021.</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:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The SAS appraised the incharge of Brim HC II on 30th June 2022 which is the only facility in his sub -county.	<b>2</b>
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13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The SAS publicized the list of all LLG as below ,there was an attendance register and staff performance reports with activities in place.  1.Solimo Robert        SACAO 2.Siwa Alfred            parish chief 3.kirui paul              parish chief 4.chekwemoi nelly      parish chief 5.Chemonges martin    parish chief 6.Kissa Alex              parish chief	<b>3</b>
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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 produced monthly analysis of staff attendance to duty for the months of july,august,september,october,november,december 2021 and january ,february,march,april,may and june 2021.	<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	New administrative unit.	<b>2</b>
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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	New administrative unit and did not implement any project.	<b>2</b>
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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.	New administrative unit.	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 sub county is new and no projects were undertaken during the last FY	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A grievance redress system not in place it has not been displayed	0
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	A redress mechanism not in place	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 yet to be established because the sub county is new	0
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	No social mobilisation report	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	Schools monitored as evidenced by minutes dated 2/2/2021, 17/5/2021, 30/7/2021  Some of the actions are,  - Formation of school task force  - Use of resource persons for training  - Remedial exams for P5, P6 and P7	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	School management committees functional as evidenced by minutes dated 2/2/2021, 17/5/2021, 30/7/2021  Some of the actions are,  - Teachers should express discipline and punctuality in attendance to duty  - Parents should provide food for midday meals  - Teachers should observe time management	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 campaigns and social mobilization of communities for improved primary health care service conducted as evidenced by reports dated 218/8/2021, 16/11/2021, 22/2/2022  Some of the actions are,  - Covid-19 vaccination should be conducted at community level  - Improve community EPI outreaches	3
24	The LLG monitored health service delivery at least twice during the previous FY  Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Health services monitored as evidenced by HMUC sittings dated 23/12/2021, 9/8/2021, 8/3/2022, 14/6/2022  Some of the actions are,  - Askari should work nights and porter supports day duties  - TBAs should be encouraged to bring mothers to the facility	4
25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	Health services monitored as evidenced by HMUC sittings dated 23/12/2021, 9/8/2021, 8/3/2022, 14/6/2022  Some of the actions are,  - Facility should be fenced  - Approval of supplementary budget to finance covid19 vaccination campaign	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	No request made to DWO	0
27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	No water and sanitation report in place	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	No water and sanitation committees not yet 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	An updated list of water and sanitation facilities not in place	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.            Statistics reports included Farmer household surveys on Enterprises Estimated incomes and land holdings for all the parishes.            **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            a. reports on awareness creation,            Reports on Food and mouth disease senzitization meetings, Reports on FMD vaccination available            • awareness materials distribution lists            There were distribution lists for OWC technologies which included bean seed, maize, bananas and fruits            • attendance lists for the awareness events            Attendance list for senzitization meetings on FMD available            **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>Monthly monitoring reports by extension staff</p> <p>Reports available in monthly, quarterly and annual formats</p> <ul style="list-style-type: none"> <li>• Supervision reports by SAS/ATC</li> </ul> <p>SAS reports missing</p>	0
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<ul style="list-style-type: none"> <li>• Training program</li> </ul> <p>Training programme for FY 2020/2021 available</p> <ul style="list-style-type: none"> <li>• Training reports</li> </ul> <p>Reports on FMD sensitizations available</p> <ul style="list-style-type: none"> <li>• Attendance sheets</li> </ul> <p>Attendance sheets and pictures available</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>No evidence seen</p>	0

#### A. Functionality of Parish Administrative Structures

1	<p>The LLG has ensured that there are functional</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in</p>	<p>a. The composition of PDCs/WDCs for each parish in the LLG;</p> <p>Composition of functional PDCs were available;</p>	2
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PDCs/WDCs in all their respective Parishes/Wards

Maximum score is 2

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.

### **Chebinyinyi**

Kaptila Benard Chesang

Chekwonga Selin

Kwemoi Kenneth

Chepkwonga Hellen

Chebet Michael

Koti Benard

### **Kamutungon**

Kiprotwo David

Munerya Saiki

Chemusto Selina

Limo Jacob

Chemayek Augustine

Kipsang Benard

Kamwandil Henry

### **Kokopchaya**

Ronald Kundu

Chemutai Janet

Mutai Solomon

Naibei Clades

Juma Chekwobet

Nekesa Claudia

### **Kululu**

Chekwoti Andrew

Chelangat Juliet

Chemutai Irene

Kipruto George

Kipsang Titus

Kitiyo Jacob

Ngania Josephat

### **Muimet**

Aliwa Josephat

Rotich Fred Chelimo

Nekesa Alice

Wanyonyi Timothy

Kaptui Harriet

Mangusho Peter

Prisla Cheptoyek

b. Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Minutes available; for instance

Kululu 9/5/2022, Muimet 23/5/2022, Chebinyiny 13/5/2022

c. The list of proposals submitted for the revolving funds during the previous FY

for instance: Kululu kaprenger onion farmers 2,300,000/=, Serem onion farmer group 4,000,000/=, Kululu coffee farmers 2,000,000 Chemuron coffee farmers 3,000,000, Kolongei poultry farmers 5,000,000

d. Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

Minutes available for instance: Kululu 9/5/2022, Muimet 23/5/2022, Chebinyiny 13/5/2022

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.

1. Parish data for the previous FY was submitted to the LLG and establish whether it was compiled, updated, analyzed and disaggregated by village, gender, age, and economic activity

Data available on parish basic information on administrative units, house hold income data

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 Mapping report in place showing different actors in the sub county. For instance: Compassion International,

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>Approved Programmes/activities</p> <p>Programme workplan available in all parishes for FY 2021/22 and FY 2022/23</p>	2
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3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Priority enterprises through at least one of the following: demos, field visits, field days and competitions among others</p> <p>Kokopchaya for instance:</p> <ol style="list-style-type: none"> <li>1. Sheep</li> <li>2. Onions</li> <li>3. Poultry</li> <li>4. Goats</li> </ol> <p>Muimet 1. Coffee</p> <ol style="list-style-type: none"> <li>2. Goats</li> <li>3. Onions</li> <li>4. Beans</li> <li>5. Dairy</li> </ol> <p>Chebinyiny 1. Sheep</p> <ol style="list-style-type: none"> <li>2. Onions</li> <li>3. Poultry</li> </ol> <p>Kamutungwon 1. Dairy</p> <ol style="list-style-type: none"> <li>2. Sheep</li> <li>3. Goats</li> <li>4. Poultry</li> </ol> <p>Kululu 1. Coffee</p> <ol style="list-style-type: none"> <li>2. Onions</li> <li>3. Poultry</li> </ol>	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	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	LLG approved development plan III and Annual Work Plan and Budget (AWPB) for the current FY approved under min 7/6/2022 are in consistent.	1
	Maximum score is 6	i. Is consistent with the LLG approved development plan III; score 1 or else 0		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	Projects profiles in place.	1
	Maximum score is 6	ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	No budget conference report in place.	0
	Maximum score is 6	iii. Is based on the outcomes of the budget conference; score 1 or else 0		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget includes investments to be financed by the LLG as well as other funding sources and the district.	1
	Maximum score is 6			

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	No project profiles.	0
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The LLG submitted the AWPB for the current FY before 11th 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 LLG submitted the procurement plan on 12th/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 prioritized investment complies with the DDEG Grant, Budget, and Implementation Guidelines investment.	2
	Maximum score is 2			

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

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	collected 46% of the budget OSR. i.e. budgeted for shs.3,000,000 and collected only shs.1,368,000	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	There was a negative trend in OSR collected. i.e. last year they collected shs.2,360,000 and 2021/2022 collected shs.1,368,000	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.	remitted 35% to the district. i.e. shs.478,00 out of shs.1,368,000	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	spend more than 20% of OSR on councilors allowances without authority from the minister. They spend shs.1,800,000	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	Used OSR funds on operational and maintenance as the used shs.889,200	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: OSR were publicized on the notice board.</p> <p>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</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>submissions of AFS to Auditor General on the 31/august/2022</p> <p>4</p>
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>No evidence of submission.</p> <p>0</p>
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>No evidence of submission.</p> <p>0</p>
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>No evidence of submission.</p>	0
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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>No evidence of submission.</p>	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>The SAS appraised the Animal husbandry on 30th June 2022, the Assistant agricultural officer on 30th June 2022, the senior assistant accountant on 30th June 2022, the community development officer on 30th June 2022 and five parish chiefs on 30th June 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	The SAS appraised the Headteachers of Amanang primary school on 30th december 2021 and the headteacher muimet primary school 15th december 2021. These are the only two primary schools in the sub-county.	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 sub-county does not have a Health facility.	2
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The SAS publicized the LLG staff list as below, there was an attendance register and staff performance reports with activities in place.  1.Sabila Ben SACAO 2.Chelangat Ann Community development officer 3.Kamuron George Senior Assistant Accountant 4.Muneria J Saik parish chief 5.Cherotine winnie parish chief 6.Chemutai supeta parish chief 7.Rotich fred chelimo parish chief 8.Opio peter Animal husbandry officer 9.Mongusho Andrew Assistant agricultural officer	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 produced monthly analysis of staff attendance to duty for the months of July, August ,September ,October ,November ,December 2021 and January , February ,March ,April ,May and June 2021 .	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 investments were on eligible projects/ activities as per the DDEG LLG investment menu for example construction of VIP latrine	2
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The AFS did not deviate more than +/-10 % from the sector ceilings and programs.	2
16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	The investment projects planned in the previous FY were completed as per work plan.	2

### G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	The projects were not capital projects but Environmental screening was done for all the projects	2
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18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A committee in place to handle grievances and also a log book to register cases.	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	A grievance handling mechanism in place displayed	1
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area land committee in place with 2 sets of minutes	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 is evidence on social mobilization and sensitization on uptake of education services in the sub county evidenced by reports dated 17/3/2021, 19/8/2021 and 16/11/2021.  Some Action Points are,  - Parents should plan to provide support schools provide lunch meals  - Parents should ensure their children have school uniform  - Children should not stay at home	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	Schools monitored as evidenced by reports dated 28/4/2021, 1/9/2021 and 25/11/2021  Some Action Points are,  - Mid day meals for pupils  - Increase water coverage within the school compounds	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 function as evidenced by minutes dated  Some Action Points are,  - Approval of school operations budgets  - Teachers should observe time management and smartness  - There is need for parents to support mid day meals	3
<b>I. Primary Health Care Services Management</b>				
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 is evidence on social mobilization and sensitization on uptake of education services in the sub county evidenced by reports dated 17/3/2021, 19/8/2021 and 16/11/2021.  Action Plan  - Use of VHTs for social mobilization in the community  - Mapping of TBAs	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 facilities in the Subcounty	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 facilities in the Subcounty	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	A request letter in place to water office written on 27th july 2021 requesting for upgrading of Tasakya GFS to cater for extension of more tapstands	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	A report in place for water and sanitation report prepared on 17th /June /2022 and submitted on 24th /June /2022 to CAOs office	3
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28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	there are water and sanitation committees in all water points .	2
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29	Functionality of investments in water and sanitation facilities  Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	An updated list of water facclities and latrine coverage for the sub county submiitted to water office on 25TH /July 2022	2
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**K. Urban Planning and Management (Applicable to Town Councils and Divisions only)**

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

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

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

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

31	Implementation of the physical planning and building control measures as per guidelines	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
	Maximum score 3	
32	The LLG has developed and implemented a solid waste management plan	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0
	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	<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>LLG Reports on production statistics to ascertain whether it was compiled, comprehensive and submitted to LG Production Office</p> <p>Reports were available showing Household acreage, Household incomes in key enterprises which were maize, beans, onions, and tomatoes</p>	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>a. reports on awareness creation, awareness was seen on the meetings held on 28/5/2022, 23/5/2022</p> <p>b. awareness materials distribution lists</p> <p>The distribution lists for maize, beans, coffee seedlings, banana suckers and fruits were available</p> <p>c. attendance lists for the awareness events</p> <p>Attendance sheets for meetings on 28/5/2022, 23/5/2022 and 24/5/2022</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>No evidence</p>	0

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	<p>a. Training program Training programme for FY 2020/2021 was available</p> <p>b. Training reports Reports for meetings on 28/5/2022, 23/5/2022, 24/5/2022 were available</p> <p>c. Attendance sheets Attendance for meetings on 28/5/2022, 23/5/2022, 24/5/2022 were available</p>	2
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	<p>• Field reports on extension support provided Reports were available for meetings on 28/5/2022, 23/5/2022 and 24/5/2022</p> <p>• Review and check Agricultural extension diaries from a sample of 3 extension staff The Ministry of Agriculture did not supply diaries to extension farmers last FY</p> <p>• Sample farmers and farmer groups Some of the groups formed and trained include;</p> <p>Kululu kaprenger onion farmers</p> <p>Serem onion farmer</p> <p>Kululu coffee farmers</p> <p>Chemuron coffee farmers</p> <p>Kolongei poultry farmers</p> <p>Chepkworot coffee pdmgroup</p> <p>Barkoyoy goats rearing pdm group</p> <p>Sukuroy onion grower pdm group</p> <p>Kreswet Bean growing pdm group</p> <p>Cheptingeny dairy farmer group</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	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	<p>a. The composition of PDCs/WDCs for each parish in the LLG;</p> <p>PDCs include;</p> <p><b>Torasis</b></p> <p>Yeko Mathew</p> <p>Yeko Benson Kapta</p>	2
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Maximum score is 2 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.

Chekwemoi Damaris  
Lawendi Filex  
Chemutai Christine  
Michael Chebet  
Teresa Chesang

**Kapkureson**

Ajuma Jackson  
Abro Filex Ayeba  
Chepkurui Hellen  
Chebet Josephat  
Malinga John  
Wilson Ndara

**Kabasken**

Rotich Rogers Musobo  
Nyekyi Moses  
Chemos Patricia  
Ruto Godwin  
Mutei Alex  
Kone James Bravo  
Wiliam Arapok

**Kapsukwar**

Kiprotich Denis Mokworor  
Chemutai Judith  
Kipyeko Moses  
Cherop Stella  
Kibet Andrew  
Noah Kapkwamba

b. Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Minutes available for instance Kapkureson, Kabasken, Kapsukwar and Kapkureson PDCs

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 based data was available which had details of Administrative units, number of health units, Enterprises practised by each households and their income as per the enterprises practiced</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>Mapping report available and NGOs in Bukwo Town Council include; TASO, BRAC, AMREF and CSOs BUCODI, KWIPI, and PDF</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>Annual workplans for Kabasken, Kapsukwar, Torasis and Kapkureson available and approved by Town Clerk or Senior Community Development officer.</p> <p>The evidence included groups formulated upto cell levels and attendance of village LC 1s available.</p>	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>Kapsukwar ward 1. Sheep</p> <p>2. Poultry</p> <p>3. Goats</p> <p>Kapkureson ward 1. Piggery</p> <p>2. Poultry</p> <p>3. Onion</p> <p>4. Sheep</p> <p>Torasis ward 1. Sheep</p> <p>2. Onions</p> <p>3. Poultry</p> <p>Kabasken ward 1. Poultry</p> <p>2. Sheep</p> <p>3. Onions</p> <p>4. Goats</p>
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## B. Planning and Budgeting

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1

<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>LLG approved development plan III signed and approved on 20th/04/2021 and the Annual Work Plan and Budget (AWPB) for the current FY are consistent.</p>
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4

0

<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 ranked priorities.</p>
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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>No budget conference report.</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>LLG budget includes investments to be financed by the LLG as well as other funding sources including 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>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>No project profiles.</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 LLG submitted the AWPB for the current FY before 11th 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 submitted the procurement plan on 22/04/2022.	2
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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 prioritized investment complies with the DDEG Grant, Budget, and Implementation Guidelines investment menu.	2
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**C. Own Source Revenue Mobilization and Administration**

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	collected 86% of the budget. i.e. budgeted for 21,150,000 and collected 18,255,745	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	The Lower local government is new and it became operational last Financial year implying no comparative budgets.	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.	There was no evidence that the T/C remitted OSR to the administrative units	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	did not spend more than 20% of OSR on councilors allowances i.e they spend 10.5% of OSR. which was 1,800,000	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	Had Budgeted and used at least 5% OSR funds on operational and maintenance i.e. purchase of stationary and others	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 had been publicized 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	There was Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on the 30 aug 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

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

No evidence of submission

0

Maximum score is 6

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

0

Maximum score is 6

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

No evidence of submission

0

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>iv. Q4 by 30th July score 3 or else 0</p>	<p>No evidence of submission</p>	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>The Town clerk appraised all extension workers by 30th June 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>The Town clerk appraised the Headteachers of Bukwo, Mokoyon and Kapngokin primary schools respectively by 31st December 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>The Town clerk appraised the in charge of Bukwo HC IV by 30th June 2022.</p>	2

13	Staff duty attendance	Evidence that the LLG has	No evidence seen	0
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		

13	Staff duty attendance	Evidence that the LLG has	No evidence seen	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	The investments were on eligible projects/ activities as per the DDEG LLG investment menu for example environment and livelihood.	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	From the AFS the LLG deviated by 11%.	0
	Maximum score is 2			

16	Completion of investments as per annual work plan and budget	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :	The previous FY were completed as per work plan by about 85%.	2
	Maximum score is 3	If more than 90 % was completed: Score 3		
		If 70% -90%: Score 2		
		If less than 70 %: Score 0.		

**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Projects undertaken were screened but did not need an ESMP. this include groups supported with funds to purchase produce and goats	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A log book in place to record grievances and a public display of grievance mechanism on the 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	A mechanism to address grievances in place and displayed on public notice 10th /AUG /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 in place and 2 set of minutes in place for minutes sat on th/June /2022 with 8 files recommended for consideration for land titles. and another meeting was on 6th/Jan/2022 and 5 files were recommended for consideration for land title	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 and parent's mobilization for uptake of education services conducted as evidenced by reports dated 2/3/2021, 13/7/2021, 12/10/2021</p> <p>Some Action Points are,</p> <ul style="list-style-type: none"> <li>- Arrest all non school going children and prosecute their parents</li> <li>- Teachers should register attendance to duty all the time</li> <li>- All schools should form Covid-19 school task forces</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>Schools monitored as evidenced by management recommendations dated 9/3/2021, 23/10/2021</p> <p>Some Action Points are,</p> <ul style="list-style-type: none"> <li>- Foundation body should help in supportive supervision and summative evaluation</li> <li>- Teachers should have rational allocation of classes to ensure better results at turn of the year</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>School management committees are functional as evidenced by minutes of sittings dated 9/3/2021, 23/10/2021</p> <p>Some Action Points are,</p> <ul style="list-style-type: none"> <li>- Schools should systems to enable the set performance targets for teachers</li> <li>- No feeder road should cross the school pray ground</li> <li>- School land should be surveyed to avoid encroachment</li> </ul>	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>Social mobilization and sensitization on health care services conducted as evidenced by reports dated 2/3/2021, 13/7/2021, 12/10/2021</p> <p>Some Action Points are,</p> <ul style="list-style-type: none"> <li>- Adherence to set standard operating procedures for covid19</li> <li>- Community should embrace services being offered at the HC IV and Hospital and not only run to clinics</li> <li>- There is need to encourage households to have pit latrines to improve health within the T/C</li> </ul>	3
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24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>Health care Service delivery monitored by sub county leadership. evidenced by HMUC sittings dated 15/12/2021, 29/3/2021</p> <p>Some Action Points are,</p> <ul style="list-style-type: none"> <li>- The facility land should be protected from encroachment</li> <li>- Approval of facility budget to enable operations kickstart</li> <li>- The facility maternity ward should be renovated</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>	<p>Health care Service delivery monitored by sub county leadership. evidenced by HUMC sittings dated 15/12/2021, 29/3/2021</p> <p>Some Action Points are,</p> <ul style="list-style-type: none"> <li>- Facility land should be fenced to avoid encroachment</li> <li>- There is need for verification of drugs before storage on delivery</li> <li>- Follow up of land issues with CAOs office</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>		
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	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.
	Maximum score is 2	Score 2 else 0

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

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD	No evidence seen	0
	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	No evidence seen	0
	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.	The physical plan is old and not updated in process of review	0
	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	streets have not been named, plots not numbered	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	a development control team in place	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 5 year development plan in place .	1
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	Awareness campaigns conducted with a report in place	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 is a infrastructure inventory and survey report	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 and M annual work plan for the current FY	1



