

LLG Performance Assessment

Bukwo District

(Vote Code: 567)

LLG Name	LLG Performance Assessment
Amanang	85%
Brim	62%
Bukwa Subcounty	87%
Bukwo Town Council	72%
Chepkwasta Subcounty	89%
Chesower Subcounty	51%
Kabei Subcounty	72%
Kamet Subcounty	75%
Kapkoros	78%
Kapnandi Town Council	78%
Kapsarur	72%
Kaptererwo Subcounty	82%
Kortek Subcounty	76%
Lwongon	74%
Mutushet	60%
Riwo Subcounty	78%
Riwo Town Council	58%
Senendet Subcounty	74%
Suam Town Council	60%
Suam Subcounty	71%
Tulel Subcounty	63%

No.	Summary of requirements	Definition of compliance	Compliance justification
-----	----------------------------	-----------------------------	--------------------------

A. Functionality of Parish Administrative Structures

1

The LLG has Evidence that the LLG ensured that has duly constituted PDCs/WDCs with there are functional composition in PDCs/WDCs in accordance with the all their PDM Guidelines, and respective that PDCs are fully functional as evidenced Parishes/Wards by mobilization of Maximum score beneficiaries within a is 2 parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all

score 0.

parishes, score 2, else

The PDCs carried are fully consituted with the following list: Kubulwo Rotich Patrick M Chairperson LC II Munerya Sam M Parish Chief Chemutai Violet F Chairperson, Women Council Kapsus Fred M Chairperson Youth Council Kapere Stephen M Chairperson, Disability Council Chesang Nelson M Chairperson NRM Chepkwemoi Ann F Opinion Leader/Elderly Sosho Parish Musobo Rogers M Chairperson LC II Cheptegei Benna F Parish Chief Chemutai Dophister F Chairperson, Women Council Kibet Simon M Chairperson Youth Council Limo Justus M Chairperson, Disability Council Bukose Moses M Chairperson NRM Chelimo Esther F Opinion Leader/Elderly Amanang Sweyi Stephen M Chairperson LC II Chebet Susan F Parish Chief Nelly Musani M Chairperson, Women Council Chesakit Titus M Chairperson Youth Council Kaprunge Cherusta F Chairperson, Disability Council Mangusho Stephen M Chairperson NRM Munanda Zaphania M Opinion Leader/Elderly Chebribei Kwemoi Michael M Chairperson LC II Kibet Hillary M Parish Chief Chelimo Justine F Chairperson, Women Council Kwemoi Silus M Chairperson Youth Council Kiplangat Herbert M Chairperson, Disability Council Chebet Stephen M Chairperson NRM Yafesi Kapsawani M Opinion Leader/Elderly Cheboi Kiprop Fred Bomet M Chairperson LC II Chelangat Juliet F Parish Chief Chesang Claudia F Chairperson, Women Council Kiplangat Timothy M Chairperson Youth Council

Score

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 Sosho Parish, 27/5/2022 for Chebribei parish

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

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

Evidence that all the

LLG has ensured

is 2

3

2

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	The NGOs available are Compassion Child Development centre Tulwo, Compassion Child Development Centre Cheboi, and Sesil programme which are involved in Community senzitizations	2
Maximum score is 6			
The LLG provided guidance and information to the	Evidence that the LLG provided guidance and information to the Village Executive	The activity programmes include senzitizations on PDM in all parishes	2

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

Village Executive Committees and to

PDCs on:

ii. Approved

Committees and

strategies for the

development of

Maximum score

PDCs on

the parish

is 6

The LLG provided	Evidence that the LLG provided guidance and	Priority enterprises endorsed with the Chairperson LC IIs in all Parishes include
guidance and information to the	5	Cheboi: Piggery, Poultry, onions and passion fruits
Village Executive Committees and	Committees and to PDCs on:	Amanang: Horticulture, Sheep, Piggery, Dairy
PDCs on strategies for the	iii. Priority enterprises	Sosho: Sheep, goats, coffee
development of the parish	that can be implemented in the	Kubulwo: Dairy and sheep
	parish score 2 or else 0	Chebribei: Goats, sheep onions, poultry and dairy
Maximum score is 6		

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	,	The LLG has an approved development plan and approved annual work plans and budget under minute council 7/2022.	1

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting	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 not been incorporated in the AWPB
Guidelines 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.	

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	Budget conference report not in place
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	The LLG budget includes investments to be financed by the LLG and the District.
Maximum score is 6		
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	Project profiles not in place
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The LLG budget was submitted to the district on 10th, may 2022

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 I	Mobilization and Admini	stration	
7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Collected only 56% of the budgeted local revenue. That approved Budget is Shs. 2,000,000 and collected only Shs. 1,115,000	0
	Maximum score is 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 subcounty is new and it became operational last Financial year implying no comparrative budgets.	1

The LLG has properly	Evidence that the LLG:	Shared 35% to the district. That is Shs.390,250 out Shs.1,115,000
managed and used OSR collected in the previous FY	i. Has remitted OSR to the administrative units, score 1 or else score 0.	