33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	own source revenue spent on O&M not less than 20%	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.	Available data showed House hold enterprises and income earned annually and number of acreage and livestock the farmer has	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	<p>a. reports on awareness creation, Reports on senzitization programmes on SLM, Post harvest handling and Aflotoxins were availed</p> <p>b. awareness materials distribution lists Distribution lists for OWC technologies on beans, coffee, bananas were available</p> <p>• attendance lists for the awareness events Attendance lists for 25th may, 2022</p>	2
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries  Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monthly reports available	2

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out  Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	No evidence seen	0
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups  Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	No evidence seen	0

### 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.	a. The composition of PDCs/WDCs for each parish in the LLG;  <b>Chemweyet</b>  Telel Andrew Kitiyo Chairperson LC II  Parish Chief/Town Agent  Chebet Linnet Chairperson, Women Council  Chemusto Geoffrey Chairperson Youth Council  Yesho Ben Chairperson, Disability Council  Musobo Robert Chairperson NRM  Mokworor Justus Opinion Leader/Elderly  Chepkuto Solimo David Chairperson LC II  Parish Chief/Town Agent  Chebet Juliet Chairperson, Women Council  Kwemoi Silas Chairperson Youth Council  Chemusto Eriezana Chairperson, Disability Council  Maket Fred Chairperson NRM	2
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Muyet Jackson Opinion Leader/Elderly

**Cheptoror**

Chesakit Goerge Chairperson LC II

Cheptai Ben Parish Chief/Town Agent

Chelangat Annet Chairperson, Women Council

Kwemoi Joshua Chairperson Youth Council

Sukuku Julius Chairperson, Disability Council

Chebet Joseline Chairperson NRM

Sabila Benson Opinion Leader/Elderly

**Kapsarur**

Chemonges Fred Chairperson LC II

Kaye Ben Parish Chief/Town Agent

Chelangat Agnes Chairperson, Women Council

Kibet Isaac Chairperson Youth Council

Kibet Simon Chairperson, Disability Council

Kiprotwo James Chairperson NRM

Cherotwo Isaac Opinion Leader/Elderly

**Kapta**

Cherukut Isaac Chairperson LC II

Tyole Stephen Parish Chief/Town Agent

Chemos Nelly Chairperson, Women Council

Kiprop Alex Chairperson Youth Council

Kissa Julius Chairperson, Disability Council

Cherukut Lenard Chairperson NRM

Bundu Francis Opinion Leader/Elderly

**Kiretei**

Juma Albert Chairperson LC II

Chelangat Julius Parish Chief/Town Agent

Chemutai Betty Chairperson, Women Council

Ruto Job Chairperson Youth Council

Siwa Stanley Chairperson, Disability Council

Cheptegei James Chairperson NRM

Lawendi Hassani Opinion Leader/Elderly

b. Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

For instance: Kapsarur had a meeting on 15/5/2022, Kapta had a meeting on 05/6/2022, Chemwayet 4/4/2022, Kiretei, 24/5/2022, Cheptor 25/6/2022, Chepkuto

c. Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

For instance: Chepkuto 24/5/2022

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>Data available on household income, Parish information on administration, household acreage on major crops</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>List available and report is of 15th March, 2022</p> <p>The NGOs are: Kapsarur Child Development Centre under Compassion international, SESIL on Education, TASO and FBOs</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>Activity plans available for FY 2022/2023 available for all the parishes.</p>	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>Kapsarur 1. Onions 2. Sheep 3. Irish potatoes</p> <p>Kapta 1. Sheep 2. Onions 3. Goats</p> <p>Chepkuto 1. Sheep 2. Onions</p> <p>Cheptoror 1. Sheep 2. Onions 3. Irish potatoes</p> <p>Kiretei 1. Piggery 2. Sheep 3. Onions</p> <p>Chemweyet 1. Sheep 2. Irish potatoes 3. Onions</p>
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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>
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The LLG has a development plan approved on 1/july/2021 and is consistent with Approved work plans and budgets for the current financial year.

1

4	<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. 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 are ranked priorities from the parish chiefs which are contained in parish files and has been signed by the PDC.</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>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>From the review of the budget conference report dated, prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY are consistent.</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 includes investments to be financed by other funding sources such as 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>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 have been developed according to the prescribed format for example design and construction of Lomwo GFS.</p>	1
	<p>Maximum score is 6</p>			
	<p>Maximum score is 6</p>			
	<p>Maximum score is 6</p>			
	<p>Maximum score is 6</p>			

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 on the 14th of 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 LLG submitted the procurement plan to PDU on 25th/04/2022 as per the submission letter.	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	with the review of DDEG guidelines and LLG budget the prioritized investment complies with Budget and Implementation Guidelines investment.	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.	Budgeted for shs.3,000,000 but collected shs.1,257,000 representing 42% which is -58%	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 collected increased from 651,000 TO 1,257,000 Respectively for f/y 2020/21 and 2021/22	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.	remitted OSR 35% to the district which was shs. 439,950 out of 1,257,000	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	spend more than 20% of OSR on councilors allowances i.e. 227% without authority	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	used at least 5% OSR funds on operational and maintenance i.e. used shs.817,050	1
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	OSR was publicized in 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	submitted its Annual Financial Statement to the Auditor General (AG) on time 31/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

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

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

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

No evidence of submission

Maximum score is 6

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>iv. Q4 by 30th July score 3 or else 0</p>	<p>No evidence of submission</p>	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>The SAS appraised the Agricultural officer on 30th June 2022, the senior Assistant accountant on 30th June 2022 and all parish chiefs by 30th June 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>The SAS appraised the headteachers of chepkwasta primary school on 13th December 2021 and kapsekek primary school 15th December 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>The SAS appraised the incharge of chepkwasta HCII on 30th June.</p>	2

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The SAS displayed the staff list as below, there was an attendance register and staff performance reports with activities available.  1.Cheshari Alex                      SACAO 2.Chepkutwo Rogers                Agricultural officer 3.Kiplangat Too James            Senior assistant accountant 4.Nait Jackline                        parish chief 5.Tyole Chesebe                      parish chief 6.Cheptorus Micheal                parish chief	3
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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 produced Monthly analysis of staff attendance for the months of July ,August, September, October, November, December and January, February, March, April ,May and June 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	LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities 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	The LLG did not deviate by 6% from the sector ceilings and programs.	2
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16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	The investment projects planned in the previous FY were completed as per work plan by 87%.	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	ENVIRONMENTAL SCREEINING WAS UNDERTAKEN FOR COMPLETION OF COUNCIL HALL WHICH PROJECT WAS UNDERTAKEN ON 16TH /05/2022	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A grievance log book in place and referral path for complaints handling in place	1
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	A grievance mechanism 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 in place on approved by council on 14th /09/2021 and appointed on 15th /09/2021 one set of minutes in place	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 and Social mobilization awareness campaigns conducted as evidenced by reports dated 30/9/2021, 31/12/2021, 30/3/2022, 30/6/2022  Some Action Points are,  - Arrest all non school going children and prosecute their parents  - Teachers should ensure discipline within and outside school premises	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	Schools monitored as evidenced by reports dated 13/12/2021, 30/6/2022  Some of the Action points  - Time management and attendance to duty should be observed  - Teachers should ensure discipline within and outside school premises	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	School management committees functional as evidenced by sittings dated 21/1/2021, 12/6/2021 9/3/22 in Kapsekek HC II & Chepkwasta HC III respectively  Some of the Action Points  - Time management and attendance to duty should be observed  - Teachers should ensure discipline within and outside school premises	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	Social mobilization and sensitization on health care services conducted as evidenced by reports dated 30/9/2021, 31/12/2021, 30/3/2022, 30/6/2022  Some of the Action Points agreed are  - Use of VHTs for social mobilization in the community  - Mapping of TBAs	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 functional as evidenced by minutes of sittings dated 5/11/2021, 24/12/2021, 13/4/22 & 2/11/2021, 24/12/2021, in Kapsekek HC II & Chepkwasta HC III  Some of the Action Points  - Fencing of the health facility  - Purchase of additional land to aid constructions	4
25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	HUMC functional as evidenced by minutes of sittings dated 5/11/2021, 24/12/2021, 13/4/22 & 2/11/2021, 24/12/2021, in Kapsekek HC II & Chepkwasta HC III  Some of the Action Points  - Approval of supplementary budget for mass covid19 vaccination  - Fencing of health facility premises	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	L LG made a request to DWO for extension of water from .....to .....	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	Water and Environment monitoring report submitted to DWO covering new and old facilities submitted on 15th / October 2021	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 in place per water source formed on 20th/July /2021	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	an updated report on water and sanitation status submitted to DWO on 21st /June /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
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30	Development of the Physical Development Plans as per guidelines  Maximum score 2	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:  20% in 2022/23  30% in 2023/24  40% in 2024/25
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31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

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

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

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

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

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

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

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

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

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





36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</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>a. Monthly monitoring reports by extension staff Monthly reports seen b. Supervision reports by SAS/ATC Supervision was done on 3/5/2022</p>	2
<p>Maximum score is 2</p>				
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</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>a. Training program Training programme for last FY was seen b. Training reports Consolidated quarterly reports seen c. Attendance sheets On 23/5/2022 training and senzitization on PDM</p>	2
<p>Maximum score is 2</p>				

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>a. Field reports on extension support provided</p> <p>Consolidated Quarterly reports in place</p> <p>c. Review and check Agricultural extension diaries from a sample of 3 extension staff</p> <p>Dairies were not distributed by MAAIF last</p> <p>d. Sample farmers and farmer groups</p> <p>KAPTA SHEEP REARING FARMERS GROUP</p> <p>TULWO SHEEP REARING GROUP</p> <p>CHEPTILIAL ONIONS FARMERS GROUP</p> <p>CENTRE ONIONS FARMERS GROUP</p> <p>CHEPTEGNAN ONION FARMERS GROUP</p> <p>CHEPTEGNAN SHEEP REARING GROUP</p> <p>CHEPTEGNAN ONION FARMERS GROUP</p> <p>LITEI GOAT REARING FARMERS GROUP</p> <p>KAPTA ONION FARMERS GROUP</p>
Maximum score is 2		

#### A. Functionality of Parish Administrative Structures

1	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>a. The composition of PDCs/WDCs for each parish in the LLG;</p> <p><b>Bisho</b></p> <p>Tyole Stephen Chairperson LC II</p> <p>Chesang Betty Parish Chief/Town Agent</p> <p>Cherop Joan Chairperson, Women Council</p> <p>Cheptoyek Sam Chairperson Youth Council</p> <p>Chemandwa Henry Chairperson, Disability Council</p> <p>Namusani Fred Chairperson NRM</p> <p>Muyet Stephen Opinion Leader/Elderly</p> <p><b>Chesower</b></p> <p>Cheptoyek Joseph Chairperson LC II</p> <p>Chemonges Caiphaz Parish Chief/Town Agent</p> <p>Chemutai Eunice Chairperson, Women Council</p> <p>Chemusto Ivan Chairperson Youth Council</p> <p>Mache Stephen Chairperson, Disability Council</p> <p>Solimo Alex Chairperson NRM</p> <p>Matech Stephen Opinion Leader/Elderly</p> <p><b>Kapteka</b></p> <p>Satya Mathew Chairperson LC II</p> <p>Kissa Michael Parish Chief/Town Agent</p>
Maximum score is 2		2

Irene Ndara Chairperson, Women Council

Yeko Laban Chairperson Youth Council

Kiprop Denis Chairperson, Disability Council

Matila Simon Chairperson NRM

Chekwel Patrice Opinion Leader/Elderly

**Nyalit**

Satya Samuel Chairperson LC II

Sande Benna Parish Chief/Town Agent

Jane Rose Chairperson, Women Council

Kibet Fred Chairperson Youth Council

Chemos Joyce Chairperson, Disability Council

Chebures Festo Chairperson NRM

Soyekwo David Opinion Leader/Elderly

**Siit**

Labu William Chairperson LC II

Kibet Albert Parish Chief/Town Agent

Chekwurui Rose Chairperson, Women Council

Kiplimo Kevin Chairperson Youth Council

Arabusi William Chairperson, Disability Council

Barteka Silas Chairperson NRM

Chesamy William Opinion Leader/Elderly

b. Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

PDC minutes seen 20/6/2022 for Nyalit parish, 22/6/2022 for Siit,

c. Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

PDC minutes seen 20/6/2022 for Nyalit parish, 22/6/2022 for Siit

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 available on Household income, acreage, and enterprises engaged in</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>No mapping report in place</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>No approved activity plans in place</p>	0

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

Maximum score is 6

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

**Kaptega**

1. Coffee
2. Dairy
3. Piggery
4. Onions

**Nyalit** 1. Coffee

2. Dairy
3. Piggery
4. Onions

**Siit** 1. Maize

2. Dairy
3. Onions
4. Irish potatoes

**Bisho** 1. Dairy

2. Piggery
3. Onions
4. Coffee
5. Irish Potatoes

**Chesower** 1. Dairy

2. Piggery
3. Coffee
4. Onion

**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

LLG approved development plan III and Annual Work Plan and Budget (AWPB) for the current FY are consistent

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	The ranked priorities have been incorporated in the AWPB for the current financial year.	1
	Maximum score is 6	ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	No budget conference report.	0
	Maximum score is 6	iii. Is based on the outcomes of the budget conference; score 1 or else 0		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget includes investments to be financed by the LLG as well as other funding sources as well as the district.	1
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	No project profiles	0
	Maximum score is 6			

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines  Maximum score is 6	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 on 11/05/2022.	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 submitted the procurement plan on 22/04/2022.	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 LLG prioritized investment comply to the DDEG Grant, Budget and Implementation Guidelines investment menu.	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	collected -60% of the budget. i.e. budgeted for shs.2,900,000 but collected shs.1,900,000	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 collected decreased. shs.2,300,000 and shs.1,900,000 respectively for f/y 2020/21 and 2021/22.	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.	Remitted OSR to the district 665,000 out of 1,900,000 representing 35%	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	Spend more than 20% of OSR on councilors allowances without authority i.e. spend 1,600,000	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	Used OSR funds on operational and maintenance i.e. used 300,000 which was 16%	1
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	OSR was publicized in 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	submitted its Annual Financial Statement to the Auditor General (AG) on 30/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

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

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

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

No evidence of submission

Maximum score is 6

0

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	No evidence of submission	0
	Maximum score is 6			

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

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	The SAS appraised the all extension workers by 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 SAS did not appraise the primary school headteachers in the sub county.	0
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The SAS appraised the incharge of chesower HC III on 30th june 2022 and the in charge of siit HCII 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	The SAS publicized the LLG staff list as below ,there was an attendance register and staff performance reports with activities in place.  1.Lwendok Ben Chesang                      SACAO  2.Cherista Gertrude                              Senior Assistant Accountant	<b>3</b>
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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 did not produce monthly analysis of staff attendance .	<b>0</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 LLG did not submit there AWPB for previous financial year	<b>0</b>
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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	The sub-county did not submit AFS.	<b>0</b>
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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 progress report.	<b>0</b>
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**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Environmental screening not done for projects undertaken in the FY	0
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No Log book in place to record ,investigate and respond to grievances	0
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	A display of redress mechanism not displayed on the notice board	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 not 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>No Social mobilisation report</p>	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>No evidence seen</p>	0
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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>No evidence seen</p>	0
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**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>No awareness report</p>	0
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24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>Health services monitored as evidenced by HMUC sittings dated 23/10/2021, 4/12/2021, 14/7/2022</p> <p>Some of the actions are,</p> <ul style="list-style-type: none"> <li>- Construction of facility structure with support from community</li> <li>- All facility property should be well protected</li> </ul>	4
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25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0</p>	<p>Health services monitored as evidenced by HMUC sittings dated 23/10/2021, 4/12/2021, 14/7/2022</p> <p>Some of the actions are,</p> <ul style="list-style-type: none"> <li>- Approval of supplementary budget to finance Covid 19 vaccination campaigns</li> <li>- Safety of health facility property must be prioritized</li> <li>- Painting of facility structures</li> </ul>	3
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**J. Water & Environment Services Management**

26	<p>Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets</p> <p>Maximum score is 3</p>	<p>Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0</p>	<p>A request not in place requesting for water related support to the sub county</p>	0
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27	<p>The LLG has monitored water and environment services delivery during the previous FY</p> <p>Maximum score is 3</p>	<p>Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0</p>	<p>No report in place submitted for monitoring water and sanitation facilities</p>	0
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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>	<p>Water and sanitation committees in place for all water projects in the sub county</p>	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.	An updated list submitted of all water sources and latrine coverage in the sub county	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	(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.  
 data on household incomes, acreage and key enterprises seen **2**

35  
 Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings  
 Maximum score is 2  
 If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0  
 a. reports on awareness creation, Quarter 3 and quarter 4 reports available, report on PDM activities on 30/6/2022 was seen  
 b. awareness materials distribution lists  
 Distribution lists for OWC technologies i.e coffee for 3/8/2021, Livestock sector report for 18/6/2022  
 • attendance lists for the awareness events  
 Livestock sector 18/6/2022, Attendance for a meeting on 17/3/2021 **2**

36  
 The LLG has carried out monitoring activities on production activities for crops, animals and fisheries  
 Maximum score is 2  
 If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0  
 Supervision reports not available **0**

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	<ul style="list-style-type: none"> <li>a• Training program</li> <li>Training programme seen for last FY</li> <li>b• Training reports</li> <li>Quarterly and activity reports seen for 18/6/2022, 22/6/2022 on PDM activities</li> <li>• Attendance sheets</li> <li>Attendance for a meeting on 18/6/2022 and PDM activities on 22/6/2022</li> </ul>	2
Maximum score is 2				
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	<ul style="list-style-type: none"> <li>a• Field reports on extension support provided</li> <li>Field reports for PDM activities of 30/6/22, quarter 4 and 3 reports for last FY</li> <li>b• Review and check Agricultural extension diaries from a sample of 3 extension staff</li> <li>There were no Extension diaries supplied by MAAIF</li> <li>c• Sample farmers and farmer groups</li> <li>CHESOWER PDM PIGGERY REARING GROUP</li> <li>CHESOWER PDM ONIONS GROWING GROUP</li> <li>CHESOWER DAIRY FARMERS GROUP</li> <li>CHESOWER PDM COFFEE FARMERS GROUP</li> <li>CHESOWER PDM PIGGERY FARMERS GROUP 2</li> <li>BISHO CHESOWER PDM SACCO</li> <li>BISHO PDM ONION FARMERS GROUP</li> <li>BISHO PDM PIGGERY FARMERS GROUP</li> <li>BISHO PDM DAIRY FARMERS ENTERPRISE</li> <li>BISHO PDM COFFEE FARMERS GROUP</li> <li>BISHO PDM IRISH POTATOE FARMERS GROUP</li> </ul>	2
Maximum score is 2				

**A. Functionality of Parish Administrative Structures**

1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards	Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a	<ul style="list-style-type: none"> <li>a. The composition and functional PDCs/WDCs for each parish in the LLG;</li> <li><b>Chemukang</b></li> <li>Munerya Martin Chairperson LC II</li> <li>Parish Chief/Town Agent</li> <li>Chekwemoi Vanis Chairperson, Women Council</li> </ul>	2
Maximum score				

is 2

parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.

Mwanga Milton Chairperson Youth Council  
Chemonges Ben Chairperson, Disability Council  
Mwanga Alex Chairperson NRM  
Kapere James Opinion Leader/Elderly

**Kabei**

Sakit James Chairperson LC II  
Parish Chief/Town Agent  
Cheptegei Silvia Chairperson, Women Council  
Kabagyo Jonam Chairperson Youth Council  
Cheruto Janet Chairperson, Disability Council  
Chekwoti Julius Chairperson NRM  
Cherop Augustine Opinion Leader/Elderly

**Kapseneton**

Yesho Tom Murefu Chairperson LC II  
Kusuro Patrick Parish Chief/Town Agent  
Chelimo Claudia Chelangat Chairperson, Women Council  
Kiproop Ben Chairperson Youth Council  
Chelangat Michael Chairperson, Disability Council  
Burkeywo Peter Chairperson NRM  
Tiyoy Martin Opinion Leader/Elderly

**Rorok**

Mwanga Martin Chelekei Chairperson LC II  
Parish Chief/Town Agent  
Chemutai Joseline Chairperson, Women Council  
Seluk Danis Chairperson Youth Council  
Kiplangat Denis Chairperson, Disability Council  
Murefu Michael Chairperson NRM  
Kitiyo Alfred Opinion Leader/Elderly

b Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Minutes available for instance meetings held on 15/6/2022, 14th May, 2022 for Kabei Parish, and 23/5/2022 for chemukang Parish

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 available on acreage, enterprises, household incomes in all parishes</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>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>No mapping report</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>No activity plans in place</p>	0

<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>Kabei 1. Onions 2. Irish potatoes</p> <p>Chemukang 1. Passion fruits 2. Poultry 3. Coffee 4. Onions</p> <p>Rorok 1. Piggery 2. Poultry 3. Passion fruits 4. Coffee 5. Avocado</p> <p>Kapseneton 1. Onions</p>
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## B. Planning and Budgeting

4

1

<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>LLG approved development plan III and Annual Work Plan and Budget (AWPB) for the current FY are consistent.</p>
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4

1

<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The ranked priorities from all parish submissions have been incorporated in the AWPB approved by the council.</p>
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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 Budget Conference Report.	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 found at the time of assessment	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 project profiles	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>	The LLG submitted the AWPB for the current FY 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 submitted the procurement plan to PDU on 22/04/2022.	2
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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 prioritized investment complies with 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.	No Evidence that the LLG collected OSR for the previous FY	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	OSR were not collected hence negative trend	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.	Did remit	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	spend more than 20% of OSR on councilors allowances without authority they spend 800,000 compared to zero collection.	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	did not collect any OSR hence not used	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 were not publicized	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	Did not submit its Annual Financial Statement to the Auditor General (AG) as required.	0
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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

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

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

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

No evidence of submission

Maximum score is 6

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>iv. Q4 by 30th July score 3 or else 0</p>	<p>No evidence of submission</p>	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>The SAS appraised all extension staff by 30th June 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>The SAS appraised the headteachers of kabei and chemukang primary school respectively by 31st December 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>The sub county has no health facility.</p>	2

13	Staff duty attendance	Evidence that the LLG has	The SAS publicized the list of all LLG staff .	<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	The SAS produced monthly analysis of staff attendance.	<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 LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines.	<b>2</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	The execution of budget in the previous FY deviates from the sectors/main programs by 12%.	<b>0</b>
	Maximum score is 2			

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

**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Environmental screening done for 2 projects of fencing sub county offices and supply of tree seedlings on 27th June 2022	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A grievance redress system in place with a committee with minutes discussing some of the grievances handled.the meeting held on 17th May 2022	1
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	A grievance redress has been displayed for public awareness on the notice board displayed on 08 April 2022	1
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	AREA LAND COMMITTEE IN PLACE .THEY WERE APPOINTED UNDER COUNCIL MINUTE 07/KSC/04/2022	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness campaigns and parent's mobilization for improvement of education service conducted as evidenced by reports dated 5/9/2021, 23/12/2021  Some of the actions are,  - C/Persons LC 2 should conduct education mobilization campaigns in their parishes  - Parents should not allow their children stay at home during school days	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	Schools monitored as evidenced by School management committee sittings dated 4/3/2021, 25/7/2021, 6/8/2021  Some of the Action Points,  - Demarcation school land boundaries should be done 10/12/2021  - Mobilise parents on issues of school feeding	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 committee functional as evidenced sittings dated 4/3/2021, 25/7/2021, 6/8/2021  Some of the Action Points,  - Approval of school operational budget  - The C/person LC 3 and C.person SMC follow up issues of sub standard Latrine constructed	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	This evidenced by reports of social mobilization and communication on health care services as evidenced by reports dated 5/9/2021, 23/12/2021, 12/4/2021  Some of the action points are,  - There is need to lobby for a facility in Kabei S/C  - VHTs and LC1s should be used to provide accurate data on latrine coverage per village within the S/C	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	No Health facilities in the subcounty	<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	No Health facilities in the subcounty	<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	A request to water office submitted on 5th October 2021 requesting for rehabilitation and extension of chepsoiikei gravity flow. scheme to rorok parish	<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	A water and sanitation status report in place submitted on 28th /06/2022	<b>3</b>
	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	Water and sanitation committees in place for all water sources reactivated on 13 th October 2021	<b>2</b>
	Maximum score is 2			

29	Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.	updated list of all water sources and latrine coverage submitted on 28th /06/2022	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	(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.            Reports on disease surveillance on 26/4/2022 available            **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            a. reports on awareness creation, on 26/5/2022 quarterly reports in place  
 b. awareness materials distribution lists  
 Distribution lists on 11/4/2022 on rice, bananas, irish potatoes and cabbage seeds available  
 • attendance lists for the awareness events  
 Awareness report for FMD livestock disease and pictures available            **2**

36            The LLG has carried out monitoring activities on production activities for crops, animals and fisheries  
 Maximum score is 2            If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0            no monthly reports available            **0**

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out  Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	<ul style="list-style-type: none"> <li>• Training program: available</li> <li>• Training reports: available in quarterly form</li> <li>• Attendance sheets: Both pictures and attendance sheets available</li> </ul>	2
38	The LLG has provided hands-on 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	<ul style="list-style-type: none"> <li>• Field reports on extension support provided: Field reports available</li> <li>• Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries distributed to staff by MAAIF</li> <li>• Sample farmers and farmer groups</li> </ul> <p>Groups were available under PDM</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.	<p>a. The composition of functional PDCs/WDCs for each parish in the LLG;</p> <p><b>Borowon</b></p> <p>Cheptoyek Fred Chairperson LC II</p> <p>Parish Chief/Town Agent</p> <p>Sande Janet Chairperson, Women Council</p> <p>Kiplangat Calistus Chairperson Youth Council</p> <p>Cherop Winny Chairperson, Disability Council</p> <p>Sikara Alfred Chairperson NRM</p> <p>Masai Michael Opinion Leader/Elderly</p> <p><b>Kamet</b></p> <p>Chesang Sam Chairperson LC II</p> <p>Chemutai Alfred Parish Chief/Town Agent</p> <p>Chelimo Betty Chairperson, Women Council</p> <p>Cheptoyek Ezekiel Chairperson Youth Council</p>	2
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Bushiendik Alfred Chairperson, Disability Council

Soyekwo Isaac Chairperson NRM

Solimo Wilberforce Opinion Leader/Elderly

### **Kapkumolon**

Bukose Simon Chairperson LC II

Chebet Racheal Parish Chief/Town Agent

Chebet Linet Chairperson, Women Council

Cheroti Joe Chairperson Youth Council

Chekwemai Sara Chairperson, Disability Council

Chemos Geoffrey Chairperson NRM

Marienge Simon Opinion Leader/Elderly

### **Mukulei**

Erimiya Simon Chairperson LC II

Parish Chief/Town Agent

Chebet Betty Chairperson, Women Council

Kiplangat Isaac Chairperson Youth Council

Mwanga John Chairperson, Disability Council

Kitiyo Simon Chairperson NRM

Marich Moses Opinion Leader/Elderly

### **Yemitek**

Nawari Patrick Chairperson LC II

Musani Job Parish Chief/Town Agent

Yeko Racheal Chairperson, Women Council

Chelangat Sam Chairperson Youth Council

Kokop Caro Chairperson, Disability Council

Mayek Job Denis Chairperson NRM

Cherop Christopher Opinion Leader/Elderly

- Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

for instance: Yemitek 23/5/2022, Mukulei, 31/5/2022, Borwown, 18/5/2022, Kapkumolon 25/5/2022

- The list of proposals submitted for the revolving funds during the previous FY

The List were submitted but not costed

- Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

Minutes for Mukulei 31/5/2022, Borowon 18/5/2022

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>Data was available for all parishes on Household acreage, enterprises, and incomes</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>NGO mapping report in place showing Chekwir Child Development centre under Compassion</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>Activity programmes available for all parishes</p>	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>Priority enterprises were as follows;</p> <p>Kamet 1. Goats</p> <p>2. Poultry</p> <p>Yemitek 1. Goats</p> <p>2. Piggery</p> <p>3. Sheep</p> <p>Mukulei 1. Goats</p> <p>2. Piggery</p> <p>Kapkomol 1. Maize</p> <p>2. Onions</p> <p>3. Sheep</p> <p>4. Goats</p>
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## B. Planning and Budgeting

4

1

<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>LLG approved development plan III and Annual Work plan and Budget (AWPB) for the current FY to establish whether AWPB are consistent.</p>
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4

1

<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The ranked priorities from all parish submissions have been incorporated into the AWPB for the current FY.</p>
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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 budget conference report.	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>	LLG budget includes investments to be financed by the LLG as well as other funding sources and the district.	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>	No project profiles.	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>	The LLG submitted the AWPB for the current FY 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 submitted the procurement plan On 22/04/2022.	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 prioritized investment compliance to the DDEG Grant, Budget, and Implementation Guidelines investment menu.	2

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

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	collected 690,000 out of 1,749,000 representing 39 % 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	there was a negative trend in OSR i.e. from 1,455,880 to 1,012,250 representing -30%	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.	Has remitted 35% OSR to the district i.e.shs.241,500 out of shs.690,000	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	spend more than 20% of OSR on councilors allowances without authority as they spend 1,740,000.	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	Did not use any OSR on operations	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 were publicized in 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	Had not submitted its Annual Financial Statement to the Auditor General (AG)	0
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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

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

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

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

No evidence of submission

Maximum score is 6

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>iv. Q4 by 30th July score 3 or else 0</p>	<p>No evidence of submission</p>	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>The SAS appraised all extension workers by 30th June.</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>The SAS appraised the Headteachers of kamet ,yemitek and chekwir primary schools respectively by 31st december.</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>The SAS appraised the incharge of kamet HC II by 30th June 2022.</p>	2

13	Staff duty attendance	Evidence that the LLG has	The SAS publicized the staff list,there was an attendance register and performance reports with activities were available	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		

13	Staff duty attendance	Evidence that the LLG has	monthly analysis of staff attendance in place but no recommendations to 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	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 for example construction of council hall.	2
	Maximum score is 2			

15	The LLG spent the funds as per budget	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The execution of budget in the previous FY deviates by 10.6%.	0
	Maximum score is 2			

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

### G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	ENVIRONMENTAL SCREENING FOR COMPLETION OF COUNCIL HALL DONE ON 25TH /MAY /2022	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A redress committee in place to handle grievances the committee was put in place .....	1
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	A grievance redress structure on the notice board .displayed for public use	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	A area land committee in place appointed on 1st /oct/2021 under minute 5/sept/2021 there is one set of minutes discussed about survey of institutional lands to avoid the rampant encroachment	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness and Social mobilization awareness campaigns conducted evidenced by reports dated 10/2/2021, 8/6/2021 and 20/10/2021  Some of the actions are,  - Arrest all non school going children and prosecute their parents  - Observe SoPs as school resumes	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	Schools monitored as evidenced by reports 10/2/2021, 8/6/2021  Some of the actions are,  - All teachers should report to school on time  - Stop animal grazing within the school compound	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 functional as evidenced by SMC sittings dated 4/3/2021, 10/9/2021  Some of the actions are,  - Repairing of school fence  - Preparation for AGM	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	Awareness and Social mobilization campaigns conducted as evidenced by reports dated 10/2/2021, 20/10/2021, 15/3/2022  Some of the actions are,  - All households should ensure they have a functional pit latrine  - All mothers should utilize Maternal Neonatal child health services	3
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24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>Health services monitored as evidenced by HMUC sittings and Subcounty monitoring reports on Social services delivery dated 11/3/2022, 13/5/2022</p> <p>Some of the actions are,</p> <ul style="list-style-type: none"> <li>- Reconnection of water supply to the facility</li> <li>- Drugs delivery must be monitored and observed by HUMC representative</li> </ul>	4
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25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0</p>	<p>Health Unit management committee functional as evidenced by HUMC sittings dated 11/3/2022, 13/5/2022</p> <p><b>Some Action Points are,</b></p> <ul style="list-style-type: none"> <li>- Safety of health facility property must be prioritized</li> <li>- Lighting system within the facility should be restored</li> </ul>	3
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**J. Water & Environment Services Management**

26	<p>Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets</p> <p>Maximum score is 3</p>	<p>Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0</p>	<p>Arequest was submitted to water office requesting for rehabilitation of water storage tank at malinkong GFS .the request was on 31st /january /2022</p>	3
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27	<p>The LLG has monitored water and environment services delivery during the previous FY</p> <p>Maximum score is 3</p>	<p>Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0</p>	<p>A report submitted to CAOS office on .status of water and sanitation</p>	3
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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>	<p>water and sanitation committees established for all water projects on .....and minutes in place</p>	2
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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>	Submitted an updated list of all water and sanitation facilities	2
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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>
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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>
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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>
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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.

No evidence seen

**0**

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

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

- reports on awareness creation: Available for both crop and livestock
- awareness materials distribution lists: Distribution lists for OWC technologies available
- attendance lists for the awareness events

for 26/4/2022

**2**

36            The LLG has carried out monitoring activities on production activities for crops, animals and fisheries  
 Maximum score is 2

If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0

- a. Monthly monitoring reports by extension staff: No monthly reports
- b. Supervision reports by SAS/ATC: No supervision reports

**0**

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out  Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	<ul style="list-style-type: none"> <li>• Training program: Available</li> <li>• Training reports: Quarterly reports available</li> <li>• Attendance sheets: available i.e 26/4/2022</li> </ul>	2
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups  Maximum score is 2	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	<p>a. Field reports on extension support provided</p> <p>Quarterly reports available</p> <p>c• Review and check Agricultural extension diaries from a sample of 3 extension staff</p> <ul style="list-style-type: none"> <li>• Sample farmers and farmer groups:</li> </ul> <p>KAPSAYOY GOAT FARMERS GROUP</p> <p>CHEPLOCH GOAT FARMERS GROUP</p> <p>CHEKWIR GOAT FARMERS</p> <p>POSHA PIGGERY FARMERS GROUP</p> <p>MUKULET GOAT FARMERS GROUP</p> <p>MUKULE PDM FARMERS GROUP</p> <p>CHEBINYINY GOAT REARING</p> <p>BOROWON GOAT REARING</p> <p>CHIKONDI GOAT REARING</p> <p>KAPKWIMINY GOAT REARING</p> <p>MOKOYON GOAT REARING</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	<p>a. The composition of PDCs/WDCs for each parish in the LLG;</p> <p>Kapkoros Arapborit Rogers Chairperson LC II</p> <p>Chesilyong Boniface Parish Chief/Town Agent</p> <p>Cherop Emily Chairperson, Women Council</p> <p>Kiprop Simon Chairperson Youth Council</p> <p>Babu Willy Chairperson, Disability Council</p> <p>Cherop Augustine Chairperson NRM</p> <p>Sangayay Albert Opinion Leader/Elderly</p>	2
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revolving funds during the previous FY for all parishes, score 2, else score 0.

Kaproben Soyekwo Isaac Arabora Chairperson LC II

Parish Chief/Town Agent

Oluva Chemutai Chairperson, Women Council

Cheptegei Roseline Chairperson Youth Council

Majonsi Robert Chairperson, Disability Council

Chemwaria Samwel Chairperson NRM

Boyo Fred Opinion Leader/Elderly

Kawimbi Cherop Rogers Chairperson LC II

Parish Chief/Town Agent

Chemotos Agnes Chairperson, Women Council

Chelimo Augustine Chairperson Youth Council

Limo Patrick Chairperson, Disability Council

Mwanga Nicholas Chairperson NRM

Malinga Alex Opinion Leader/Elderly

Reberon Kortok Alex Naibei Chairperson LC II

Limo Alfred Parish Chief/Town Agent

Cherukut Betty Chairperson, Women Council

Kibet Eliud Chairperson Youth Council

Mangusho Alex Chairperson, Disability Council

Siya John Chairperson NRM

Sweyi Alex Opinion Leader/Elderly

Rotyo Chemaiko Simon Chairperson LC II

Kipsongi Thomas Parish Chief/Town Agent

Chelimo Harriet Chairperson, Women Council

Semia Victor Chairperson Youth Council

Chepsigor Godwin Chairperson, Disability Council

Cherop David Chairperson NRM

Chelimo Catherine Opinion Leader/Elderly

Senendet Saisi Geoffrey Bismark Chairperson LC II

Limo Alfred Parish Chief/Town Agent

Cheberen Justine Simiyu Chairperson, Women Council

Kipsang Lenard Chairperson Youth Council

Chemos Harriet Chairperson, Disability Council

Cherop Alfred Chairperson NRM

Cheboriot Stephen Chemaswet Opinion Leader/Elderly

• Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Available

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 available for all parishes on acreage, household incomes and enterprises</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>No mapping report</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>No approved activity plans</p>	0

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

Maximum score is 6

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

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

Enterprises include

Reberon 1. Beans

2. Passion fruits

3. Poultry

4. Sheep

Kapkoros 1. Irish potatoes

2. Coffee

3. Beans

4. Poultry

5. Sheep

6. Onions

Rotyo 1. Coffee

2. Dairy

3. Onions

Kaprogen 1. Sheep

2. Onions

3. Tomatoes

4. Piggery

Senendet 1. Onions

2. Irish potatoes

3. Coffee

4. Tomatoes

5. Poultry

6. Sheep

Kawimbi 1. Beans

2. Poultry

3. Dairy

4. Irish potatoes

## B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	LLG approved development plan III and Annual Work Plan and Budget (AWPB) for the current FY are consistent .	1
	Maximum score is 6	i. Is consistent with the LLG approved development plan III; score 1 or else 0		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	The ranked priorities from all parish submissions have been incorporated in the AWPB.	1
	Maximum score is 6	ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	No budget conference report.	0
	Maximum score is 6	iii. Is based on the outcomes of the budget conference; score 1 or else 0		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget includes investments to be financed by the LLG as well as other funding sources and the district.	1
	Maximum score is 6			

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	No project profiles.	0
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The LLG submitted the AWPB for the current FY 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 submitted the procurement plan on 21/04/2022.	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 prioritized investment complies with the DDEG Grant, Budget and Implementation Guidelines investment menu.	2
	Maximum score is 2			

### C. Own Source Revenue Mobilization and Administration



7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	collected 80% OSR which is -20% budget 2,215,000 and collected 1,800,000	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	The Lower local government is new and it became operational last Financial year implying no comparative budgets.	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.	shared 35% with the district shs.385,000 out of shs.1,100,000	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	used 59% of OSR on councilors allowances without authority from the minister that is shs.720,000 out of 1,215,500	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Budgeted and used at least 5% OSR funds on operational and maintenance as they used shs.495,500 representing 40%	1

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: Had Publicized the OSR on the notice board by 13th June 2022 iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.		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	There was Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time i.e. 30 Aug 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	No evidence of submission	0
	Maximum score is 6			

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	No evidence of submission	0
	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>No evidence of submission</p>	0
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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>No evidence of submission</p>	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>The SAS appraised all extension workers by 30th June 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	The SAS appraised the headteachers of kapkoros and .... primary school.	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 in charge of kapkoros HC II by 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	No evidence seen	0
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	No evidence seen	0
<b>F. Implementation and Execution</b>				
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	New administrative unit.	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	New administrative unit.	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.	New administrative unit.	3

### G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	THE SUB COUNTY IS NEW AND NO PROJECT WAS UNDERTAKEN	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A grievance log book in place with 2 issues recorded water diversion on 27th /06/2022 and theft of trees on 28th /03/2022	1

18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	A grievance handling system in place and 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 in place approved b council on 20th /may/2022 and appointed on 23rd may /2022	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness and Social mobilization awareness campaigns on education conducted as evidenced by reports dated 30/9/2021, 07/04/2022  Some of the actions are,  - Provision of more temperature guns for Kapkoros P/S  - Road maintenance access roads leading to 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	Schools monitored as evidenced by reports dated 23/6/21, 3/11/21  Some of the actions are,  - Preparation for AGM meeting  - Demarcation of school land boundaries	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 functional as evidenced by minutes for sittings dated 23/6.2021, 3/11/2021  Some of the actions are,  - Midday meals should be supported by parents  - School should buy a second temperature gun	<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	Awareness and Social mobilization awareness campaigns on education conducted as evidenced by reports dated 30/9/2021, 07/04/2022  Some of the actions are,  - New Health Unit Management committee should be formed and appointed  - All Health Unit construction works should be monitored	<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	Health services monitored as evidenced by HMUC sittings and Subcounty monitoring reports on Social services delivery evidenced by reports dated 27/07/2021, 20/5/2021  Some of the actions are,  - Expedite process of land acquisition  - Follow up on water issues	<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	Health Unit management committee functional as evidenced by sittings dated 7/7/2021, 7/12/2021, 10/3/2022  Some of the actions are,  - Time management and attendance to duty should be observed  - Approval of supplementary budget to support Covid-19 vaccination	<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	A request for extension of water of 10 tapstands to 5 villages was submitted on 28th /July/2021	<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	A report was submitted for monitoring water facilities on 27th /06/2022	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	The water and sanitation committees were put in place on 02/08/2022 minutes in place discussing how they should be paid since they are working on voluntary, they also discussed need for water for irrigation	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 IS AN UPDATED REPORT CAPTURING ALL WATER POINTS AND LATRINE COVERAGE 25TH /JUNE /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		
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30 Development of the Physical Development Plans as per guidelines  
Maximum score 2 (i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:  
20% in 2022/23  
30% in 2023/24  
40% in 2024/25