Maximum score 4

Previous FY (unless Maximum score 4 authority was granted by the Minister), score 1, else score 0 The LLG has properly Evidence that the LLG: used 5% OSR funds on operational and maintenance. managed and used OSR iii. Have budgeted and used OSR collected in the previous FY operational and maintenance in	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the	They spent 80% on councilors allowances without authority from the minister(shs.1,800,000)
properlymanaged andiii. Have budgeted andused OSRused OSR funds oncollected in theoperational andprevious FYmaintenance in	•	authority was granted by the Minister), score	
previous FY, score 1, Maximum score 4 else score 0	properly managed and used OSR collected in the previous FY	iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1,	used 5% OSR funds on operational and maintenance.

-
n
ч

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

Maximum score 4

D. Financial Management

10	financial	Evidence that the LLG submitted its Annual Financial Statement to	Financial Statement to the Auditor General (AG) on the 30/08/2022.
	statements for the previous FY	the Auditor General (AG) on time (i.e., by	
	on time	August 31), score 4 or else score 0	
	Maximum score is 4		

quarterly financial and physical progress reports including finances for the Parish Development	Evidence that the LLG submitted all four 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
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission

The LLG has submitted all 4 quarterly 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
Maximum score is 6		

E. Human Resources Management for Improved Service Delivery

Appraisal of all staff in the LLG in the previous FY Maximum score	Evidence that the SAS/Town Clerk appraised staff in the LLG:	All extension workers in the sub-county were appraised by SAS BY 30th june.	2
is 6	(i) All staff in the LLG including extension workers in the previousFY (by 30th June): score 2 or else 0		

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 two primary school Headteachers for Cheboi and Rwandet primary school which are the two primary schools located in his sub-county.	2
Appraisal of all staff in the LLG in the previous FY Maximum score	appraised staff in the LLG:	The SAS appraised the incharge of Amanang HCII BY 30th June 2022 which is the only Health facility in this sub-county.	2
is 6	(iii) HC III & II In- charges in the previous FY (by June 30th) – score 2 or else		

13	Staff duty attendance	Evidence that the LLG has	The SAS publicized the staff list, there was an tatendance 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	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. Impl	ementation and Ex	ecution		
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

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 sytem in place a complaints log book ,a grievance commitee 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 referal 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)

Awareness campaigns and mobilization on education	Evidence that the LLG has conducted awareness campaigns and parent's	The subcounty had conducted community awareness campaigns in all schools including privately established primary schools.	3
services conducted in last FY	mobilization for	The reports reflected coverage for all parishes	
Maximum score is 3	score 0		
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	Sub counties monitored all schools operating within the subcounty including priavtely estrablished schools	4
	Below 60% score 0		
Existence and functionality of School	Evidence that the LLG have functional school management	Minutes of all schools available and in file	3

LAISIENCE and	LYNGENCE MALTIE LLG
functionality of	have functional school
School	management
Management	committees in all
Committees	schools; score 3, else
	score 0
Maximum score	
is 3	

I. Primary Health Care Services Management

Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	improved primary health care service delivery score 3, else	This evidenced by reports of social mobilization and communication coupled community dialogue meetings on uptake of different health care services
Maximum score is 3		

24	The LLG monitored health service delivery	Evidence that LLG monitored aspects of health service delivery	Health care Service delivery monitored by sub county leadership. evidenced by HMUC sittings dated 27/12/2021, 8/11/2021, 10/3/2021	4
	at least twice during the	during the previous FY , score 4 or else score	Some of the Action Points	
	previous FY Maximum score	0	 Staff should observe time management and attendance to duty 	
	is 4		- Animal grazing within the facility compound should be stopped	
			- Need for additional land for facility construction	
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

-	-
റ	c
~	n
_	-

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
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
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 commitees in place	2

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.	sanitation faccilities and thier function
Maximum score is 2	Score 2 else 0	

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

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

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

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

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

Maximum score 3

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

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

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

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

Ope

33

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

L. Production Services Management

5

35

36

L	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
5	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
5	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	 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

to LG Production Office score 2 or else 0

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

A. Functionality of Parish Administrative Structures

-

The LLG has	Evidence that the LLG	a. The composition of PDCs/WDCs for each parish in the LLG;
ensured that there are	has duly constituted PDCs/WDCs with	Brim Kabartumbe Benson Chairperson LC II
functional PDCs/WDCs in	composition in accordance with the	Parish Chief/Town Agent
all their respective	PDM Guidelines, and that PDCs are fully	Chemayek Everline Chairperson, Women Council
Parishes/Wards	functional as evidenced by mobilization of	Sande Alex Chairperson Youth Council
Maximum score is 2	beneficiaries within a parish/ward, appraisal	Chebet Topista Chairperson, Disability Council
	of all proposals submitted for the	Mutai Eliud Chairperson NRM
	revolving funds during	Chelimo Stephen Opinion Leader/Elderly
	the previous FY for all parishes, score 2, else	Chemukang Chemos Martin Chairperson LC II

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 Onyaire 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

score 0.

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 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,

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

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

that all Parish

Chiefs/Town

Agents have

collected.