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

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

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

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

- 32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2  
(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
- 33 Operation and Maintenance of infrastructure  
Maximum score is 3  
(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
- 33 Operation and Maintenance of infrastructure  
Maximum score is 3  
(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
- 33 Operation and Maintenance of infrastructure  
Maximum score is 3  
(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

**L. Production Services Management**

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

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>a. reports on awareness creation,: Available on PDM and ACDP programmes</p> <p>b• awareness materials distribution lists: Available on Bananas, Fruits for demonstration materials, and other OWC technologies</p> <p>c• attendance lists for the awareness events</p> <p>Available</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>	<ul style="list-style-type: none"> <li>• Monthly monitoring reports by extension staff: Monthly reports not available</li> <li>• Supervision reports by SAS/ATC: No supervision report</li> </ul>	0
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office</p> <p>score 2 or else 0.</p>	<ul style="list-style-type: none"> <li>• Training program: Available</li> <li>• Training reports: Quarterly reports available</li> <li>• Attendance sheets: Available</li> </ul>	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>• Field reports on extension support provided: available</li> <li>• Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries from MAAIf</li> <li>• Sample farmers and farmer groups: Available especially PDM enterprise groups</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>a. The composition of functional list of PDCs/WDCs for each parish in the LLG;</p> <p>Chemuron Ward Kwalia Kevin Kiben Chairperson LC II</p> <p>Parish Chief/Town Agent</p> <p>Chekwemoi Diana Chairperson, Women Council</p> <p>Kibet Aron Chairperson Youth Council</p> <p>Mutai Henry Chairperson, Disability Council</p> <p>Chesol Gilbert Chairperson NRM</p> <p>Chemutai Anne Opinion Leader/Elderly</p> <p>Kapnandi Ward Batya Benjamin Chairperson LC II</p> <p>Kwemoi Titus Parish Chief/Town Agent</p> <p>Nanyama Eunice Chairperson, Women Council</p> <p>Chelangat Benson Chairperson Youth Council</p> <p>Boyo Solomon Chairperson, Disability Council</p> <p>Kamelkut Nelly Chairperson NRM</p> <p>Benard Musundi Opinion Leader/Elderly</p> <p>Kaptomologon Ward</p> <p>Wanyama Alfred Chairperson LC II</p> <p>Kwemoi Filex Parish Chief/Town Agent</p> <p>Nakhumicha Rosemary Chairperson, Women Council</p> <p>Kwemoi Bryan Chairperson Youth Council</p> <p>Sande Moses Chairperson, Disability Council</p> <p>Kwemoi Alex Chairperson NRM</p> <p>Kitiyo Dismas Opinion Leader/Elderly</p> <p>Lagam Ward</p> <p>Chebiy Augustine Chairperson LC II</p>
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Parish Chief/Town Agent

Nekesa Ruth Chairperson, Women Council

Kissa Collins Chairperson Youth Council

Naliaka Emily Chairperson, Disability Council

Kiprop Eric Chairperson NRM

Chilia Moses Opinion Leader/Elderly

Lulu Ward

Kitiyo Peter Chairperson LC II

Parish Chief/Town Agent

Chesang Jenniffer Chairperson, Women Council

Wekesa Kevin Chairperson Youth Council

Yeko Mary Chairperson, Disability Council

Chemonges Moses Chairperson NRM

Kapsabai Stephen Opinion Leader/Elderly

Mokoywet Ward

Kwemoi Denis Busta Chairperson LC II

Parish Chief/Town Agent

Nanjala Dorine Chairperson, Women Council

Kwemoi Andrew Chairperson Youth Council

Sange Lydia Chairperson, Disability Council

Kibet Collins Chairperson NRM

Nyongesa Simon Opinion Leader/Elderly

b. Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

for instance: Kapanandi ward 1/6/2022, 20/5/2022, 25/5/2022, Lulu ward 25/5/2022, Lagam 16/5/2022

• Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

for instance: Kaptomologon ward: 25/6/2022, Lulu ward 25/5/2022, Lagam 16/5/2022

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>Data collected on Parish Based Information on Administrative units, Household income, acreage and enterprises</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>No report in place</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>All wards gave approved workplans for FY 2021/2022 and 2022/2023</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

Kamutungwon 1. Dairy

2. Sheep

3. Goats

4. Poultry

Kululu 1. Coffee

2. Onions

3. Poultry

Lagam ward 1. Beans

2. Piggery

3. Maize

4. Poultry

Mokoywet ward 1. Poultry

2. Passion fruits

3. Piggery

Chemuron ward 1. Beans

2. Maize

3. Onions

4. Goats

Kapnandi ward 1. Sheep

2. Maize

3. Piggery

4. Tomatoes

Kaptomogon ward 1. Sheep

2. Dairy

Lulu ward 1. Poultry

2. Sheep

3. Goats

4. Beans

## B. Planning and Budgeting

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	LLG approved development plan III signed on 22/05/2022, Annual Work Plan and Budget (AWPB) for the current FY approved under min 13/05/2022 are consistent.	1
	Maximum score is 6	i. Is consistent with the LLG approved development plan III; score 1 or else 0		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	No ranked priorities.	0
	Maximum score is 6	ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	No budget conference report.	0
	Maximum score is 6	iii. Is based on the outcomes of the budget conference; score 1 or else 0		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget includes investments to be financed by the LLG as well as other funding sources.	1
	Maximum score is 6			



4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	No project profiles.	0
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The LLG submitted the AWPB for the current FY before 15th 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 LLG submitted the procurement plan before 30th/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 LLG budget for the prioritized investment complies with the DDEG Grant, Budget, and Implementation Guidelines.	2
	Maximum score is 2			

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Collected shs.350,000 out of shs.3000,000 representing 12%	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	The Lower local government is new and it became operational last Financial year implying no comparative budgets.	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.	Did not 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	use more than 20% of the OSR on councilors allowances without authority from the minister as they used 1,800,000	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	No Evidence that the T/C used at least 5% OSR funds on operational and maintenance	0

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: OSR were publicized on notice board on the 12/june/ 2022 iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.		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	submitted its Annual Financial Statement to the Auditor General (AG) on time i.e., by August 30	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	No evidence	0
	Maximum score is 6			

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	No evidence	0
	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>No evidence</p>	0
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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>No evidence of submission</p>	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>The Town clerk appraised all the five town agents on 30th June 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	The Town clerk appraised the headteacher of kaptomologon primary school on 15th december 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 Town clerk appraised the in charge of kapnandi HC 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	The Town clerk publicized the LLG staff list as below,  1.Sikoria Alfred           Town clerk 2.Kiprono Benard         Town treasurer 3.Kiplimo Moses         Town agent 4.Chepto Janetris        Town agent	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 did not produce monthly analysis of staff attendance to duty.	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	New administrative unit.	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	new administrative unit.	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.	New administrative unit.	3

### G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Environmental screening was undertaken for the construction of office block	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A grievance redress system in place where a committee is in place and a structure to record ,investigate and respond to the grievance	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	A public display of grievance redress on the notice board	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 in place with one set of minutes	1
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness campaigns and parent's mobilization for improvement of education service as evidenced by reports dated 9/2/2021, 16/6/2021, 20/10/2021  Some of the actions are,  - Arrest all non school going children  - Prosecute parents who dont send children to school and fail to provide scholarstic 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	Schools monitored as evidenced by reports dated 6/4/2021, 4/10/2021 and 11/1/2022  Some of the actions are,  - Plant trees within the school compound  - Fencing & Installation of a gate	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	School management committees functional as evidenced by sittings dated 18/3/2021  Some of the actions are,  - Follow up of Additional teachers as per request made to District Education Office	<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	Awareness campaigns and Community mobilization on uptake of health care services as evidenced by reports dated 9/2/2021, 16/6/2021, 20/10/2021  Some of the actions are,  - Mapping of VHTs  - Increase Community EPI outreaches	<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	Schools monitored as evidenced by reports dated 6/4/2021, 4/10/2021 and 11/1/2022  Some of the actions are,  - Staff should arrive and departure as per the standing orders  - Staff should always attend to duty	<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	Health Unit management committee functional as evidenced by sittings on 20/5/2022, 27/12/2021  Some of the actions are,  - Repairing facility fence  - Facility should be relocated to the new land	<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		
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27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0
28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0
29	Functionality of investments in water and sanitation facilities  Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0

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

30	Development of the Physical Development Plans as per guidelines  Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0	No evidence seen
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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	No evidence seen	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	New town council no physical planning committee instituted	1
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0	New town council no much has been done in the area FY	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	Inadequate staff in the form a functional development control team	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	No solid waste management plan in place since the facility is new	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	New town council therefore awareness meeting not conducted	1
33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0	No Annual infrastructure inventory and condition survey report for Previous FY	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 engineer recruited yet in the town council	1
33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	No O in M in Final accounts in previous FY	1

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported  Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	PDM data in place on enterprises, drought	2
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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>a. reports on awareness creation, 30/5/2022 on Enterprise selection, Awareness meeting on FMD</p> <p>b. awareness materials distribution lists</p> <p>List available for owc enterprises; maize, Irish potatoes, beans</p> <p>c. attendance lists for the awareness events</p> <p>Attendance sheet for 30/5/2022, 27/5/2022</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>No monthly reports in place</p>	0
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>a• Training program</p> <p>The training programmes for Enterprise selection in place</p> <p>b. Training reports: on enterprise selection on 25/5/2022</p> <p>c. Attendance sheets</p> <p>25/5/2022 on enterprise selection</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>	<p>a. Training program</p> <p>The training programmes for Enterprise selection in place</p> <p>b. Training reports: on enterprise selection on 25/5/2022</p> <p>c. Attendance sheets</p> <p>25/5/2022 on enterprise selection</p>
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#### A. Functionality of Parish Administrative Structures

1

2

<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>a. The composition of PDCs/WDCs for each parish that are functional include;</p> <p>Chemweyet Telet Andrew Kitiyo Chairperson LC II</p> <p>Parish Chief/Town Agent</p> <p>Chebet Linnet Chairperson, Women Council</p> <p>Chemusto Geoffrey Chairperson Youth Council</p> <p>Yesho Ben Chairperson, Disability Council</p> <p>Musobo Robert Chairperson NRM</p> <p>Mokworor Justus Opinion Leader/Elderly</p> <p>Chepkuto Solimo David Chairperson LC II</p> <p>Parish Chief/Town Agent</p> <p>Chebet Juliet Chairperson, Women Council</p> <p>Kwemoi Silas Chairperson Youth Council</p> <p>Chemusto Eriezana Chairperson, Disability Council</p> <p>Maket Fred Chairperson NRM</p> <p>Muyet Jackson Opinion Leader/Elderly</p> <p>Cheptoror Chesakit Goerge Chairperson LC II</p> <p>Chelangat Julius Parish Chief/Town Agent</p> <p>Chelangat Annet Chairperson, Women Council</p> <p>Kwemoi Joshua Chairperson Youth Council</p> <p>Sukuku Julius Chairperson, Disability Council</p> <p>Chebet Joseline Chairperson NRM</p> <p>Sabila Benson Opinion Leader/Elderly</p> <p>Kapsarur Chemonges Fred Chairperson LC II</p> <p>Kaye Ben Parish Chief/Town Agent</p> <p>Chelangat Agnes Chairperson, Women Council</p>
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Kibet Isaac Chairperson Youth Council  
 Kibet Simon Chairperson, Disability Council  
 Kiprotwo James Chairperson NRM  
 Cherotwo Isaac Opinion Leader/Elderly  
 Kapta Cherukut Isaac Chairperson LC II  
 Tyole Stephen Parish Chief/Town Agent  
 Chemos Nelly Chairperson, Women Council  
 Kiprop Alex Chairperson Youth Council  
 Kissa Julius Chairperson, Disability Council  
 Cherukut Lenard Chairperson NRM  
 Bundu Francis Opinion Leader/Elderly  
 Kiretei Juma Albert Chairperson LC II  
 Chelangat Julius Parish Chief/Town Agent  
 Chemutai Betty Chairperson, Women Council  
 Ruto Job Chairperson Youth Council  
 Siwa Stanley Chairperson, Disability Council  
 Cheptegei James Chairperson NRM  
 Lawendi Hassani Opinion Leader/Elderly

- Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

for instance: Kapsarur 15/5/2022, Kapta 05/6/2022, Chemweyet 4/4/2022

- Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

for Instance: Kapsarur 8/6/2022, 23/5/22 Cheptor, Chepkuto 24/5/2022, Kapta 23/5/2022

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.

Data available on acreage, Incomes and household enterprises being practiced

2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG:</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>Mapping report available and even the list of all NGOs, FBOs available on the wall</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>Plans and budgets available</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>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Kapsarur 1. Onions 2. Sheep 3. Irish potatoes Kapta 1. Sheep 2. Onions 3. Goats Chepkuto 1. Sheep 2. Onions Cheptoror 1. Sheep 2. Onions 3. Irish potatoes Kiretei 1. Piggery 2. Sheep 3. Onions Chemweyet 1. Sheep 2. Irish potatoes 3. Onions</p>	2
	<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>. Planning and Budgeting Guidelines in place</p> <p>• LLG Approved Development Plan III in place under min</p> <p><b>. Approved workplans and budgets under min .....</b><b>in place</b></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 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>No budget conferenece in place.</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>LLG budget to establish whether it includes investments to be financed by the LLG and district.</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	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	It was not submitted.	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	No procurement submission to the district.	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 prioritized investment comply to the DDEG Grant, Budget and Implementation Guidelines investment menu.	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.	budgeted for 2,000,000 but collected 1,055,000 which represents 34%	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	The Lower local government is new and it became operational last Financial year implying no comparative budgets.	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.	shared 35% to the district which was shs.385,000 out of shs.1,100,000	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	Had spend more than 20% of OSR on councilors allowances without authority from the minister. i.e. they spend 1,800,000	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	Did not used more than 5% OSR funds on operational and maintenance as all the money went for councilors allowances.	0

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: OSR were publicized on the notice board on the 13th June 2022 iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.		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	There was Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time i.e. 30th Aug 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	No evidence of submission	0
	Maximum score is 6			

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	No evidence of submission	0
	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>No evidence of submission</p>	0
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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>No evidence of submission</p>	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>The SAS appraised all extension workers by 30th June 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	The SAS appraised the headteacher of kapsarur primary school by 31st december.	2
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The SAS appraised the incharge of kapsarur health centre II by 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	No evidence seen	0
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	No evidence seen	0
<b>F. Implementation and Execution</b>				
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	New administrative unit.	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	New administrative unit.	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.	New administrative unit.	3
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**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	Screening was not done because no project was undertaken as the sub county is newly created	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	not grievance redress system	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	grievance mechanism not displayed	0
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19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	no area land committee	0
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness and Social mobilization campaigns conducted as evidenced by reports dated 11/10/2021, 15/1/2022	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	Schools monitored as evidenced by reports dated 30/9/2021, 31/3/2021  Actions  - Improve on time management amongst teachers  - Improve on school safety and hygiene	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	SMCs functional as evidenced by sittings dated 22/2/2021, 10/9/2021  Actions  - Construction of school kitchen  - Planting of live fence  - Construction boys latrine	<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	Awareness and Social mobilization campaigns conducted as evidenced by reports dated 11/10/2021, 15/1/2022  Some of the actions are,  - Strengthen the VHT mobilisation systems  - Strengthen community EPI outreaches	<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	Schools monitored as evidenced by reports dated 30/9/2021, 31/3/2021  Some of the actions are,  - Time management and attendance to duty should be observed	<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	Health Unit management committee functional as evidenced by sittings dated 8/3/2022  <b>Some of the actions are,</b>  - Approval of supplementary budget to cater for Accelerated mass covid19 vaccination	<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	A request was submitted to water office on 28th July 2021 requesting for extension of 10 tap stands for chepkuto, chemweyet and kiretei parshes	<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	Monitoring reports for water and sanitation facilities and thier status submitted to CAOs office and water office	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	No evidence seen	0
29	Functionality of investments in water and sanitation facilities  Maximum score is 2	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0	No evidence 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		
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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  
 (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  
 (i) 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.  
 Data available on acreage, dairy farmers, acreage and seasonal yields  
 Maximum score is 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</p> <p>score 2 or else 0</p>	<p>a• reports on awareness creation, Available on ACDP and PDM</p> <p>b• awareness materials distribution lists</p> <p>Available for tree seedlings, OWC technologies, Irish potatoes</p> <ul style="list-style-type: none"> <li>• attendance lists for the awareness events</li> </ul> <p>30/6/2022</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</p> <p>score 2 or else 0</p>	<p>No reports available</p>	0
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office</p> <p>score 2 or else 0.</p>	<ul style="list-style-type: none"> <li>• Training program</li> </ul> <p>Available for ACDP and Production activities</p> <ul style="list-style-type: none"> <li>• Training reports</li> </ul> <p>Available for 30/6/2022</p> <ul style="list-style-type: none"> <li>• Attendance sheets</li> </ul> <p>Available for 30/6/2022</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>• Field reports on extension support provided Available for 30/6/2022</li> <li>• Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries provided by MAAIF</li> <li>• Sample farmers and farmer groups</li> </ul> <p>KAPTA SHEEP REARING FARMERS GROUP</p> <p>TULWO SHEEP REARING GROUP</p> <p>CHEPTILIAL ONIONS FARMERS GROUP</p> <p>CENTRE ONIONS FARMERS GROUP</p> <p>CHEPTEGNAN ONION FARMERS GROUP</p> <p>CHEPTEGNAN SHEEP REARING GROUP</p> <p>CHEPTEGNAN ONION FARMERS GROUP</p> <p>LITEI GOAT REARING FARMERS GROUP</p> <p>KAPTA ONION FARMERS GROUP</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.

• The composition of PDCs/WDCs for each parish in the LLG;

Chebinyiny Kwalia Julius Chairperson LC II

Kapswami Moses Parish Chief/Town Agent

Chekwemoi Linnet Chairperson, Women Council

Kwalia Collins Chairperson Youth Council

Mukhwana Benard Chairperson, Disability Council

Kisa Fred Chairperson NRM

Kwemoi Lenard Opinion Leader/Elderly

Kapkoloswo Satya Julius Chairperson LC II

Kitowoi Michael Parish Chief/Town Agent

Chelangat Lorna Chairperson, Women Council

Kwemoi Dominic Chairperson Youth Council

Cherotich Patrick Chairperson, Disability Council

Kiprotich Walter Chairperson NRM

Sonkok Edward Opinion Leader/Elderly

Kaptali Kitiyo Stephen Chairperson LC II

Kiprotwo Timothy Parish Chief/Town Agent

Kisa Florence Chairperson, Women Council

Mutai Moses Chairperson Youth Council

Barasa Andrew Chairperson, Disability Council

Siwa Ben Chairperson NRM

Maket Peter Opinion Leader/Elderly

Kaptererwa Ruto Lawrence Chairperson LC II

Kipyeko Gilbert Parish Chief/Town Agent

Cheptot Philis Chairperson, Women Council

Kipkubui Sam Chairperson Youth Council

Wachuna Peter Chairperson, Disability Council

Wamalwa Kennedy Chairperson NRM

Mix Julius Opinion Leader/Elderly

• Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Kapkoloswo 30/5/2022, Chebinyiny 23/5/2022

• Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

Kapkoloswo 30/5/2022, Chebinyiny 23/5/2022

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>Data available on types of crops, enterprises and Household incomes</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>Report available The NGOs include, Chebinyiny child development centre and COU</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>Available for 2021/2022 and for the current FY</p>	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>Kaptererwo 1. Poultry 2. Goats 3. Sheep 4. Maize</p> <p>Kapkoloswo 1. Poultry 2. Goats 3. Maize 4. Sheep</p> <p>Chebinyiny 1. Onions 2. Tomatoes 3. Sheep 4. Goats</p> <p>Kaptali 1. Maize 2. Onions 3. Tomatoes 4. Poultry</p>
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## B. Planning and Budgeting

<p>4</p> <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 has a development plan approved under min10/DEC/2021/2022, approved work plans and budget under council min 5/May/2022-2023 are consistent. for example construction of sub county office in the development plan and is also in the approved annual workplans for 2023/2024.</p>	<p>1</p>
<p>4</p> <p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The ranked priorities from parish submissions and signed by the 4 LCII'S chairpersons from the 4 parishes of kaptali, kaptererwo, kapwoloswo and chebinyiny have been incorporated.</p>	<p>1</p>



4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>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>Construction of administration block in the budget conference report and is consistent with in annual work plans.</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 budget includes those to be funded by the LLG and 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>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>No project profiles.</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>It was submitted after 15th/may/2022.</p>	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	It was submitted after 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	DDEG guidelines in place and are consistent with the approved budgets.	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.	Budgeted for shs.3,000,000 and collected shs.1,350,000 representing 45% hence -55%	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	Collected shs.1,350,000 in 2021/22 as compared to shs.2,824,968 in 2020/21 representing -48%	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.	Remitted the mandatory share of OSR i.e. shs.133,000 to the district.	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	Spend more than 20% of OSR on councilors allowances as they used shs.1,800,000 out of shs.1,217,000 representing 148%	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	Did not use as all the OSR went for council allowances	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 were publicized on the notice board on 23 september 2021	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 its Annual Financial Statement to the Auditor General (AG) on time i.e., on August 30	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

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

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

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

No evidence of submission

Maximum score is 6

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>iv. Q4 by 30th July score 3 or else 0</p>	<p>No evidence of submission</p>	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>The SAS appraised the Animal husbandry officer on 28th June 2022, the Assistant agricultural officer on 28th June 2022, the senior assistant accountant on 28th June 2022 and four parish chiefs on 30th June 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>The SAS appraised the Head teachers of Kaptererwo primary school on 13th December 2021, the head teacher Chepkukui primary school on 15th December 2021, the headteacher Brirwok primary school on 15th December 2021 and the headteacher Chebinyiny primary school on 15th December 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>The SAS appraised the in charge of Kapkoloswo HC III on 28th June 2022.</p>	2

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The SAS publicized the list of LLG staff as below, there was a staff attendance register and staff performance reports with activities for the financial year 2021/22 in place.  1.Chelimo Joram Enock SACAO 2.Chelangat Jimmy Senoir AssistantnAccountant 3.Ayeba Moses Assistant Agricultural Officer 4.Makan David Masudi Animal Husbandry Officer 5.Kapsami Moses Parish chief 6.Kitowoi Micheal Parish chief 7.Kipyeko Gilbert parish chief	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 produced monthly analysis of staff attendance for the months of July, August, September, October, November, December 2021 and January, February, March, April, May and June 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 investments were on eligible projects/ activities as per the DDEG LLG investment menu for example construction of the sub-county administration block.	2
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	From the AFS submitted on 31/08/2022 the variation is 6,807,219 which is less than 10%.	2

16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	The project was 65% complete.	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	Environmental screening for the construction of council hall	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A grievance redress system in place and a log book recording cases of grievance by community members	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	A display of grievance redress system on the notice boards	1

19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area land committee in place with minutes for meeting held on 20th / October /2021 and appointed on 8th /07/2021	<b>1</b>
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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	SAS education report on awareness is available as evidenced by reports dated 8/8/2021, 20/12/2021  Some of the actions are,  - Arrest all non-school going children and prosecute their parents  - Mid day meals for pupils	<b>3</b>
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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	Community mobilization & Sensitization on education done as evidenced by reports dated 18/11/2021, 10/11/2021  Some of the actions are,  - Time management should be observed by all teachers  - Survey of school land should be quickened	<b>4</b>
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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	School management committees functional as evidenced by by minutes for sittings on 18/11/2021, 10/11/2021  Some of the actions are,  - Time management should be observed by all teachers  - Parents should expedite the mid day meals program  - Survey of school land should be quickened	<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	Community mobilization & Sensitization on education done as evidenced by reports dated 18/11/2021, 10/11/2021  Community mobilization & Sensitization on education done as evidenced by reports dated 18/11/2021, 10/11/2021	3
24	The LLG monitored health service delivery at least twice during the previous FY  Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Health services monitored as evidenced by HMUC sittings and Subcounty monitoring reports on Social services delivery dated 15/10/2021, HMUC sittings dated 23/12/2021 & 13/4/2022  Some of the actions are,  - Covid-19 vaccination should be conducted at community level  - Improve community EPI outreaches  - Engage neighbours on issues of facility land expansion	4
25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	Health Unit management committee functional as evidenced by HUMC sittings on 28/07/2021, 23/12/2021 in Kapkoloswo HC III  Some of the actions are,  - Improve community EPI outreaches  - Engage neighbors on issues of facility land expansion	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	A request to water office requesting to be considered in shallow wells for lower belt parishes where clean water for drinking is inadequate .the letter was submitted on 28th /August 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 monitoring report for water and sanitation was submitted on 6th /June /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	Water and sanitation committees in place for water sources	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 of all water points and latrine coverage 20th Nov 2021	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.            Available on enterprises, House hold incomes and Drought data            **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            Reports available  
 OWC reports available on Bananas, Beans and maize  
 Attendance List available            **2**

36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</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>No monthly reports</p>	<p>0</p>
<p>Maximum score is 2</p>				
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Training Programmes on SLM and ACDP available Training reports for Quarter 1, 2, 3, 4 available</p>	<p>2</p>
<p>Maximum score is 2</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>Field reports on PDM, ACDP, SLM available</p> <p>No Diaries distributed by MAAIF</p> <p>Farmer Groups</p> <p>KABARAK HORTICULTURE FARMERS GROUP</p> <p>ASINA FARMERS GROUP ASSOCIATION</p> <p>CHEBINYING YOUTH BODA BODA F/G</p> <p>CHEBINYING YOUTH FARMERS GROUP</p> <p>KAPRETWO F/G ASSOCIATION</p> <p>KABARAK F/G</p> <p>KAPCHANGIL UNITED F?G</p> <p>KAPCHEMUTILIN HORTICULTURE F/G</p> <p>CHEBININY CREDITAND SAVING F/G</p> <p>KAPCHEMUTILIN FARMERS GROUP</p> <p>CHEASTAI KABARAK F/G HORTICULTURE</p> <p>KAPCHANGIL F/M ASSOCIATION</p> <p>MURKWACHIT</p> <p>KABARAK WOMEN FARMERS GROUP</p> <p>KAPTALI WOMEN PRODUCE BUYING AND SELLING GROUP</p> <p>KAPTALI BODA BODA ASSOCIATION</p> <p>WADAKULILA FARMERS GROUP</p> <p>TARTAR YOUTH FARMERS GROUP</p> <p>KAPTALI HORTICULTURE FARMERS</p> <p>KAPTALI HORTICULTURE B FARMERS GROUP</p>
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#### A. Functionality of Parish Administrative Structures

<p>1</p> <p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>a. The composition of PDCs/WDCs for each parish in the LLG; Available</p> <p>Chemwaisus Kitiyo Alex Chairperson LC II</p> <p>Mwanga Martin Parish Chief/Town Agent</p> <p>Chekwemoi Scovia Chairperson, Women Council</p> <p>Sokuton Martin Chairperson Youth Council</p> <p>Cheptai Augustine Chairperson, Disability Council</p> <p>Somikwo Julius Chairperson NRM</p> <p>Bushendich Peter Opinion Leader/Elderly</p> <p>Chesimat Mzee Dismas Chairperson LC II</p> <p>Mwanga James Parish Chief/Town Agent</p>
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Cheruto Nelly Chairperson, Women Council

Cherop Job Chairperson Youth Council

Kibale Charles Chairperson, Disability Council

Sanayeri Josephat Chairperson NRM

Chebet Benson Opinion Leader/Elderly

Kapkokoyo Cherop Alex Chairperson LC II

Mwanga Titus Parish Chief/Town Agent

Yapkwobei Sipharose Chairperson, Women Council

Kissa Simon Chairperson Youth Council

Mzee Fred Chairperson, Disability Council

Kiproop Wilex Chairperson NRM

Chelimo Philemeon Opinion Leader/Elderly

Kubobei

Zanasio Job Chairperson LC II

Parish Chief/Town Agent

Cherotich Emily Chairperson, Women Council

Kiplimo Titus Chairperson Youth Council

Kamara Sylvia Chairperson, Disability Council

Kubekei Rogers Chairperson NRM

Musobo Amos Opinion Leader/Elderly

- Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Available for all parishes

- The list of proposals submitted for the revolving funds during the previous FY

Available for Chemwaisus Parish

- Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

Available for 23/5/2022 to 28th May, 2022 across all parishes

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 available for acreage, enterprises and household incomes</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>No mapping report</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>No approve plans</p>	0



<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>Chemwaisus 1. Onions 2. Piggery 3. Sheep 4. Goats 5. Irish potatoes 6. Apiary</p> <p>Chesimat 1. Onions 2. Irish potatoes 3. Maize</p> <p>Kubobei 1. Bananas 2. Onions 3. Irish potatoes 4. Goats 5. Dairy 6. Sheep</p> <p>Kapkokoyo 1. Onions 2. Dairy 3. Poultry 4. Sheep 5. Goats 6. Piggery</p>
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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;</p> <p>score 1 or else 0</p>	<p>LLG approved development plan III and Annual Work Plan and Budget (AWPB) for the current FY approved under min 5/CC/kortek/2022 to establish are consistent.</p>
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	No ranked priorities.	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>	No budget conference report.	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>	LLG budget approved under min 5/CC/kortek/2022 includes investments to be funded by the district.	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>	No evidence given	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	The LLG submitted the AWPB for the current FY on the 12th of 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 LLG submitted the procurement plan on 25th/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	The prioritized investment complies with the DDEG Grant, Budget, and Implementation Guidelines investment.	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Collected -50% only because out of shs.2,010,000 they collected shs 1,000,000	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	there was a decrease on OSR i.e. -50% because in f/y 2020/21 they collected shs.2,100,000 and f/y 2021/22 they collected shs.1,000,000	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.	Had remitted OSR to the district 35% out of shs.1,000,000 they remitted shs.350,000	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	had spend more than 20% of OSR on councilors allowances without authority from the minister. this because out of shs.650,000 they used shs.1,740,000	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	Did not use OSR funds on operational and maintenance as all went 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: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	OSR had been publicized on the notice board on the 13th jan 2022	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 its Annual Financial Statement to the Auditor General as at 31/08/2022.	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

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

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

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

No evidence of submission

Maximum score is 6

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>iv. Q4 by 30th July score 3 or else 0</p>	<p>No evidence of submission</p>	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>The SAS appraised the Assistant Animal Husbandry Officer 30th June 2022, the Agricultural officer on 30th June 2022 and three parish chiefs on 30th June 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>The SAS appraised the headteachers of Kortek primary school on 30th December 2021, the Headteacher Sossyo primary school on 30th December 2021, the headteacher Muton primary school on 6th December and the headteacher Chesimat primary school on 10th December 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>These SAS appraised the in-charge of Kortek HC III on 30th June 2022.</p>	2

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The SAS publicized the list of LLG staff, there was an attendance register and staff performance reports with activities were available.  1.Kapkwomu Paul SACAO 2.Kiplangat Tonny Agric Officer 3.Mutai Emmanuel Assistant Animal Husbandry Officer 4. Chepkwemboi Monica CDO 5.Arapchilia Albert Senior Ass Accountant. 6.Mangusho Stephen Health Assistant 7.Mwanga Titus Parish Chief 8.Mwanga Martin Parish Chief 9.Maluche Joseph Parish Chief	3
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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 produced monthly analysis of staff attendance to duty for the months of July ,August, september ,october ,November,December 2021 and January, February ,March ,April, May and June 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 budgeted and spent all the DDEG for the previous FY on eligible projects/ activities 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	The execution of budget in the previous FY exceeds 10%.	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 investment projects planned in the previous FY were completed as per work plan .	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	screening has been done for construction of council hall .The screening was done on 10th June 2022	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A complaints log book in place with cases registered and a committee to handle some of the cases	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	A public display on notice board with a grievance redress mechanism	1



19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area land committee in place under council minute 09/Sept/ Kortek /2021 with 2 sets of minutes in place	1
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness campaigns and parent's mobilization for improvement of education service conducted as evidenced by reports dated 8/8/2021, 12/11/2021  Some of the Action Points,  - Young girls should be encouraged to continue with studies and stay away from marriage  - Encourage young adolescents already in marriage to enroll into Community Led learning under TASO	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	Schools monitored as evidenced by minutes dated 9/7/2021, 8/7/2021, 16/7/2021  Some of the actions are,  - Repair of administrative block should be monitored by all members of SMC  - Nursery section to be introduced  - Land title to be processed	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	Schools monitored as evidenced by minutes dated 9/7/2021, 8/7/2021, 16/7/2021  Some of the actions are,  - Planting of trees within school compound  - Management will engage other community members on issues of absenteeism of children	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 and social mobilization campaigns done in communities regarding uptake of Health Care services as evidenced by reports dated 8/8/2021, 12/11/2021, 30/May/2022  Some of the Action Points,  - Community members should take up covid19 vaccine  - Community members should improve on family health hygiene practice  - Mapping of TBAs	3
24	The LLG monitored health service delivery at least twice during the previous FY  Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Health care Service delivery monitored by sub county leadership. evidenced by HMUC sittings dated 9/11/2021, 28/9/2021, 16/7/2021, 1/2/2022, 20/2/2022  Some of the Action Points are,  - Restoration of lighting systems in Kortek HC III  - Follow up on completion of OPD block in Chesimat HC 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	Health Unit management committees functional as evidenced by HUMC sittings on 9/11/2021, 28/9/2021, 16/7/2021, 1/2/2022, 20/2/2022 in health facilities dated as in Kortek HC III, Chesmiat & Kapses HC IIs  Some of the Action Points are,  - Attendance to duty should be observed by all staff  - Purchase and installation of sign posts  - Approval of supplementary budget to support covid19 vaccination	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	water request submitted to water office on 10th /September 2021 to extend water from kaplagatet and sossyo village	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	A monitoring report for water and sanitation undertaken on 20th July 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	the water user committees are being formed and are currently not in place	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	An updated list of water sources and latrine coverage submitted on 20th July 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		
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30 Development of the Physical Development Plans as per guidelines  
Maximum score 2  
(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:  
20% in 2022/23  
30% in 2023/24  
40% in 2024/25

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

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

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

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

- 32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2 (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
- 33 Operation and Maintenance of infrastructure  
Maximum score is 3 (i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
- 33 Operation and Maintenance of infrastructure  
Maximum score is 3 (ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0
- 33 Operation and Maintenance of infrastructure  
Maximum score is 3 (iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

**L. Production Services Management**

- 34 Up to date data on agriculture and irrigation collected, analyzed and reported  
Maximum score is 2 If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0. Available 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>reports on awareness creation,; 30/9/2021 mobilization report for ACDP</p> <ul style="list-style-type: none"> <li>• awareness materials distribution lists: OWC technologies for Irish Potatoes</li> <li>• attendance lists for the awareness events: for 23/5/2022, 18/5/2022, 16/6/2022 for PDM activities</li> </ul>	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>No evidence seen</p>	0
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Training program: Available</p> <ul style="list-style-type: none"> <li>• Training reports: for 23/5/2022, 18/5/2022</li> <li>• Attendance sheets:for 23/5/2022, 18/5/2022</li> </ul>	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>Field reports on extension support provided: available</p> <ul style="list-style-type: none"> <li>• Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries</li> <li>• Sample farmers and farmer groups</li> </ul> <p>Available for PDM programme</p>
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### A. Functionality of Parish Administrative Structures

1

2

<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<ul style="list-style-type: none"> <li>• a. The composition of PDCs/WDCs for each parish in the LLG;</li> </ul> <p>Aralam Subabu George Chairperson LC II</p> <p>Martin Sande Parish Chief/Town Agent</p> <p>Chemutai everline juma Chairperson, Women Council</p> <p>Chelangat Peter Chairperson Youth Council</p> <p>Chelangat Sandra Chairperson, Disability Council</p> <p>Chebet Betty Chairperson NRM</p> <p>Chesibei Demian Opinion Leader/Elderly</p> <p>Chekwir Borit Benson Chairperson LC II</p> <p>Kipsang Alfred Parish Chief/Town Agent</p> <p>Margret Naswa Chairperson, Women Council</p> <p>Chewach Laban Chairperson Youth Council</p> <p>Soyekwo Moses Chairperson, Disability Council</p> <p>Haning Patrick Chairperson NRM</p> <p>Twala George Opinion Leader/Elderly</p> <p>Kapswama Kirui Benson Chairperson LC II</p> <p>Sande Martin Parish Chief/Town Agent</p> <p>Kokop Chebet Hellen Chairperson, Women Council</p> <p>Saik Moses Chairperson Youth Council</p> <p>Siyoy Nelson Chairperson, Disability Council</p> <p>Chebet Catherine Chairperson NRM</p> <p>Musanya Stephen Opinion Leader/Elderly</p> <p>Lwongon Chekwoti Janet Chairperson LC II</p> <p>Mutai Isaac Parish Chief/Town Agent</p> <p>Chelangat Scovia Chairperson, Women Council</p>
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Ayeko Benson Chairperson Youth Council  
 Chemonges Benson Chairperson, Disability Council  
 Mangusho James Chairperson NRM  
 Latyi Augustine Opinion Leader/Elderly  
 Mokoyon Peter Safania Chairperson LC II  
 Chesang Simon Parish Chief/Town Agent  
 Chelangat Monica Chairperson, Women Council  
 Siwa Moses Chairperson Youth Council  
 Erimia Sam Chairperson, Disability Council  
 Cherop Stephen Chairperson NRM  
 Kurong Henry Opinion Leader/Elderly  
 Ndilai Lakwey Kenneth Chairperson LC II  
 Parish Chief/Town Agent  
 Chebet Scovia Chairperson, Women Council  
 Chemos Wycliffe Chairperson Youth Council  
 Philister Kokop Brayan Chairperson, Disability Council  
 Chesakit Ben Chairperson NRM  
 Soyekwo Michael Opinion Leader/Elderly  
 Tuyobei Cheptegei Michael Chairperson LC II  
 Kipsang Alfred Parish Chief/Town Agent  
 Irene Kissa Chairperson, Women Council  
 Kiplangat Hosea Chairperson Youth Council  
 Kwemoi Kenneth Chairperson, Disability Council  
 Sande Vincent Chairperson NRM  
 John Chemwenya Opinion Leader/Elderly

b. Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Lwongon 12/5/2022, Ndilai 11/6/2022, Chekwir 10/6/2022, Mokoyon 12/5/2022, Aralam 15/5/2022, Tuyobei 10/6/2022

• Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

Aralam 15/6/2022, Ndilai 12/6/2022, Lwongon 12/6/2022, Mokoyon 4/6/2022, Tuyobei 14/6/2022, Chekwir 13/6/2022

a. The composition of PDCs/WDCs for each parish in the LLG;  
 Aralam Subabu George Chairperson LC II  
 Martin Sande Parish Chief/Town Agent

LLG has ensured that all Parish Chiefs/Town Agents have collected, Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community



compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.