LLG has ensured 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

		There was no mapping NGOs, CBOs & CSO report for NGOs	0
The LLG provided	Evidence that the LLG:		
guidance and	i. Has mapped NGOs,		
information to the	CBOs & CSO operating		
Village Executive	in the LLG and involved		
Committees and	them in raising		
PDCs on	awareness about the		
strategies for the	PDM and planning		
development of	cycle: score 2, or else 0		
the parish			

Maximum score is 6

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

	The LLG	Evidence that the LLG	Approved annual workplans were in place and PDCs and village executive committees were provided guidance on PDM	2
	provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	provided guidance and information to the Village Executive	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	
	Maximum score is 6	current FY score 2, else score 0		
	The LLG	Evidence that the LLG	There were enterprises selected per village/parish	2
	provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	provided guidance and information to the	Brim	
		Village Executive Committees and to	1. Goats	
		PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	2. Sheep	
			Kapchemoken	
			1. Avocado	
			2. Sheep	
			3. Poultry	
			4. Goats	
			5. Passion fruits	
			6. Onions	
			Chemusabe	
			1. Onions	
			2. Piggery	
			3. Sheep	
			4. Goats	
			Brim	
			1. Piggery	
			2. Goats	
			3. Maize	

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 approved under min6/28/06/2022 are consistent with the LLG-approved development plan III.	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.	No ranked priorities place.	0
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No budget conference report.	0
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget includes investments to be financed by the LLG as well as other funding sources including the district.	1

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	No project profiles.	0
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 FY12th May 2022Y.	1
Maximum score is 6			
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 LG submitted its procurement plan on 2oth/04/2022.	2
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

LLG collected local revenue as per budget	Evidence that the LLG collected OSR for the previous FY within +/-	Collected only Shs.70,000 out of shs.3,000,000 contributing only 2% of the budget.	
(Budget realization)	10% of the budget score 1 or else score 0.		
Maximum score is 1			
Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	The Lower local government is new and it became operational last Financial year implying no comparative budgets.	
Maximum score 1			
		Did not remitted any OSR.	
The LLG has properly	Evidence that the LLG:		
managed and used OSR collected in the previous FY	i. Has remitted OSR to the administrative units, score 1 or else score 0.		
Maximum score 4			
		Used more than 20% without authority from the minister. i.e.	
The LLG has properly	Evidence that the LLG:	used. shs.1,080,000	
managed and used OSR collected in the previous FY	ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless		
Maximum score 4	authority was granted by the Minister), score 1, else score 0		
The LLG has	Evidence that the LLG:	Did not use any OSR on operational and maintenance .	
properly managed and used OSR collected in the previous FY	iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1,		
	else score 0		

Maximum score 4

D. Financial Management

10

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

is 6

0

0

The LLG has submitted all 4 quarterly 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		
The LLG has submitted all 4 quarterly 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

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 all LLG staff including six parish chiefs on 30th June.	2
12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	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.	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		ne incharge of Brim HC II on 30th June y facility in his sub -county.	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		he list of all LLG as below ,there was an and staff performance reports with activities SACAO parish chief parish chief parish chief parish chief parish chief parish chief	3
13 E Imple	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	for the months of july,august,september	onthly analysis of staff attendance to duty r,october,november,december 2021 and ch,april,may and june 2021.	3
г. шріє 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 adminstrative un	it.	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 adminstrative un	it and did not implement any project.	2

		New administrative unit.
Completion of investments as	Evidence that the investment projects	
per annual work	planned in the previous	
plan and budget	FY were completed as per work plan by end of	
Maximum score is 3	FY (quarter four) :	
	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 sub county is new and no projects were undertaken during the last FY	2

-	n
	ĸ
	0

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	
The LLG has an Operational Grievance	(ii) If the LLG has publicized the	A redress mechanism not in place	

Operational	(ii) If the LLG has
Grievance	publicized the
Handling System	grievance redress
	mechanisms so that
Maximum score	aggrieved parties know
is 2	where to report and get
	redress score 1 or else
	0

The LLG has a	If the LLG has a

Area land committee yet to be established because the sub county is new

0

0

4

		. U
functional land	functional Area Land	
management	committee in place to	
system	assist the LG Land	
	board in an advisory	
Maximum score 1	capacity on matters	
	relating to land,	
	including ascertaining	
	rights on the land score	
	1 or else 0	

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

20

educationand parent'sservicesmobilization forconducted in lastimprovement ofFYeducation service delivery score 3, elseMaximum scorescore 0is 3	campaigns and mobilization on education services conducted in last FY Maximum score	has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else	No social mobilisation report
---	---	---	-------------------------------

22

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:	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	
	If all schools (100%) - score 4		
	lf 80 – 99% – score 2		
	If 60 to 79% score 1		
	Below 60% score 0		
			3
Existence and functionality of School	Evidence that the LLG have functional school management	School management committees functional as evidenced by minutes dated 2/2/2021, 17/5/2021, 30/7/2021	
Management Committees	committees in all schools; score 3, else	Some of the actions are,	
Committees		Toophore should express dissipling and pupptuality in	

Maximum score is 3

- Teachers should express discipline and punctuality in attendance to duty

- Parents should provide food for midday meals
- Teachers should observe time management

I. Primary Health Care Services Management

score 0

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. Wate	r & Environment S Evidence that the LLGs submitted requests to the DWO for	ervices Management Evidence that the SAS submitted in writing requests to the DWO for consideration in the	No request made to DWO	0

consideration in	planning of the current
the current FY	FY score 3, else score
budgets	0
Maximum score	

is 3

27

monitored water and environment services delivery during the previous FY Maximum score is 3 during the factors	idence that S/ATC pointored/supervised pects of water and vironment services ring the previous FY luding review of ter points and illities, score 3 or e score 0
--	---