Maximum score is 2

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

Chemutai everline juma Chairperson, Women Council  
Chelangat Peter Chairperson Youth Council  
Chelangat Sandra Chairperson, Disability Council  
Chebet Betty Chairperson NRM  
Chesibei Demian Opinion Leader/Elderly  
Chekwir Borit Benson Chairperson LC II  
Kipsang Alfred Parish Chief/Town Agent  
Margret Naswa Chairperson, Women Council  
Chewach Laban Chairperson Youth Council  
Soyekwo Moses Chairperson, Disability Council  
Haning Patrick Chairperson NRM  
Twala George Opinion Leader/Elderly  
Kapswama Kirui Benson Chairperson LC II  
Sande Martin Parish Chief/Town Agent  
Kokop Chebet Hellen Chairperson, Women Council  
Saik Moses Chairperson Youth Council  
Siyoy Nelson Chairperson, Disability Council  
Chebet Catherine Chairperson NRM  
Musanya Stephen Opinion Leader/Elderly  
Lwongon Chekwoti Janet Chairperson LC II  
Mutai Isaac Parish Chief/Town Agent  
Chelangat Scovia Chairperson, Women Council  
Ayeko Benson Chairperson Youth Council  
Chemonges Benson Chairperson, Disability Council  
Mangusho James Chairperson NRM  
Latyi Augustine Opinion Leader/Elderly  
Mokoyon Peter Safania Chairperson LC II  
Chesang Simon Parish Chief/Town Agent  
Chelangat Monica Chairperson, Women Council  
Siwa Moses Chairperson Youth Council  
Erimia Sam Chairperson, Disability Council  
Cherop Stephen Chairperson NRM  
Kurong Henry Opinion Leader/Elderly  
Ndilai Lakwey Kenneth Chairperson LC II  
Parish Chief/Town Agent  
Chebet Scovia Chairperson, Women Council  
Chemos Wycliffe Chairperson Youth Council

Philister Kokop Brayan Chairperson, Disability Council

Chesakit Ben Chairperson NRM

Soyekwo Michael Opinion Leader/Elderly

Tuyobei Cheptegei Michael Chairperson LC II

Kipsang Alfred Parish Chief/Town Agent

Irene Kissa Chairperson, Women Council

Kiplangat Hosea Chairperson Youth Council

Kwemoi Kenneth Chairperson, Disability Council

Sande Vincent Chairperson NRM

John Chemwenya Opinion Leader/Elderly

b. Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Lwongon 12/5/2022, Ndilai 11/6/2022, Chekwir 10/6/2022, Mokoyon 12/5/2022, Aralam 15/5/2022, Tuyobei 10/6/2022

• Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

Aralam 15/6/2022, Ndilai 12/6/2022, Lwongon 12/6/2022, Mokoyon 4/6/2022, Tuyobei 14/6/2022, Chekwir 13/6/2022

No mapping report

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

0

3

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

Maximum score is 6

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

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

There are approved activity workplans for FY 2021/2022 and 2022 and 2023

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

Aralam 1. Goats  
Ndilai 1. Goats  
Chekwir 1. Goats  
2. Fish  
Mokoyon 1. Goats  
Lwongon 1. Goats  
2. Sheep  
Tuyobei 1. Goats  
2. Sheep  
Kapswama 1. Goats

## 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

LLG approved development plan III signed on 27/05/2022 and the Annual Work Plan and Budget (AWPB) for the current FY approved under council min 8/LWGON/05/2022. are consistent.

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 ranked priorities from all parish submissions have been incorporated in the AWPB approved under min 8/LWGON/05/2022.

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>	No budget conference report	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>	LLG budget includes investments to be financed by the LLG as well as other funding sources.	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>	No projects profiles.	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>	The LLG submitted the AWPB for the current FY 11/05/2022.	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 submitted the procurement plan on 18/04/2022.	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 LLG budget and the prioritized investment comply with 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.	collected 24% i.e. out of 2,684,900 collected 655,000	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	The Lower local government is new and it became operational last Financial year implying no comparative budgets.	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.	Remitted the mandatory 35% to the district i.e. shs.229,250 out of shs.655,000	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	Had spend more than 20% of OSR on councilors allowances without authority used shs 1,540,000 out of shs655,000 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	Did not use OSR funds on operational and maintenance as all the funds went 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:  iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	OSR had been publicized on the notice board on the 12th june 2021	1

#### D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	submitted its Annual Financial Statement to the Auditor General (AG) on time 30 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

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

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

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

No evidence of submission

Maximum score is 6

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>iv. Q4 by 30th July score 3 or else 0</p>	<p>No evidence of submission</p>	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>The SAS appraised LLG staff including four parish chiefs on 30th June 2022 and the Assistant Accountant on 30th June 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>The SAS appraised the head teacher of Ndilai Primary school on 30th December 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>The SAS appraised the in charge of Aralam HC II on 30th June 2022.</p>	2



13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The SAS publicized the LLG staff list as below, there was a staff attendance register and staff performance reports with activities produced.  1.Kiprop Davis SACAO 2.Cherotich Victor Assistant Accountant 3.Mande Andronicus Parish chief 4.Samairi Tonny Parish chief 5.Kipsang Alfred Parish chief 6.Sande Martin parish chief	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 produced monthly analysis of staff attendance to duty for the months of july,august september,october,november,december 2021 and january, february, march,april ,may and june 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	New administrative unit	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	New administrative unit	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.	New administrative unit.	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 su county is new and no projects were undertaken during last FY	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A grievance redress system in place with a committee and a complaints logbook and log book dated 26th /AUGUST /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	A public display on the notice board with a grievance redress system in place	1

19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	No evidence seen	0
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness and Social mobilization awareness campaigns conducted evidenced by reports dated 23/8/2021, 22/11/2021  Some Action Points are,  - Parents should allow children got to school during week days and only graze during weekends  - No child shall be allowed to continue grazing during week days	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	Schools monitored as evidenced by reports dated 20/6/2022, 10/11/2021 by sub county chief & SMC sittings of 11/3/2021, 28/5/2021,  Some Action Points are,  - School should be fenced  - Parents should be encouraged to keep children safe at home as we wait for government to reopen schools	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	School management committees functional as evidenced by SMC sittings dated 11/3/2021, 28/5/2021 and 10/9/2021  Some Action Points are,  - SOPs should be observed because of covid 19  - Parenyts should provide meals for midday meals for the children at school	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 and Social mobilization campaigns on health conducted as evidenced by reports dated 23/8/2021, 22/11/2021  Some Action Points are,  - Mapping of TBAs  - Sensitization on Mosquito net use should be prioritised	3
24	The LLG monitored health service delivery at least twice during the previous FY  Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	Health services monitored as evidenced by HMUC sittings dated 16/9/2021, 5/11/2021, 10/3/2022  Some Action Points are,  - Community sensitization to be done jointly by all leaders  - Facility land documents to be followed by HUMC chair	4
25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	Health Unit management committee functional as evidenced by HUMC sittings dated 11/3/2022, 13/5/2022  Some Action Points are,  - Extension of facility land fencing to cater for all the facility land  - Induction of new HUMC members should be done	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	No evidence seen	0
27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	No evidence seen	0

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 seen	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 seen	0
	Maximum score is 2	Score 2 else 0		

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

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

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

31 Implementation of the physical planning and building control measures as per guidelines  
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.            Statistics available were for PDM on acreage, House hold incomes, and enterprises            **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            a. reports on awareness creation,            The awareness report were for ACDP and OWC distributions on 6/10/2021            b • awareness materials distribution lists            OWC distribution lists 6/10/2021            • attendance lists for the awareness events            for instance 6/10/2021 when distributing OWC technologies            **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>No reports available</p>	0
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>a• Training program</p> <p>Training programmes in place on Distribution of OWC technologies</p> <ul style="list-style-type: none"> <li>• Training reports</li> <li>• Attendance sheets</li> </ul> <p>for 6/10/2022</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>	<ul style="list-style-type: none"> <li>• Field reports on extension support provided</li> </ul> <p>Report on OWC distribution of technologies</p> <ul style="list-style-type: none"> <li>• Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries from MAAIF</li> <li>• Sample farmers and farmer groups</li> </ul> <p>For instance: Lwongon Goats rearing group, Mokoyon Farmer Group</p> <p>Chekwir Fish bond farmers group</p> <p>Tuyobei Goats rearing Farmers Group</p> <p>Kapswama goats rearing group</p> <p>Aralam Goats rearing Group</p>	2

## A. Functionality of Parish Administrative Structures



1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>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>only the list of PDCs available</p>	0
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>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>Available on acreage, incomes and enterprise</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>No mapping report</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>	No approved workplans	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>Available: Kapkumolon 1. Goats</p> <p>2. Piggery</p> <p>Kapnaunjuro 1. Sheep</p> <p>2. Goats</p> <p>Lwongon 1. Onions</p> <p>2. Goats</p> <p>3. Poultry</p> <p>4. Sheep</p> <p>Kobelyo 1. Sheep</p> <p>2. Goats</p> <p>Mutushet 1. Goats</p> <p>2. Sheep</p> <p>Kapterit 1. Sheep</p> <p>2. Goats</p> <p>3. Poultry</p> <p>4. Onions</p> <p>5. Piggery</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>Prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>Is consistent with the LLG approved development plan III.</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 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>No budget conference report because it was a new administrative unit.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>LLG budget to establish whether it includes investments to be financed by the LLG and District.</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	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	It was submitted after 15th/may/2022.	0
5	Procurement planning for the current FY: submission of request for procurement  Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	Procurement plan not submitted.	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	DDEG guidelines are in place and the LLG complied.	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.	Budgeted for shs.1,600,000 and collected only shs.190,000 representing 12% hence -88% 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	The Lower local government is new and it became operational last Financial year implying no comparative budgets.	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.	remitted 35% to the district. i.e. remitted shs.66,500 out of shs.190,000	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	spend more than 20% of OSR on councilors allowances without authority from the minister. i.e. spend shs.1,540,000 out OSR of shs.123,500	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	Did not use as all funds when to councilors allowances.	0

9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: OSR were publicized on the notice board by 14th June 2022 iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.		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	There was no Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time	0
	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	No evidence of submission	0
	Maximum score is 6			

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	No evidence of submission	0
	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>No evidence of submission</p>	0
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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>No evidence of submission</p>	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>The SAS appraised all LLG staff by 30th June 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	The SAS appraised the Headteachers of Mutushet and st.paul kapsetos primary schools respectively by 31st december 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 in charge of mutushet HC III by 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	No evidence seen	0
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	No evidence seen	0
<b>F. Implementation and Execution</b>				
14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	New administrative unit.	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	New administrative unit.	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.	New administrative unit and did not implement any project.	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 sub county is newly created no projects done last FY	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 complaints log book in place with a number of complaints registered and handled	1
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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	A display on the notice board with a detailed structure of grievance redress mechanism	1
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	There is a committee in place composed of 2 women and 3 men ,minutes in place held on 25th April 2022	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	Awareness and Social mobilization awareness campaigns conducted as evidenced by reports dated 28/1/2021, 8/6/2021 and 11/10/2021  Some Action Points are,  - Arrest all non school going children and prosecute their parents  - Ensure all children are in school	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	Schools monitored as evidenced by reports dated 23/3/2021, 22/6/2021 and 18/10/2021  Some Action Points are,  - Mid day meals for pupils should be supported by parents  - Improve school sanitation and Hygiene  - Increase water coverage within the school compounds	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 committee functional as evidenced by sittings on 13/7/2021  Some Action Points are,  - Grazing of animals within the school compound should stop  - School field should be protected from encroachers	<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	Awareness and Social mobilization awareness campaigns conducted as evidenced by reports dated 28/1/2021, 8/6/2021 and 11/10/2021  Some Action Points are,  - Map all TBAs  - All VHTs should continuously mobilize community to take up health services	<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	Health services care monitored as evidenced by reports dated 23/3/2021, 22/6/2021 and 18/10/2021  Some Action Points are,  - Increase Immunization outreaches  - Continuous mobilization for Covid-19 vaccination	<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	Health Unit Management committee functional evidenced by sittings dated 7/4/2022.  Some Action Points are,  - Power connection to the national grid  - Fencing of the health facility premises	<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	A request was submitted to water office for extension of water on 18th october 2021	<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	A monitoring report is in place for water and sanitation submitted on 12th October 2021	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 in place	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	A report in place updated with all water facilities and latrine coverage	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  
 (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0  
 Maximum score 2

33 Operation and Maintenance of infrastructure  
 (i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0  
 Maximum score is 3

33 Operation and Maintenance of infrastructure  
 (ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0  
 Maximum score is 3

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

**L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported  Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	No staff	<b>0</b>
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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>	No staff	0
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	No staff	0
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	Not available	0

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

Maximum score is 2

If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG  
Production Office score 2 or else 0

Not available

#### **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 composition of PDCs/WDCs for each parish in the LLG;

Aralalam Musa Kaparawar Chairperson LC II

Kurwa Peter Parish Chief/Town Agent

Chemutai Rose Chairperson, Women Council

Kitiyo Isaac Chairperson Youth Council

Kamasa Amos Chairperson, Disability Council

Gikonyi Demian Chairperson NRM

Nafula Teddy Opinion Leader/Elderly

Chepsoikey Mukey David Chairperson LC II

Chebet Moses Parish Chief/Town Agent

Kissa Joselyn Chairperson, Women Council

Chemutai Shan Chairperson Youth Council

Rotich Filex Chairperson, Disability Council

Cherotich Janet Chairperson NRM

Chebet Olive Opinion Leader/Elderly

Riwo Rotich Ben Chairperson LC II

Shikuku Maigut Parish Chief/Town Agent

Everlyne Chekwoti Chairperson, Women Council

Kipsiwa Martin Chairperson Youth Council

Chebet Keren Chairperson, Disability Council

Kissa Geoffrey Chairperson NRM

Mutai Fred Opinion Leader/Elderly

• Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Available for 26/5/2022, 25/6/2022

• The list of proposals submitted for the revolving funds during the previous FY

Available

• Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

Available on 17/5/2022, 13/5/2022

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>Available on household incomes, acreage, enterprises</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>No mapping report</p>	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>no workplan</p>	0

3

2

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

Maximum score is 6

Evidence that the LLG 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

- MENGO ONION FARMING PDM FG
- KAPTONYO GOAT REARING PDM FG
- MENGO II GOAT REARING PDM FG
- SOSYO GOAT REARING PDM FG
- KOKOYONG GOAT REARING PDM FG
- RIWO HILL GOAT REARING PDM FG
- MUYEMBE GOAT REARING PDM FG
- KAPKUTUNYO GOAT REARING PDM FG
- NYOKOSWO I GOAT REARING PDM FG
- NYOKOSWO II BEAN GROWERS PDM FG
- KAPSEKEI GOAT REARING PDM FG
- KAPLAKATET WOMEN AND YOUTH GOAT PDM FG
- NYOKOSWO FISH PDM FG
- KAPSEKEI SHEEP REARING PDM FG
- NYOKOSWO PAULTRY REARING PDM FG

**B. Planning and Budgeting**

4

1

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

Maximum score is 6

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

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

LLG approved development plan III and Annual Work plan and Budget (AWPB) are consistent for example construction of the council hall in the development plan and in AWPB.

4

1

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

Maximum score is 6

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

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 ranked priorities from the parish submissions were incorporated in the AWPB for example opening of roads, and supply of tree seedlings among others.

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 outcomes of the budget conference report for example construction of the council hall .</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>It does not include other funding sources.</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>project profiles in place for example construction of council hall and supply of tree seedlings.</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 submitted the AWPB for the current FY 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	No evidence seen	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 seen	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.	Budgeted for shs. 3,000,000 and collected shs.687,000 representing 23% implying -77%	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	There was a decrease like f/y 2020/21 shs.2,356,000 and shs.687,000 for f/y 2021/22 implying -71%	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.	Remitted the mandatory share OF 35% i.e.shs.240,450 out of shs.687,000	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	Spend more than 20% of OSR on councilors allowances i.e. spend shs,1,755,000 out of shs.687,000 representing 255%	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	Did not use as all the OSR went to councilors allowances	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 had been publicized on notice board by 30th dec 2021	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 its Annual Financial Statement to the Auditor General (AG) on time 30 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

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

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

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

No evidence of submission

Maximum score is 6

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>iv. Q4 by 30th July score 3 or else 0</p>	<p>No evidence of submission</p>	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>The SAS appraised all extension workers by 30th June.</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>The Sub county has no school.</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>The sub county has no health facility.</p>	2



13	Staff duty attendance	Evidence that the LLG has	The SAS publicized the list of LLG staff, there was an attendance register and staff performance reports with activities in place.	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 produced monthly analysis of staff attendance.	3
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0		

## F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	The DDEG spent all the money on eligible projects for example construction of the council hall and supply of tree seedlings.	2
	Maximum score is 2			

15	The LLG spent the funds as per budget	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The deviation was 4.3% which is less than 10%.	2
	Maximum score is 2			

16	Completion of investments as per annual work plan and budget	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :	The LLG project in the previous FY was completed as per work plan by end of FY at 87%.	2
	Maximum score is 3	If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.		

## G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	Environmental screening done for completion of council hall building	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A committee in place A complaints log book in place to record complaints	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	A structure on Grievance redress mechanism 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 in place approved under council minute MIN 06/2021 and appointed on 12th Dec 2021 and 1 set of minutes in place for meeting held on 24th /May 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	Subcounty conducted awareness and mobilization of community members on values and importance of education as evidenced by reports tabled dated 16/11/2021	<b>3</b>
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21	Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	No schools in the subcounty	<b>4</b>
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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 schools in the subcounty	<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	Subcounty conducted awareness and social mobilisation campaign on uptake of health care services as evidenced by reports dated 16/11/2021	<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	No Health facilities in the subcounty	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 facilities in the subcounty	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	A request for water extension and rehabilitation for Bukwo GFS which busted. the letter was submitted on 24th Sept 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 monitoring report in place for water and sanitation submitted on 25th June 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	Water and sanitation committees in place for all water sources	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.	An updated list of all water sources and latrine coverage and thier status the list was submitted to water office on 24th /May 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	(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
	Maximum score 2		

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

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

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

Available: Animal livestock census report 13/9/2021

**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

- reports on awareness creation, : report on FMD awareness meeting on 30/4/2022
- awareness materials distribution lists: Available for owc technologies
- attendance lists for the awareness events: Available for 14/12/2021 on livestock vaccination, 24th June, 2022 opening livestock market

**2**

36            The LLG has carried out monitoring activities on production activities for crops, animals and fisheries  
 Maximum score is 2

If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0

- Monthly monitoring reports by extension staff: No monthly reports
- Supervision reports by SAS/ATC: No supervision reports

**0**

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	<p>Training program: Training programme available for both livestock and crop</p> <ul style="list-style-type: none"> <li>• Training reports: Training reports available in quarterly i.e 23/9/2021</li> <li>• Attendance sheets: 23/9/2021, 24/6/2022</li> </ul>	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	<p>Field reports on extension support provided: Reports on animal vaccination, PDM sensitizations available</p> <ul style="list-style-type: none"> <li>• Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries supplied by MAAIF</li> <li>• Sample farmers and farmer groups: <ul style="list-style-type: none"> <li>KAPTONYO GOAT REARING PDM FG</li> <li>MENGO II GOAT REARING PDM FG</li> <li>SOSYO GOAT REARING PDM FG</li> <li>KOKOYONG GOAT REARING PDM FG</li> <li>RIWO HILL GOAT REARING PDM FG</li> <li>MUYEMBE GOAT REARING PDM FG</li> <li>KAPKUTUNYO GOAT REARING PDM FG</li> <li>NYOKOSWO I GOAT REARING PDM FG</li> <li>NYOKOSWO II BEAN GROWERS PDM FG</li> <li>KAPSEKEI GOAT REARING PDM FG</li> <li>KAPLAKATET WOMEN AND YOUTH GOAT PDM FG</li> <li>NYOKOSWO FISH PDM FG</li> <li>KAPSEKEI SHEEP REARING PDM FG</li> <li>NYOKOSWO PAULTRY REARING PDM FG</li> <li>KAPYOMAT ONION GROWERS</li> <li>KARIMUKWON SHHEP REARING</li> <li>LAKAMET SHEEP REARING</li> <li>KOKWO SHEEP REARING</li> <li>SIWET SHEEP REARING</li> </ul> </li> </ul>	2
Maximum score is 2				

**A. Functionality of Parish Administrative Structures**

1	The LLG has	Evidence that the LLG	• The composition of PDCs/WDCs for each parish in the LLG;	2
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ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards

Maximum score is 2

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.