No water and sanitation report in place

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

Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status	An updated list of water and sanitation faccilities not in place
Maximum score is 2	functionality status. Score 2 else 0	

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

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

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

Operation and Maintenance of infrastructure

is 3

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

33

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

33

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

L. Production Services Management

34

		- J		
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

The LLG has	If the LLG extension	Monthly monitoring reports by extension staff	0
carried out monitoring	staff has implemented monitoring activities on	Reports available in monthly, quarterly and annual formats	
activities on	agricultural production	Supervision reports by SAS/ATC	
production activities for	for crops, animal and fisheries covering	SAS reports missing	
crops, animals and fisheries	among others irrigation, environmental		
Maximum score	safeguards, agricultural mechanization,		
is 2	postharvest handling, pests and disease		
	surveillance, equipment installations, farmers		
	implementing knowledge from		
	trainings, reports compiled and submitted		
	to LG Production Office score 2 or else 0		
Farmer trainings	If the LLG extension	Training program	2
through training farmer field	staff has carried out farmer trainings on	Training programme for FY 2020/2021 available	
schools and demonstrations	irrigated agriculture, agronomy, pests and	Training reports	
organized and carried out	diseases management, operation and	Reports on FMD sensitizations available	
Maximum score	maintenance of equipment, linkage to	Attendance sheets	
is 2	markets etc. through for example farmer field	Attendance sheets and pictures available	
	schools, demonstrations, and		
	field training sessions, reports compiled and		
	submitted to LG Production Office score		
	2 or else 0.		
The LLG has	If the LLG extension	No evidence seen	0
provided hands- on extension	staff have provided extension support to		
support to farmers and	farmers and farmer groups on crop		
farmer	management,		
organizations / groups	aquaculture, animal husbandry, irrigation,		
Maximum score is 2	Operation and Maintenance of		
15 2	equipment, postharvest handling, value		
	addition, marketing etc. reports compiled and		
	submitted to LG Production Office score		
	2 or else 0		

A. Functionality of Parish Administrative Structures

36

37

38

1

a. The composition of PDCs/WDCs for each parish in the LLG; The LLG has Evidence that the LLG has duly constituted ensured that PDCs/WDCs with Composition of functional PDCs were available; there are functional composition in

PDCs/WDCs in all their respective Parishes/Wards

Maximum score is 2

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.

accordance with the

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 $\ensuremath{\mathsf{FY}}$

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

3

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines. Maximum score is 2	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	 Parish data for the 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
The LLG provided guidance and information to the Village Executive	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved	The Mapping report in place showing different actors in the sub county. For instance: Compassion International,	2

Maximum score is 6

development of the parish

PDCs on

Committees and them in raising

strategies for the PDM and planning

awareness about the

cycle: score 2, or else 0

			2
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	Approved Programmes/activities Programme workplan available in all parishes for FY 2021/22 and FY 2022/23	L
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	5	Priority enterprises through at least one of the following: demos, field visits, field days and competitions among others Kokopchaya for instance: 1. Sheep 2. Onions 3. Poultry 4. Goats Muimet 1. Coffee 2. Goats 3. Onions 4. Beans 5. Dairy Chebinyiny 1. Sheep 2. Onions 3. Poultry Kamutungwon 1. Dairy 2. Sheep 3. Goats 4. Poultry Kululu 1. Coffee 2. Onions 3. Poultry	2

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 approved under min 7/6/2022 are in consistent.	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.	Projects profiles in place.	1
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No budget conference report in place.	0
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget includes investments to be financed by the LLG as well as other funding sources and the district.	1

Maxi is 6

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
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 before 11th May 2022.	1
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 12th/04/2022.	2
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

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
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
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
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
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

properly

used OSR

managed and

collected in the previous FY

iv. Publicised the OSR

and how it was used for

the previous FY, score

1, else score 0.

1

4

0

	Maximum score 4		
	ncial 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	submissions of AFS to Auditor General on the 31/august/2022
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	No evidence of submission.
11	The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	No evidence of submission.

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	physical progress reports, for the previous	No evidence of submission.
Maximum score is 6		
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	physical progress reports, for the previous	No evidence of submission.

Maximum score is 6

E. Human Resources Management for Improved Service Delivery

	Appraisal of all staff in the LLG in the previous FY Maximum score	appraised staff in the LLG:	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.
15	is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	

12	Appraisal of all staff in the LLG in the previous FY 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	school on 30th december	leadteachers of Amanang primary r 2021 and the headteacher muimet ember 2021.These are the only two b-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		LG staff list as below, there was an staff performance reports with activities SACAO Community development officer Senior Assistant Accountant parish chief parish chief parish chief animal husbandry officer 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	for the months of July, Au	hly analysis of staff attendance to duty ugust ,September ,October ,November nuary , February ,March ,April ,May and	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		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 projects were not capital projects but Environmental 2 The LLG has Evidence that the LLG screening was done for all the projects implemented carried out environmental environmental, social and social and climate change screening where safeguards required, prior to during the previous FY implementation of all planned investments/ Maximum score projects, score 2 or is 2 else score 0

			1
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.	
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
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)

Awareness campaigns and mobilization on	Evidence that the LLG has conducted awareness campaigns and parent's	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.
education services	and parent's mobilization for	Some Action Points are,
conducted in last FY	improvement of education service delivery score 3, else	- Parents should plan to provide support schools provide lunch meals
Maximum score score 0 is 3	-	- Parents should ensure their children have school uniform