Cheptuimet Ward

Musobo Ben Chairperson LC II

Parish Chief/Town Agent

Chebet Patricia Chairperson, Women Council

Cherotich Naster Chairperson Youth Council

Mutai Eric Chairperson, Disability Council

Chemonges Martin Chairperson NRM

Chemutai Jane Opinion Leader/Elderly

Kapkware Ward Sunguka Alex Chairperson LC II

Parish Chief/Town Agent

Cherop Celestine Chairperson, Women Council

Kapkwerit Silas Chairperson Youth Council

Masai Alfred Chairperson, Disability Council

Makong Moses Chairperson NRM

Murume Boniface Opinion Leader/Elderly

Kapmokon Ward Sande Moses Chairperson LC II

Parish Chief/Town Agent

Cherotich Judith Chairperson, Women Council

Kwemoi Alex Chairperson Youth Council

Chemutai Annet Chairperson, Disability Council

Kibet Patrick Chairperson NRM

Chepkweywo Arapndiwa Opinion Leader/Elderly

Lulwo Ward

Chelimo Jairo Chairperson LC II

Parish Chief/Town Agent

Nakhumicha Zainabu Chairperson, Women Council

Kadogo Alex Chairperson Youth Council

Cherotich Everline Chairperson, Disability Council

Kitiyo Patrick Chairperson NRM

Chemakwila Isaac Opinion Leader/Elderly

• Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Available for 23/5/2022, 26/5/2022, 29/5/2022

• Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

Available for 23/5/2022, 26/5/2022, 29/5/2022

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>	Data available on Acreage, Household incomes	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>	No mapping report	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>	Approved promme activities available for FY 2021/22 and 2022/23	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>Kapmokon ward 1. Piggery</p> <p>2. Goats</p> <p>3. Sheep</p> <p>Cheptuimat ward 1. Goats</p> <p>2. Sheep</p> <p>Lulwo ward 1. Goats</p> <p>Kapkware 1. Goats</p> <p>2. Onions</p> <p>3. Sheep</p> <p>4. Tomatoes</p>
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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>LLG approved development plan III and Annual Work plan and Budget (AWPB) for the current FY approved under council MIN 27/RTC/5/2022 are consistent.</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>There are ranked priorities from the parishes and have been incorporated in AWPB.</p>
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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>AWPB have been based on the budget conference report dated 30th/06/2022.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>LLG budget includes investments to be financed by the LLG as well as other funding sources as well as 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>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 the current FY have been developed for all capital investments.</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 submitted the AWPB for the current FY 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 submitted the procurement plan on 30th 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	The prioritized investment comply to the DDEG Grant, Budget and Implementation Guidelines investment menu.	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 t/c budgeted for OSR at 7,000,000 but only collected 250,000 representing 25%	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	Their was no comparative Figer since this was a new administrative unit.	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.	did not share.	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	spend more than 20% of OSR on councilors allowances without authority from the minister i.e. used shs.900,000 representing 360%	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	Did not spend any OSR on operation since all went to council allowances.	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 were publicized on notice board on the 4th June 2022.	1

**D. Financial Management**

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	submitted its Annual Financial Statement to the Auditor General (AG) on time i.e. by August 30	4
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11                    The LLG has                    Evidence that the LLG                    not submitted                    0  
submitted all 4                    submitted all four  
quarterly financial                    quarterly financial and  
and physical                    physical progress  
progress reports                    reports, for the previous  
including finances                    FY to the LG  
for the Parish                    Accounting Officer  
Development                    including on the funding  
Model (PDM), for                    for the PDM on time:  
the previous FY                    i. Q1 by 15th October  
on time and in                    score 1 or else 0  
the prescribed  
format  
  
Maximum score  
is 6

11                    The LLG has                    Evidence that the LLG                    not submitted                    0  
submitted all 4                    submitted all four  
quarterly financial                    quarterly financial and  
and physical                    physical progress  
progress reports                    reports, for the previous  
including finances                    FY to the LG  
for the Parish                    Accounting Officer  
Development                    including on the funding  
Model (PDM), for                    for the PDM on time:  
the previous FY                    ii. Q2 by 15th January  
on time and in                    score 1 or else 0  
the prescribed  
format  
  
Maximum score  
is 6

11                    The LLG has                    Evidence that the LLG                    not submitted                    0  
submitted all 4                    submitted all four  
quarterly financial                    quarterly financial and  
and physical                    physical progress  
progress reports                    reports, for the previous  
including finances                    FY to the LG  
for the Parish                    Accounting Officer  
Development                    including on the funding  
Model (PDM), for                    for the PDM on time:  
the previous FY                    iii. Q3 by 15th April  
on time and in                    score 1 or else 0  
the prescribed  
format  
  
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>iv. Q4 by 30th July score 3 or else 0</p>	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>	No evidence seen	0
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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>	No evidence seen	0
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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>(iii) HC III &amp; II In-charges in the previous FY (by June 30th) – score 2 or else</p>	No evidence seen	0
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13	Staff duty attendance	Evidence that the LLG has	No evidence seen	0
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		

13	Staff duty attendance	Evidence that the LLG has	No evidence seen	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	No evidence seen	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 seen	0
	Maximum score is 2			

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

**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	The town council is new and does not have any project 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	A grievance system in place to handle cases of complaints from the community	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	Adisplay of grievance redress mechanism displayed n public notice boards	1
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area land committee in place approved under council minute 06/ RTC /02/2022and appointed on 28th /02/2022 with minutes in place	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	Awareness campaigns and parent's mobilization for improvement of education service conducted as evidenced by reports dated 4/3/2021, 10/9/2021  Some of the actions are,  - Children should always be at school during week days  - Parents whose children absent should be arrested and prosecuted	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	Schools monitored as evidenced by minutes dated 3/3/2021, 28/121/2021,  Some of the actions are,  - Broken school Desks should be repaired  - School land should be clearly demarcated and titled	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 functional as evidenced by SMC sitting dated 3/3/2021, 28/121/2021  Some of the actions are,  - Each parent should pay Shs. 2,000 for tap water connection  - Parents should start the process of bring food for midday meals for children to school	3

**I. Primary Health Care Services Management**

23	Awareness campaigns and mobilization on primary health care conducted in last FY	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Awareness and Social mobilization awareness campaigns conducted evidenced by reports dated 4/3/2021, 10/9/2021  Some of the actions are,  - Covid-19 vaccination should be conducted at community level  - Improve community EPI outreaches	3
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24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>Health services monitored as evidenced by HMUC sittings dated 24/11/2021, 18/1/2022</p> <p>Some of the actions are,</p> <ul style="list-style-type: none"> <li>- Treatment of termites damaging facility structures</li> <li>- Patients should be give the first priority</li> </ul>	<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; score 3, else score 0</p>	<p>Health Unit management committee functional as evidenced by HMUC sittings dated 24/11/2021, 18/1/2022</p> <p>Some of the actions are,</p> <ul style="list-style-type: none"> <li>- Time management amongst staff should be observed</li> <li>- Approval of supplementary budget for Covid19 vaccination</li> </ul>	<b>3</b>

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

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

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD	the town council is newly established and has no physical planning committee	0
	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 Score 1 or else 0:	not yet established since a physical planning committee is not in place	0
	Maximum score 2	20% in 2022/23 30% in 2023/24 40% in 2024/25		

31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD.	not yet implemented due to lack of staff to form physical planning committee	0
	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	no staff in place to undertake the tasks of the engineer	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	No sufficient staff in place	0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0	no solid waste management plan since there are no staff to undertake the task	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	New town council and this is yet not done	0
33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0	New town council not fully established	0
33	Operation and Maintenance of infrastructure Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	New town council	0

33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	New town council	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.	Available for dairy animals, acreage and enterprises for farmers	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	<ul style="list-style-type: none"> <li>• reports on awareness creation, Available for FM 30/4/2022</li> <li>• awareness materials distribution lists for OWC: Irish potatoes, Beans and maize</li> <li>• attendance lists for the awareness events</li> </ul> For 14/12/2022 on Cattle vaccination, 24/6/2022 opening cattle market	2
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries  Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	No monthly reports and SAS report	0

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.	<ul style="list-style-type: none"> <li>• Training program</li> </ul>
Maximum score is 2		<ul style="list-style-type: none"> <li>• Training reports</li> </ul>
		<ul style="list-style-type: none"> <li>• Attendance sheets</li> </ul>
		<ul style="list-style-type: none"> <li>14/12/2021 Vaccination, 24/6/2022 opening the market</li> </ul>
		<ul style="list-style-type: none"> <li>\Available on FMD vaccination and senzitization</li> </ul>
		<ul style="list-style-type: none"> <li>Available on vaccination of cattle and opening Amerimeri Market</li> </ul>



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>a. Field reports on extension support provided Available</p> <ul style="list-style-type: none"> <li>• Review and check Agricultural extension diaries from a sample of 3 extension staff</li> </ul> <p>No diaries provided by MAAIF</p> <ul style="list-style-type: none"> <li>• Sample farmers and farmer groups</li> </ul> <p>CHEPTUIMET WART RIWO TOWN COUNCIL  MULUNGWA PIGGERY GROUP  KAPMOKON KAKANET FARMERS GROUP  KAPMOKON EXODUS VISION GR0UP  LINIMOJA GOAT REARING ASSOCIATION  KASKA GOAT REARING  MAKUTANO GOAT REARING GROUP  SAATKA GROUP  PWDS GROUP  MAKUTANO PIGGERY REARING GROUP  KOLONGEI GROUP  KAPMOKON POSHA GROUP  KAPMOKON WOMEN GOAT REARING GROUP  TASTAI GOAT REARING GROUP  UPENDO GOAT REARING  ROROK WOMEN GOAT REARING  SAATKA GOAT REARING  TULWO WOMEN AND YOUTH GOAT REARING  CHEBININY GOAT REARING GROUP  KATAKAR SHEEP REARING GROUP</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.

PDCs are:

Chemwabit

Nyongesa David Chairperson LC II

Kiplangat Benson Parish Chief/Town Agent

Cherop Doreen Chairperson, Women Council

Wakhateli Martine Chairperson Youth Council

Nangekhe Rispa Chairperson, Disability Council

Karakita Augustine Chairperson NRM

Chemunungwa Amos Opinion Leader/Elderly

Kapkomboloy Chemos David Sasha Chairperson LC II

Parish Chief/Town Agent

Chelangat Scovia Chairperson, Women Council

Kiptoo Samuel Chairperson Youth Council

Chemutai Betty Chairperson, Disability Council

Kwerit Ali Chairperson NRM

Boyo Stephen Opinion Leader/Elderly

Kapkomol Mambo Moses Chairperson LC II

Nalukulu Festo Parish Chief/Town Agent

Chemutai Janet Chairperson, Women Council

Kiplangat Martin Chairperson Youth Council

Mutai Silas Chairperson, Disability Council

Rotich Kalistus Chairperson NRM

Ndiema Dison Michael Opinion Leader/Elderly

Rwanda Kiprotich Simon Chairperson LC II

Chebet Jackline Parish Chief/Town Agent

Cheboi Zelda Chairperson, Women Council

Kipruto Joshua Chairperson Youth Council

Toskin David Chairperson, Disability Council

Cheburony Wilfred Chairperson NRM

Chesubon Fatah Opinion Leader/Elderly

Minutes included those of Minutes 9/5/2022, Kapkomoloy parish, 6/5/2022 Kapkomol, Rwanda, 10/5/2022

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>Data available are for household income, enterprises and acreage</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>Mapping reports available include; SESIL, COU, BOC church</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Available for FY 2021/22 and FY 2022/23</p>	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><b>Kapkomol</b></p> <ol style="list-style-type: none"> <li>1. Maize</li> <li>2. Onions</li> <li>3. Sheep</li> <li>4. Goats</li> </ol> <p><b>Kapkwomboloy</b></p> <ol style="list-style-type: none"> <li>1. Onions</li> <li>2. Tomatoes</li> </ol> <p><b>Rwanda</b></p> <ol style="list-style-type: none"> <li>1. Onions</li> <li>2. Tomatoes</li> </ol> <p><b>Chemwabit</b></p> <ol style="list-style-type: none"> <li>1. Sheep</li> <li>2. Onions</li> <li>3. Tomatoes</li> </ol>
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## B. Planning and Budgeting

4

1

<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>LLG approved development plan III and Annual Work Plan and Budget (AWPB) for the current FY approved under min 7/CO/SEN/05/2022 are consistent.</p>
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4

0

<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 ranked priorities.</p>
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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 Budget conference report.	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>	LLG budget includes investments to be financed by the LLG as well as other funding sources and the district.	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>	No project profiles.	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>	The LLG submitted the AWPB for the current FY before 13th 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 LLG submitted the procurement plan on 15th/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 prioritized investment complies with the DDEG Grant, Budget and Implementation Guidelines investment menu.	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.	Budgeted for shs.2000,000 and did not collect any OSR hence -100%	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	<ul style="list-style-type: none"> <li>OSR collected decreased from previous and previous but one i.e. shs.1,120,000 and shs.0 respectively</li> </ul>	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG: <ul style="list-style-type: none"> <li>i. Has remitted OSR to the administrative units, score 1 or else score 0.</li> </ul>	Had not Remitted the mandatory share of OSR to the LG and 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	spend more than 20% of OSR on councilors allowances i.e. 100% as the spend shs.1,740,000 of OSR without authority from the minister.	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Budgeted and did not used at least 5% OSR funds on operational and maintenance as they didnt collect	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.	Had not published OSR on the notice board	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	No Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time	0
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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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  
i. Q1 by 15th October  
score 1 or else 0

not submitted

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  
ii. Q2 by 15th January  
score 1 or else 0

not submitted

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:  
iii. Q3 by 15th April  
score 1 or else 0

not submitted

Maximum score is 6

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>iv. Q4 by 30th July score 3 or else 0</p>	<p>not submitted</p>	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>The SAS appraised the Assistant Agricultural Officer mr. Oscar Cherotwo on 28th June 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>The SAS did not appraise the Headteachers of chemwabit and senendet primary schools by 31st December 2021.</p>	0
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III &amp; II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>The Sub county has no health facility.</p>	2

13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	The SAS publicized the list of LLG staff as below, there was a staff attendance register and performance reports with list of activities in place.  1.Chepsigor Patrick SACAO 2.Cherotwo Oscar Assistant Agricultural Officer 3.Chemos Febbi Parish Chief 4.Chemonges Herbert Parish Chief 5.Chebet Jackline Parish Chief 6.Kiprotich Hassan Accountant	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 produced and submitted monthly analysis of staff attendance for the months for the months of july, August,September,October, November,December 2021 and January,February,March,April May and June 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 investments were on eligible projects/ activities as per the DDEG LLG investment menu.	2
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The LLG deviated more than +/-10 % from the sector ceilings and programs.	0

16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	The projects was 70% complete	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	Environment and social screening was undertaken for construction of sub county headquarters on 9th /Dec/2021  most of the impacts are site specific and were managed as recommended by the environment officer	2
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	A Grievance committee in place ,complaints log book in place capturing complaints and how they were handled	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	A public notice displayed for Grievance management system	1

19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	Area land committee in place approved and appointed on 14th October 2021 there is also a set of minutes dated 15th October 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	Community mobilization & Sensitization on education done as evidenced by reports dated 4/5/2021, 10/10/2021, and 4/3/2022  Some of the actions are,  - Arrest all non-school going children and prosecute their parents  - All schools should form Covid-19 school task forces  - Teachers should register attendance to duty all the time	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	Schools monitored as evidenced by SMC sittings of 15/3/2021, 22/6/2021,  Some Action Points are,  - School should be fenced  - Parents should be encouraged to keep children safe at home as we wait for government to reopen schools	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	Schools monitored as evidenced by SMC sittings of 15/3/2021, 22/6/2021,  Some Action Points are,  - School should be fenced  - Teachers should register attendance to duty all the time	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	Community mobilization & Sensitization on done done as evidenced by reports dated 4/5/2021, 10/10/2021, and 4/3/2022  Some of the actions are,  Some of the actions are,  - Covid-19 vaccination should be conducted at community level  - Seek treatment ion the nearby sub-counties  - Intensify community EPI outreaches	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 facility within the 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	No health facility within the Sub-county	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	A request for piped water extension to Rwanda parish and kapkwomol parish .the letter was submiited on 10th/10/2021	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	Water and sanitation monitoring report submitted to CAO s office on 11th July 2022 the report covers Number of households ,latrine coverage and water sources	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 in place including minutes and community contributions	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 of all water sources and latrine coverage submitted on 11th .July /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 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.            Statistics on acreage, Household incomes and enterprises available            **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            Reports were seen on OWC sensitizations, Farmer trainings, Disease surveillance reports            Attendance sheets include;            25/5/2022 on PDM            **2**



36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</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>No monthly reports in place apart from quarterly reports</p>	0
<p>Maximum score is 2</p>				
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Training programmes available on farmer trainings Training reports available in quarterly format Attendance sheets available; 18/5/2022, 19/5/2022 across all parishes</p>	2
<p>Maximum score is 2</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>Field reports available on farmer trainings,</p> <p>No Agricultural diaries as they were not distributed by MAAIF</p> <p>Farmer groups:</p> <p>RWANDA SENENDAT</p> <p>CHEMWABIT</p> <p>KAPKOMOL</p> <p>KAPKOMBOLO</p> <p>CHEPSOIKEI ONION ENTERPRISE GROUP</p> <p>CHEMWABET HORTICULTURAL ENTERPRISE</p> <p>CHEMWABET ONION ENTERPRISE</p> <p>MOKOYET ELDERS SHEEP REARING</p> <p>KOLONGEI HORTICULTURAL</p> <p>CHEMWABIT UNITED SHEEP REARING</p> <p>NJORO ONION GROWING</p> <p>KAPKOMBOL HORTICULTURE GROWERS ENTERPRISE</p> <p>CHEPSEKEK</p> <p>CHEPKEGIR ONION</p> <p>TULWET HORTICULTURE</p> <p>TABASHAT GOAT REARING ENTERPRISE</p> <p>POSHA HORTICULTURE CULTIVATION</p> <p>RWANDA HORTICULTURE ENTERPRISE</p> <p>MUNDA-RWANDA HORTICULTURE</p> <p>CHESOIKEI MAIZE ENTERPRISE</p> <p>TABASHAT MAIZE GROWERS</p> <p>TULWET ONION AND SHEEP</p> <p>KAPCHESOI ONION AND MAIZE</p> <p>TOLOSHO MAIZE ONION ENTERPRISE</p> <p>KAPKERESOI SHEEP AND MAIZE</p>
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#### A. Functionality of Parish Administrative Structures

<p>1</p> <p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal</p>	<p>a• The composition of PDCs/WDCs for each parish in the LLG;</p> <p>Kongasis Ward</p> <p>Chemayek Augustine Chairperson LC II</p> <p>Parish Chief/Town Agent</p> <p>Yeko Phyllis Chairperson, Women Council</p> <p>Cherop Emily Chairperson Youth Council</p>
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of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.