- Children should not stay at home

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	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
	previous FY: If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1	
	Below 60% score 0	

Existence and functionality of	Evidence that the LLG have functional school	School management committees function as evidenced by minutes dated
School Management	management committees in all schools; score 3, else score 0	Some Action Points are,
Committees		- Approval of school operations budgets
Maximum score is 3		- Teachers should observe time management and smartness
		- There is need for parents to support mid day meals

I. Primary Health Care Services Management

Evidence that LLG

health service delivery

during the previous FY

, score 4 or else score 0

monitored health monitored aspects of

	23	campaigns and mobilization on primary health care conducted in last FY Maximum score	has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else	Action Plan - Use of VHTs for social mobilization in the community	
--	----	---	---	--	--

The LLG

service delivery

Maximum score

at least twice

during the previous FY

is 4

No health facilities in the Subcounty

4

3

4

Existence and functionality of Health Unit Management Committee Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	No health facilities in the Subcounty
is 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 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
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
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
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 faccilities and latrine coverage for the sub county submitted to water office on 25TH /July 2022	2

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

Maximum score 3

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

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

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

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

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

L. Production Services Management

Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	LLG Reports on production statistics to ascertain whether it was compiled, comprehensive and submitted to LG Production Office Reports were available showing Household acreage, Household incomes in key enterprises which were maize, beans, onions, and tomatoes
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 was seen on the meetings held on 28/5/2022, 23/5/2022 b. awareness materials distribution lists The distribution lists for maize, beans, coffee seedlings, banana suckers and fruits were available c. attendance lists for the awareness events Attendance sheets for meetings on 28/5/2022, 23/5/2022 and 24/5/2022

The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing	No evience
	pests and disease surveillance, equipment	

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

A. Functionality of Parish Administrative Structures

The LLG has ensured that there are	Evidence that the LLG has duly constituted PDCs/WDCs with	a. The composition of PDCs/WDCs for each parish in the LLG; PDCs include;
functional PDCs/WDCs in	composition in accordance with the	Torasis
all their respective	PDM Guidelines, and that PDCs are fully	Yeko Mathew
Parishes/Wards	functional as evidenced by mobilization of	Yeko Benson Kapta

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

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines. Maximum score is 2	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Parish 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	2
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	Mapping report available and NGOs in Bukwo Town Council include; TASO, BRAC, AMREF and CSOs BUCODI, KWIPI, and PDF	2
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score	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, olso score 0	Annual workplans for Kabasken, Kapsukwar, Torasis and Kapkureson available and approved by Town Clerk or Senior Community Development officer. The evidence included groups formulated upto cell levels and attendance of village LC 1s available.	2

3

3

else score 0

is 6

The LLG provided	Evidence that the LLG provided guidance and	Kapsukwar ward 1. Sheep
guidance and	information to the	2. Poultry
information to the Village Executive	Village Executive Committees and to	3. Goats
Committees and PDCs on	PDCs on: iii. Priority enterprises that can be	Kapkureson ward 1. Piggery
strategies for the development of		2. Poultry
the parish	implemented in the parish score 2 or else 0	3. Onion
Maximum score is 6		4. Sheep
15 0		Torasis ward 1. Sheep
		2. Onions
		3. Poultry
		Kabasken ward 1. Poultry
		2. Sheep
		3. Onions
		4. Goats

B. Planning and Budgeting

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

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	No ranked priorities.
Guidelines	ii. Incorporates ranked priorities from all its	
Maximum score is 6	respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No budget conference report.
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget includes investments to be financed by the LLG as well as other funding sources including the district.
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.
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 before 11th May 2022.

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 complies with the DDEG Grant, Budget, and Implementation Guidelines investment menu.	2
C. Own	Source Revenue	Mobilization and Adminis	stration	
7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	collected 86% of the budget. i.e. budgeted for 21,150,000 and collected 18,255,745	0
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	The Lower local government is new and it became operational last Financial year implying no comparative budgets.	1
	Maximum score 1			
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	There was no evidence that the T/C remitted OSR to the administrative units	0

			1
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	
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
The LLG has properly managed and used OSR	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous EX score	OSR had been publicized on the notice board	1

managed and	iv. Publicised the OSR
used OSR	and how it was used for
collected in the	the previous FY, score
previous FY	1, else score 0.

Maximum score 4

D. Financial Management

subr finar state the p on ti Max	ements for previous FY	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
is 4			

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	physical progress reports, for the previous	
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	No evidence of submission
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: iii. Q3 by 15th April score 1 or else 0	No evidence of submission

The LLG has Evidence that the LLG No evidence of submission submitted all 4 submitted all four quarterly financial quarterly financial and and physical progress reports

physical progress reports, for the previous including finances FY to the LG for the Parish Accounting Officer including on the funding Development Model (PDM), for for the PDM on time: the previous FY iv. Q4 by 30th July on time and in score 3 or else 0 the prescribed

Maximum score is 6

format

E. Human Resources Management for Improved Service Delivery

2 The Town clerk appraised all extension workers by 30th june Appraisal of all Evidence that the 2022. staff in the LLG in SAS/Town Clerk the previous FY appraised staff in the LLG: Maximum score is 6 (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0