Chesilyong Moses Chairperson, Disability Council

Rotich Dan Chairperson NRM

Chemonges Jackson Opinion Leader/Elderly

Kurangur Ward

Chemutai Patrick Chairperson LC II

Kapkulany Philip Parish Chief/Town Agent

Cherotich Fanis Chairperson, Women Council

Kiplangat Stephen Chairperson Youth Council

Mayia Fred Chairperson, Disability Council

Omakata Ivan Chairperson NRM

Okumu Peter Opinion Leader/Elderly

Kwirwot Ward

Kamining Francis Chairperson LC II

Parish Chief/Town Agent

Chekwemai Carolyne Chairperson, Women Council

Kibet Alex Chairperson Youth Council

Mwanga Antony Chairperson, Disability Council

Wafula Kennedy Chairperson NRM

Mutukwo Benson Opinion Leader/Elderly

Mosop Ward

Chemonges Patrick Chairperson LC II

Parish Chief/Town Agent

Chelangat Sophy Chairperson, Women Council

Kwemai Samuel Chairperson Youth Council

Cheptegei Ben Chairperson, Disability Council

Wekesa Andrew Chairperson NRM

Cheptegei Margaret Opinion Leader/Elderly

Rakwayandet Ward

Yeko Richard Chairperson LC II

Parish Chief/Town Agent

Cheptoyek Hellen Chairperson, Women Council

Kibet Gilbert Chairperson Youth Council

Chepkwemai Alice Chairperson, Disability Council

Chelangat Alice Chairperson NRM

Metas Richard Opinion Leader/Elderly

Suam Ward Kwemai Wycliffe Chairperson LC II

Parish Chief/Town Agent

Kissa Justine Chairperson, Women Council  
 Wetaka Wilson Chairperson Youth Council  
 Wanafu Philip Chairperson, Disability Council  
 Gimei Stephen Chairperson NRM  
 Jimmy James Opinion Leader/Elderly

- Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

Minutes for Rakwayandet on 24, Kurungor 25/5/2022, Suam 12/5/2022

- Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY

Minutes for Rakwayandet on 24, Kurungor 25/5/2022, Suam 12/5/2022

Data was collected on enterprises, incomes and acreage

2

2

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

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish  
 Evidence that the LLG:  
 i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0  
 Maximum score is 6

No Mapping report

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>Available for FY 2021/22 and 2022/23</p>	2
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3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Suam ward 1. Sheep 2. Poultry 3. Rabbit 4. Piggery Kurongur 1. Sheep 2. Poultry 3. Piggery Kwirwot 1. Sheep 2. Poultry Rakwayandet 1. Sheep 2. Goats Mosop 1. Sheep 2. Maize</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>A development plan in place was approved on 24th/08/2021 and is consistent with approved annual work plans under council meeting held on 24th/05/2022</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	No ranked priorities.	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>	No budget conference report.	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>	The LLG budget includes investments to be financed by the LLG and the district.	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>	No evidence found	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	The LLG submitted the AWPB for the current FY on 14th/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	No submission letter to PDU.	0
6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	New administrative unit and did not implement any DDEG project.	0
<b>C. Own Source Revenue Mobilization and Administration</b>				
7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	collected 86% of the budget budgeted for 21,040,000 and collected 18,255,745	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	The Lower local government is new and it became operational last Financial year implying no comparative budgets.	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.	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	Did not spend more than 20% of OSR on councilors allowances i.e. spend 1,800,000 which represents 10% only	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	had Budgeted and used at least 5% OSR funds on operational 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.	OSR had been publicized on the notice board by 13th june 2022	1

**D. Financial Management**

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	submitted its Annual Financial Statement to the Auditor General (AG) on 30 aug 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

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

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

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

No evidence of submission

Maximum score is 6

0

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iv. Q4 by 30th July score 3 or else 0	No evidence of submission	0
	Maximum score is 6			

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

12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	The Town clerk appraised all LLG staff including five town agents.	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 did not appraise all the primary school headteachers in the town council.	0
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	The SAS appraised the in charge of kwirwot HC III 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	The Town clerk publicized the list of LLG staff as below,  1.Limo Chelimo Moses 2.Cherukut Sophie 3.Yesho Wilfred Kipsang 4.Kapkulany philip 5.Kiprotwo Philimon 6.Chelangat sheila 7.Abro felix ayeba 8.Kibet caleb	Town clerk Town Treasurer Principal Health inspector Town agent Town agent Town agent Town agent	<b>3</b>
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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 did not produce monthly analysis of staff attendance to duty.		<b>0</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	New administrative unit.		<b>2</b>
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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	New administrative unit.		<b>2</b>
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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.	New administrative unit.	3
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**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	No screening was undertaken for the construction of town council offices	0
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No Grievance redress in place to record ,investigate and respond to cases	0
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	A grievance redress mechanism not i place and not displayed	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 in place yet to be inducted	<b>0</b>
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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	No Social mobilisation report	<b>0</b>
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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	School monitored as evidenced by SMC sittings dated 16/3/2021, 8/9/2021  Some of the actions are,  - Mid day meals for pupils  - Increase water coverage within the school compounds	<b>4</b>
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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	School monitored as evidenced by SMC sittings dated 16/3/2021, 8/9/2021  Some of the actions are,  - Increase water coverage within the school compounds  - Repair school fence	<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	No awareness campaign report	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	Health services monitored as evidenced by HMUC sittings dated 15/3/2022, 27/6/2022  Some of the actions are, - Improve community EPI outreaches  - The district should clearly demarcate facility land	4
25	Existence and functionality of Health Unit Management Committee  Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	Health services monitored as evidenced by HMUC sittings dated 15/3/2022, 27/6/2022  Some of the actions are,  - Improve community EPI outreaches  - Approval of supplementary budget to support covid19 mass vaccination	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  
 Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0  
 Maximum score is 2

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

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

30 Development of the Physical Development Plans as per guidelines  
 (i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0  
 A physical planning committee in place with one set of minutes in place but not all minutes were submitted to MLHUD  
 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  
 No updated physical plan and no approved action area plan for previous FY because the town council is new  
 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	The town council is new and no new investments have been implemented in previous FY	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0	New town council and no streets named ,no plots numbered as yet	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	New town council and inadequate staff on the ground to form 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	New town council and there is no waste management plan during last FY	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	A report for minutes on awareness campaigns not carried out	0



33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0	New town council this was not implemented during previous FY	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	New town council and O and M was not planned for	1
33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	New town council and own source revenue not implemented	1

#### L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported  Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	Data on drought, acreage and production per unit	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	<ul style="list-style-type: none"> <li>• reports on awareness creation,</li> <li>Reports available on ACDP awareness</li> <li>• awareness materials distribution lists</li> <li>ACDP distribution lists and OWC available</li> <li>• attendance lists for the awareness events</li> </ul>	2

30/6/2022

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>Monthly reports available</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>Training program</p> <p>Training programmes available</p> <ul style="list-style-type: none"> <li>• Training reports</li> </ul> <p>Reports on ACDP, Banana Bacterial wilt in Rikwo Central</p> <ul style="list-style-type: none"> <li>• Attendance sheets</li> </ul> <p>Available 24/5/2022, 22/5/2022</p>	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>• Field reports on extension support provided: Field reports on BBW, ACDP and PDM programmes available</li> <li>• Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries supplied</li> <li>• Sample farmers and farmer groups</li> </ul> <p>MOSOP SHEEP REARING</p> <p>MOSOP SHEEP REARING</p> <p>TOROR SHEEP REARING</p> <p>TERIAT SHEEP REARING</p> <p>MARAMBACH FARMING</p> <p>CUSTOP CELL SHEEP REARING</p> <p>KAPKOBOR B POULTRY KEEPERS</p> <p>SAUM RABBIT KEEPERS</p> <p>MARKET CELL PIGGERY FARMERS</p> <p>LAS VAGAS SHEEP REARING</p> <p>RIKWO SHEEP REARING</p> <p>SIMOTWET GOAT REARING</p> <p>TITIMET SHEEP REARING</p> <p>RAKWAYANDET</p> <p>KWIRWOT WARD</p> <p>KUROWGURU</p> <p>RAKWAYANDET</p> <p>KONGASIS</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.

The composition of PDCs/WDCs for each parish in the LLG;

Chepkusawar Chebet Hellen Augustine Chairperson LC II

Chemutai Carolyn Chairperson, Women Council

Cheptoyek Brenda Chairperson Youth Council

Mukung Alex Chairperson, Disability Council

Kimutai Tom Chairperson NRM

Sali Augustine Opinion Leader/Elderly

Kapyoyon Tenderesy Zakayo Malinga Chairperson LC II

Kibet Caleb Parish Chief/Town Agent

Nasimiyu Everline Chairperson, Women Council

Tendersy Willy Chairperson Youth Council

Mabonga Geoffrey Chairperson, Disability Council

Mulongo Julius Chairperson NRM

Kundu Fred Opinion Leader/Elderly

Kapkweno Chelangat Stephen Chairperson LC II

Parish Chief/Town Agent

Cheaang Claudia Chairperson, Women Council

Aliwa Fred Chairperson Youth Council

Kiprotich Hassan Chairperson, Disability Council

Kipsang Wilfred Chairperson NRM

Lawendi George Opinion Leader/Elderly

Matimbei Mukung A. Kaye Chairperson LC II

Satya Alex Breto Parish Chief/Town Agent

Chemusto Sisco Chairperson, Women Council

Kiprop Titus Chairperson Youth Council

Chebet Charles Chairperson, Disability Council

Kitikoi Nelson Chairperson NRM

Nafula Josephine Opinion Leader/Elderly

- Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities;

kapyoyon 24/5/2022, kapkweno 11/5/2022, matimbei 10/5/2022

- The list of proposals submitted for the revolving funds during the previous FY: Available

- Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY:

kapyoyon 24/5/2022, kapkweno 11/5/2022, matimbei 10/5/2022

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>Available for all parishes on Enterprises, Household incomes and acreage</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>NGO mapping report available for 21/6/2022 NGOs include: TASO, Child development centres, churches</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 approved activity plans available</p>	2

3

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>Matimbei 1. Onions</p> <p>2. Sheep</p> <p>Kapkweno 1. Sheep</p> <p>2. Onions</p> <p>3. Dairy</p> <p>Kapyoyon 1. Sheep</p> <p>2. Beef cattle</p> <p>3. Goats</p>
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**B. Planning and Budgeting**

4

1

<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The development is approved and signed by the chairperson LCIII and approved budget under min 44/SSC/05/22 are consistent.</p>
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4

1

<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 have been incorporated into the annual work plans approved under min 44/SSC/05/22.</p>
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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 review of the budget conference report shows that AWPB were based on it.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>LLG budget includes investments to be financed by the LLG as well as other funding sources like 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>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 have been developed but are not in correct prescribed format.</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 LLG submitted the AWPB for the current FY on 14th/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 the procurement plan to PDU on 24th/04/2022.	2
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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 prioritized investment complies with the DDEG Grant, Budget, and Implementation Guidelines investment menu.	2
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**C. Own Source Revenue Mobilization and Administration**

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	collected OSR at 99% of the budget i.e. budgeted for 3,915,000 and collected 3,896,000	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	OSR collected increased at 203% i.e.1,913,500 and 3,896,000 for 2020/2021-2021/2022 respectively.	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.	Had remitted OSR to the district that is shs.721,350 .	1
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	Had spend more than 20% of OSR on councilors allowances without authority from the minister. used 1,800,000 out of shs.3,896,000 representing 46%.	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	Had budgeted for and did not use at least 5% OSR funds on operational and maintenance as all the OSR went for coucillors allowances.	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 had been publicized on the notice board on the 12th Oct 2021	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 its Annual Financial Statement to the Auditor General (AG) on time i.e., 31 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

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

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

ii. Q2 by 15th January  
score 1 or else 0

No evidence of submission

Maximum score is 6

0

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

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

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

No evidence of submission

Maximum score is 6

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>iv. Q4 by 30th July score 3 or else 0</p>	<p>No evidence of submission</p>	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>The SAS appraised all extension workers by 30th June 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>The SAS appraised the headteachers of kapyoyon and kwirwot primary schools respectively by 31st December 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>The SAS appraised the in charge of kapkoloswo HC III by 30th June 2022</p>	2

13	Staff duty attendance	Evidence that the LLG has	The SAS has publicized the list of lower local government staff, there was an attendance register and performance reports were in place.	<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	The SAS produced monthly analysis of attendance to duty.	<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 investments were on eligible projects/ activities as per the DDEG LLG investment menu.	<b>2</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	The LG deviated by 11%.	<b>0</b>
	Maximum score is 2			

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

**G. Environmental and Social Safeguards**

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0	No evidence seen	0
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No evidence seen	0
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	No evidence seen	0
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	No evidence seen	0

**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 SAS had conducted awareness campaign evidenced by reports dated 19/9/2021	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 monitoring reports for schools on compliance to government set standards	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	There is evidence of functionality of School management committee as evidenced by SMC sittings of 5/5/2021, 23/3/2021 in Kwirwot & Kapyoyion P/S.  <b>Actions Plan</b>  - Arrival book should be controlled by Headteacher  - Encroachment of school land should should be handled by the local security agencies	0

### I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	There is evidenced the SAS conducted community mobilisation and sensitisation on uptake of Health Care services in facilities within the near by S/Cs	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	There is evidenced the SAS conducted community mobilisation and sensitisation on uptake of Health Care services in facilities within the near by S/Cs	<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	No Health facilities in the subcounty	<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	No evidence seen	<b>0</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	No evidence seen	<b>0</b>
	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 seen	<b>0</b>
	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 seen
	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.  
 Disaster data available, Data on household acreage, incomes and economic activities available **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  
 reports on awareness creation,: ACDP reports available  
 • awareness materials distribution lists: Available on OWC technologies  
 • attendance lists for the awareness events: Available on ACDP activities **2**

36  
 The LLG has carried out monitoring activities on production activities for crops, animals and fisheries  
 Maximum score is 2  
 If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0  
 Monthly Reports available **2**

37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	<p>Training program: Available</p> <ul style="list-style-type: none"> <li>• Training reports: Available</li> <li>• Attendance sheets: Available on ACDP and PDM activities</li> </ul>	2
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	<ul style="list-style-type: none"> <li>• Field reports on extension support provided: Filed reports on Banana Bacterial wilt and Opening Suam Market available</li> <li>• Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries available</li> <li>• Sample farmers and farmer groups</li> </ul> <p>KAPYOMAT ONION GROWERS</p> <p>KARIMUKWON SHEEP REARING</p> <p>LAKAMET SHEEP REARING</p> <p>KOKWO SHEEP REARING</p> <p>SIWET SHEEP REARING</p> <p>TOROKYO SHEEP REARING</p> <p>KAPCHUNIAY SHEEP REARING</p> <p>ROROK ONION GROWERS FARMING</p> <p>MATIMBEI SHEEP REARING GROUP</p> <p>KWEEN SHEEP REARING FARMERS GROUP</p> <p>KOIBEI SHEEP REARING FARMERS GROUP</p> <p>KOLOMGEI UNITED SHEEP REARING GROUP</p> <p>TEGERES ONION GROWERS GROUP</p> <p>KONGTA SHEEP REARING GROUP</p> <p>TULWO ARISE AND SHINE FG</p>	2

**A. Functionality of Parish Administrative Structures**

1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>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 composition of PDCs/WDCs for each parish in the LLG; Burkeywo Kasha Erieza Chairperson LC II Chemonges Norman Parish Chief/Town Agent Musobo Olive Chairperson, Women Council Arapbei Linos Chairperson Youth Council Chemutai Jackline Chairperson, Disability Council Limo Alfred KOne Chairperson NRM Langat Francis Ndiwa Opinion Leader/Elderly Chebinyiny Bukose Francis Chairperson LC II Parish Chief/Town Agent Chebet Harriet Chairperson, Women Council Chemutai Andronicas Chairperson Youth Council Chelangat Jared Chairperson, Disability Council Solimo Sam Chairperson NRM Cheryongo Patrick Opinion Leader/Elderly Kabokwo Cheptoyek Stephen Chairperson LC II Kiplangat Backson Parish Chief/Town Agent Chelangat Irene Chairperson, Women Council Siwa Paul Chairperson Youth Council Mumuri John Chairperson, Disability Council Kiplangat Sam Chairperson NRM Rungai Alfred Opinion Leader/Elderly Mayak Chesang Fred Chairperson LC II Kiprop Alex Parish Chief/Town Agent Chemutai Benna Chairperson, Women Council Cherop Nancy Chairperson Youth Council Chesang Barnabas Chairperson, Disability Council Chebet Fred Chairperson NRM Chemandwa David Opinion Leader/Elderly Tulel Musani Benson Chairperson LC II Chebet Flora Parish Chief/Town Agent Cherukut Beatrice Chairperson, Women Council Siwa Fred Chairperson Youth Council Chemonges Stephen Chairperson, Disability Council Musani Levi Chairperson NRM Arapmusani Jackson Opinion Leader/Elderly</p> <ul style="list-style-type: none"> <li>• Minutes of PDCs submitted to the LLG to establish whether the PDC carried-out mobilization activities for individuals and groups to participate in development activities; Minutes for 16/5/2022, Mayak 20/5/2022, Kabokwo 8/6/2022, Chebinyiny 20/4/2022</li> <li>• Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY 30/5/2022, 24/5/2022</li> </ul>	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>Data available collected on 23/5/2022 and 28/3/2022 on enterprises, acreage and incomes per household</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> <ol style="list-style-type: none"> <li>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>No mapping report</p>	0

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG 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	Approved activity plans available for all parishes for FY 2021/2022 and 2022/2023	2
	Maximum score is 6			

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:  iii. Priority enterprises that can be implemented in the parish score 2 or else 0	Mayak 1. Piggery 2. Sheep 3. Goats Chebinyiny 1. Piggery 2. Goats 3. Onions 4. Tomatoes Burkeywo 1. Goats 2. Bananas Tulel 1. Piggery 2. Dairy 3. Goats 4. Sheep 5. Apiary 6. Coffee Kabokwo 1. Goats 2. Dairy 3. Piggery	2
	Maximum score is 6			

**B. Planning and Budgeting**

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	LLG approved development plan III and Annual Work Plan and Budget (AWPB) for the current FY is consistent .	1
	Maximum score is 6	i. Is consistent with the LLG approved development plan III; score 1 or else 0		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	The ranked priorities from all parish submissions have been incorporated in the AWPB.	1
	Maximum score is 6	ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	No budget conference report.	0
	Maximum score is 6	iii. Is based on the outcomes of the budget conference; score 1 or else 0		
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget includes investments to be financed by the LLG as well as other funding sources,	1
	Maximum score is 6			

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	No project profiles	0
	Maximum score is 6			
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The LLG submitted the AWPB for the current FY on 12th/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 submitted the procurement plan on 28th/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 prioritized investment comply to the DDEG Grant, Budget and Implementation Guidelines investment menu.	2
	Maximum score is 2			

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Did not collected OSR for the previous	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	negative trend as they didn't collect any OSR compared to shs.1,025,000 for 2020/21 and 2021/22 respectively.	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.	did not remit any 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	spend more than 20% of OSR on councilors allowances without authority as the spent shs.1,740,000 compared to 0 collection	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	Did not used OSR funds on operational and maintenance in previous FY as the didnt collect	0



9	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: OSR were not publicized notice board iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	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	No Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time	0
	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	No evidence of submission	0
	Maximum score is 6			

11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	No evidence of submission	0
	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>iii. Q3 by 15th April score 1 or else 0</p>	<p>No evidence of submission</p>	0
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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>No evidence of submission</p>	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>The SAS appraised the Agricultural officer on 30th June 2022, the Assistant Animal Husbandry officer on 30th June 2022, the assistant accountant on 30th June 2022 and four parish chiefs on 30th June 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	The SAS appraised the headteachers of Tulel primary school on 13th december 2021, the head teacher of chemuron primary school on 13th december 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 in charge of Tulel HC 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	The SAS publicized the list of LLG staff as below, there was attendance register and staff performance reports in place.  1.Turihohabwe Julius SACAO 2.Kiplangat Benjamin Assistant Accountant 3Soyekwo Isaac parish chief 4.Chebet Flora parish chief 5.Masaba Andrew community development officer 6.Chemonges Norman parish chief 7.Rotich Daniel Agricultural officer.	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 produced monthly analysis of staff attendance to duty for the months of july, august, september, october, november,and december 2021 and january, february, march, april, may and june 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 investments were on eligible projects/ activities as per the DDEG LLG investment menu.	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	It deviated by spending more than 80% on infrastructure.	<b>0</b>
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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.	It was completed and in use.	<b>2</b>
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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 Environmental screening for projects undertaken in the FY	<b>0</b>
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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 record file in place with grievances recorded and others referred	<b>1</b>
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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 mechanism in place displayed	0
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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 in place with 2 sets of minutes	1
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**H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	No social mobilisation reports	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	Schools monitored as evidenced by reports dated 17/3/2021	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	Schools monitored as evidenced by reports dated 17/3/2021	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	No Social mobilisation reports	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	Health services monitored as evidenced by HMUC sittings dated 14/10/2021, 12/01/2022, 23/4/2022  Some of the actions are,  - NO grazing should continue on facility land  - The facility should be under security surveillance 20/7 because of construction works taking place	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	Health services monitored as evidenced by HMUC sittings dated 14/10/2021, 12/01/2022, 23/4/2022  Some of the actions are,  - Improve community EPI outreaches  - Community participation in facility land aquisition should be expedited  - Approval of supplementary budget to support covid19 mass vaccination	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	water request not submitted to water office	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	A water and sanitation report in place submitted to Water office	<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 committee in place for all water projects	<b>2</b>
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	An updated list of all water sources and latrine coverage submitted to water office	<b>2</b>

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

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

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

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

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

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



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

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

33 Operation and Maintenance of infrastructure  
Maximum score is 3

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

#### L. Production Services Management

34 Up to date data on agriculture and irrigation collected, analyzed and reported  
Maximum score is 2

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

Available on cattle statistics on dairy farmers, crop sector statistics

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>a• reports on awareness creation, On livestock production, vaccination reports</p> <p>b• awareness materials distribution lists</p> <p>OWC distribution lists for maize, beans, bananas</p> <p>c• attendance lists for the awareness events 12/6/2022, 30/6/2022</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</p> <p>score 2 or else 0</p>	<p>No monthly reports in place</p>	0
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office</p> <p>score 2 or else 0.</p>	<p>a. Training program</p> <p>Training programmes available</p> <p>b. Training reports</p> <p>Reports on 30/6/2022</p> <p>• Attendance sheets</p> <p>30/6/2022</p>	2

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

Maximum score is 2

If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0

- Field reports on extension support provided

Available 30/6/2022

- Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries available

- Sample farmers and farmer groups

KURUMBET UNITED PIGGERY GROUP

KURUMBET GOAT REARING MULTIPURPOSE GROUP

CHEMOROCHÉ GOAT KEEPING GROUP

CHEBINYINY GOAT KEEPING GROUP

TOLOSHO GOAT REARING FARMERS GROUP

CHOKOROR PIGGERY FARMERS GROUP FG

CHEBINYINY HORTICULTURE FARMERS GROUP

KASENJEN GOAT REARING GROUP

KOROT PIGGERY GROUP

TUNGURWO SHEEP REARING GPP

masasha intergrated