12

12

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 Headteachers of Bukwo,Mokoyon and kapngokin primary schools respectively by 31st December 2021.	2
Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The Town clerk appraised the in charge of Bukwo HC IV by 30th june 2022.	2
Maximum score is 6	(iii) HC III & II In- charges in the previous		

s in th FY (by June 30th) -

score 2 or else

Staff duty	Evidence that the LLG	No evidence seen
attendance	has	

Maximum score	(i) Publicized the list of
is 6	LLG staff: score 3 or
	else 0

13

Staff duty attendance	Evidence that the LLG has	No evidence seen
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 Evidence that the LLG The investments were on eligible projects/ activities as per the DDEG LLG investment menu for example environment and spent all the budgeted and spent all DDEG funds for the DDEG for the livelihood. the previous FY previous FY on eligible on eligible projects/ activities as per the DDEG grant, projects/activities budget, and Maximum score implementation is 2 guidelines: Score 2, or else score 0 15 Evidence that the From the AFS the LLG deviated by 11%. The LLG spent the funds as per execution of budget in budget the previous FY does not deviate for any of Maximum score the sectors/main is 2 programs by more than +/-10%: Score 2 16 Completion of Evidence that the The previous FY were completed as per work plan by about investments as investment projects 85%. per annual work planned in the previous plan and budget FY were completed as per work plan by end of Maximum score FY (quarter four) : is 3 If more than 90 % was completed: Score 3 If 70% -90%: Score 2

If less than 70 %: Score 0.

0

2

0

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	Amechanism 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 reccomended for consideration for land titles. and another meeting was on 6th/Jan/2022 and 5 files were reccomended for consideration for land title	1

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

20				3
20	Awareness campaigns and mobilization on education services	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for	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	3
	conducted in last FY	improvement of education service	Some Action Points are,	
	Maximum score is 3	delivery score 3, else score 0	 Arrest all non school going children and prosecute their parents 	
			- Teachers should register attendance to duty all the time	
			- All schools should form Covid-19 school task forces	
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	Schools monitored as evidenced by management recommendations dated 9/3/2021, 23/10/2021 Some Action Points are, - Foundation body should help in supportive supervision and	4
		for education of the LLG council in the previous FY:	summative evaluation - Teachers should have rational allocation of classes to ensure better results at turn of the year	
		If all schools (100%) - score 4		
		lf 80 – 99% – score 2		
		If 60 to 79% score 1		
		Below 60% score 0		
22	Existence and functionality of	Evidence that the LLG have functional school	School management committees are functional as evidenced by minutes of sittings dated 9/3/2021, 23/10/2021	3
	School Management	management committees in all	Some Action Points are,	
	Committees Maximum score	schools; score 3, else score 0	- Schools should systems to enable the set performance targets for teachers	
	is 3		- No feeder road should cross the school pray ground	
			- School land should be surveyed to avoid encroachment	
I. Prima	ry Health Care Ser	vices Management		
23	Awareness campaigns and mobilization on	Evidence that the LLG has conducted awareness campaigns	Social mobilization and sensitization on health care services conducted as evidenced by reports dated 2/3/2021, 13/7/2021, 12/10/2021	3
	primary health care conducted in last FY	ucted in communities for	Some Action Points are,	
	Maximum score	improved primary health care service	- Adherence to set standard operating procedures for covid19	
	is 3	delivery score 3, else score 0	 Community should embrace services being offered at the HC IV and Hospital and not only run to clinics 	

- Community should embrace services being offered at the HC $\rm IV$ and Hospital and not only run to clinics - There is need to encourage households to have pit latrines to imrpove health wothin the $\ensuremath{\mathsf{T/C}}$

The LLG monitored health service delivery at least twice	Evidence that LLG monitored aspects of health service delivery during the previous FY	Health care Service delivery monitored by sub county leadership. evidenced by HMUC sittings dated 15/12/2021, 29/3/2021
during the previous FY	, score 4 or else score 0	Some Action Points are,
previous i i	0	- The facility land should be protected from encroachment
Maximum score is 4		- Approval of facility budget to enable operations kickstart
		- The facility maternity ward should be renovated
Existence and functionality of	Evidence that the LLG have functional Health	Health care Service delivery monitored by sub county leadership. evidenced by HUMC sittings dated 15/12/2021,
Health Unit	unit Management	29/3/2021
Health Unit Management Committee	Committee for all Health Facilities in the	29/3/2021 Some Action Points are,
Management Committee Maximum score	Committee for all	
Management Committee	Committee for all Health Facilities in the LLG; score 3, else	Some Action Points are,

J. Water & Environment Services Management

Evidence that the	Evidence that the SAS
LLGs submitted	submitted in writing
requests to the	requests to the DWO
DWO for	for consideration in the
consideration in	planning of the current
the current FY	FY score 3, else score
budgets	0
Maximum score is 3	

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
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

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

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

30

is 2

			0
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	
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

30

		The physical plan is old and not updated in process of review	0
	(i) If all infrastructure		•
the physical	investments		
planning and	implemented by the		
building control	LLG in the previous FY:		
measures as per	(i) are consistent with		
guidelines	the approved Physical		
0	Development Plan; and		
Maximum score 3	(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	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

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

is 3

L. Production Services Management

34
-

35

	U		_
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
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 senzitization programmes on SLM, Post harvest handling and Aflotoxins were availed b. awareness materials distribution lists Distribution lists for OWC technologies on beans, coffee, bananas were available attendance lists for the awareness events Attendance lists for 25th may, 2022 	2
The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monthly reports available	2

Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	No evidence seen
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

A. Functionality of Parish Administrative Structures

The LLG has ensured that	Evidence that the LLG has duly constituted	a. The composition of PDCs/WDCs for each parish in the LLG;
there are	PDCs/WDCs with	Chemweyet
functional PDCs/WDCs in	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.	Telel Andrew Kitiyo Chairperson LC II
all their respective		Parish Chief/Town Agent
Parishes/Wards		Chebet Linnet Chairperson, Women Council
Maximum score is 2		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

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

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 household income, Parish information on administration, household acreage on major crops	2
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	List available and report is of 15th March, 2022 The NGOs are: Kapsarur Child Development Centre under Compassion international, SESIL on Education, TASO and FBOs	2
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	Activity plans available for FY 2022/2023 available for all the parishes.	2

3

The LLG provided	Evidence that the LLG	Kapsarur 1. Onions
, guidance and	provided guidance and information to the Village Executive Committees and to PDCs on: iii. Priority enterprises that can be	2. Sheep
information to the Village Executive		3. Irish potatoes
Committees and PDCs on		Kapta 1. Sheep
strategies for the development of		2. Onions
the parish	implemented in the parish score 2 or else 0	3. Goats
Maximum score is 6		Chepkuto 1. Sheep
15 0		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

B. Planning and Budgeting

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

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	There are ranked priorities from the parish chiefs which are contained in parish files and has been signed by the PDC.	1
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	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.	1
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	The LLG budget includes investments to be financed by other funding sources such as the district.	1
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	The project profiles have been developed according to the prescribed format for example design and construction of Lomwo GFS.	1

4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	The LLG submitted the AWPB for the current FY 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	Iobilization and Admini	stration	
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	Evidence that the OSR	OSR collected increased from 651,000 TO 1,257,000	1

Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	OSR collected increased from 651,000 TO 1,257,000 Respectively for f/y 2020/21 and 2021/22
financial year.	or else score u	

Maximum score 1

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	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	iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1,	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. Fina 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

quarterly financial and physical progress reports including finances for the Parish Development	Evidence that the LLG submitted all four 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
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission

The LLG has submitted all 4 and physical

11

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

Maximum score is 6

format

E. Human Resources Management for Improved Service Delivery

score 2 or else

12

Appraisal of all staff in the LLG in the previous FY Maximum score	Evidence that the SAS/Town Clerk appraised staff in the LLG:	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.	2
is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0		

12

Appraisal of all staff in the LLG in the previous FY Maximum score	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The SAS appraised the headteachers of chepkwasta primary school on 13th december 2021 and kapsekek primary school 15th december 2021.	2
is 6	(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0		
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) –	The SAS appraised the incharge of chepkwasta HCII on 30th june.	2

10				
13	Staff duty attendance	Evidence that the LLG has		ff list as below, there was an aff performance reports with
	Maximum score (i) Publicized the list of is 6 LLG staff: score 3 or	1.Cheshari Alex	SACAO	
		else 0	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
13	Staff duty attendance	Evidence that the LLG has	months of July ,August, Se December and January, Fe	y analysis of staff attendance for the ptember, October, November, ebruary, March, April ,May and June
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	2022.	
F. Imple	ementation and Ex	ecution		
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		II the DDEG for the previous FY on as per the DDEG grant, budget, and
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		6% from the sector ceilings and

Completion of investments as per annual work plan and budget Maximum score	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :	The investment projects planned in the previous FY were completed as per work plan by 87%.
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 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 referal 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

1	The LLG has a functional land management system	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory	•	approved by council on 14th /09/2021 one set of minutes	
	Maximum score 1	capacity on matters relating to land, including ascertaining rights on the land score			

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

1 or else 0

20

21

22

			2
Awareness campaigns and mobilization on	Evidence that the LLG has conducted awareness campaigns	Awareness and Social mobilization awareness campaigns conducted as evidenced by reports dated 30/9/2021, 31/12/2021, 30/3/2022, 30/6/2022	3
education services	and parent's mobilization for	Some Action Points are,	
conducted in last FY	education service delivery score 3, else	 Arrest all non school going children and prosecute their parents 	
Maximum score is 3	score 0	 Teachers should ensure discipline within and outside school premises 	
			4
Monitoring of service delivery in basic schools	Evidence that the LLG has monitored schools at least once per term	Schools monitored as evidenced by reports dated 13/12/2021, 30/6/2022	
Maximum score	in the previous 3 terms	Some of the Action points	
is 4	and produced a list of issues requiring attention of the	 Time management and attendance to duty should be observed 	
	committee responsible for education of the LLG council in the previous FY:	- Teachers should ensure discipline within and outside school premises	
	If all schools (100%) - score 4		
	lf 80 – 99% – score 2		
	If 60 to 79% score 1		
	Below 60% score 0		
Existence and functionality of	Evidence that the LLG have functional school	School management committees functional as evidenced by sittings dated 21/1/2021, 12/6/2021 9/3/22 in Kapsekek HC II &	3
School Management	management committees in all	Chepkwasta HC III respectively	
Committees	schools; score 3, else score 0	Some of the Action Points	
Maximum score is 3		 Time management and attendance to duty should be observed 	
		- Teachers should ensure discipline within and outside school	

1

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. Wate	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	L LG made a request to DWO for extension of water fromto	3
27	Maximum score is 3 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 faccilities 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	Evidence that the SAS has an updated lists on all its water and	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)

sanitation facilities

(public latrines) and functionality status. Score 2 else 0

30

30

sanitation

Maximum score

facilities

is 2

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

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

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

is 3

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

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

L. Production Services Management

34		C C	There is no data report	0
	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation		
	Maximum score is 2	activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.		
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings 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, There was awareness as evidenced in Quarter 4 report on PDM, FID and GAPS b. awareness materials distribution lists Distribution lists available for Irish potatoes, Beans and maize all for OWC technologies c. attendance lists for the awareness events Awareness meeting on 23/5/2022 	2

The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	 a. Monthly monitoring reports by extension staff Monthly reports seen b. Supervision reports by SAS/ATC Supervision was done on 3/5/2022 	
Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	 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 	2

2

36

	The LLG has	If the LLG extension	a. Field reports on extension support provided	
	provided hands- on extension	extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of	Consolidated Quarterly reports in place	
	support to farmers and farmer		groups on crop	c. Review and check Agricultural extension diaries from a sample of 3 extension staff
	organizations / groups		Dairies were not distributed by MAAIF last	
	Maximum score		d. Sample farmers and farmer groups	
	is 2		KAPTA SHEEP REARING FARMERS GROUP	
		addition, marketing etc. reports compiled and	TULWO SHEEP REARING GROUP	
		submitted to LG Production Office score 2 or else 0	CHEPTILIAL ONIONS FARMERS GROUP	
			CENTRE ONIONS FARMERS GROUP	
			CHEPTEGNAN ONION FARMERS GROUP	
			CHEPTEGNAN SHEEP REARING GROUP	
			CHEPTEGNAN ONION FARMERS GROUP	
			LITEI GOAT REARING FARMERS GROUP	
			KAPTA ONION FARMERS GROUP	

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; Bisho Tyole Stephen Chairperson LC II Chesang Betty Parish Chief/Town Agent Cherop Joan Chairperson, Women Council Cheptoyek Sam Chairperson Youth Council
			Chemandwa Henry Chairperson, Disability Council Namusani Fred Chairperson NRM Muyet Stephen Opinion Leader/Elderly Chesower Cheptoyek Joseph Chairperson LC II
			Chemonges Caiphas Parish Chief/Town Agent Chemutai Eunice Chairperson, Women Council Chemusto Ivan Chairperson Youth Council Mache Stephen Chairperson, Disability Council Solimo Alex Chairperson NRM Matech Stephen Opinion Leader/Elderly
			Kapteka Satya Mathew Chairperson LC II

Kissa Michael Parish Chief/Town Agent

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

LLG has ensured that all Parish	Evidence that all the Parishes/Wards in a	Data available on Household income, acreage, and enterprises engaged in	2
Chiefs/Town	LLG have compiled,		

	C
	3

		No mapping report in place
The LLG provided	Evidence that the LLG:	
guidance and	i. Has mapped NGOs,	
information to the	CBOs & CSO operating	
Village Executive	in the LLG and involved	
Committees and	them in raising	
PDCs on	awareness about the	
strategies for the	PDM and planning	
development of	cycle: score 2, or else 0	
the parish		
Marian		
Maximum score		

is 6

Agents have

compiled, and

PDM Guidelines.

Maximum score

collected,

profiling as stipulated in the

is 2

The LLG provided guidance and information to the Village Executive Committees and	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:	No approved activity plans in place
PDCs on strategies for the development of the parish Maximum score is 6	ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	

updated, and analyzed

profiling disaggregated

stipulated in the PDM Guidelines, score 2

data on community

among others as

else score 0.

analyzed data on by village, gender, age, Parish/community economic activity

0

The LLG	Evidence that the LLG	Kaptega
provided guidance and	PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	1. Coffee
information to the Village Executive		2. Dairy
Committees and PDCs on		3. Piggery
strategies for the development of the parish Maximum score is 6		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

CC A ar ex cu	he LLG onducted nnual Planning nd Budgeting xercise for the urrent FY as per ne Planning and	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
	udgeting		
	uidelines	i. Is consistent with the LLG approved	
	laximum score 6	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 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 have been incorporated in the AWPB for the current financial year.	1
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No budget conference report.	0
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6		LLG budget includes investments to be financed by the LLG as well as other funding sources as well as the district.	1
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	No project profiles	0

	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 11/05/2022.	1
	Maximum score is 6			
	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
	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
. Own	Source Revenue N	Iobilization and Adminis	stration	
	LLG collected local revenue as	Evidence that the LLG collected OSR for the	collected -60% of the budget. i.e. budgeted for shs.2,900,000 but collected shs.1,900,000	0

LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	but collected shs.1,900,000
Maximum score is 1		

C.

Increase in LLG own source revenues from last financial year but one to last financial year.	collected increased from previous FY but	OSR collected decreased. shs.2,300,000 and shs.1,900,000 respectively for f/y 2020/21 and 2021/22.

Maximum score 1

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	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. Fina 10	ncial Management			4
10	The LLG submitted annual financial statements for the provious EX	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General	submitted its Annual Financial Statement to the Auditor General (AG) on 30/August/2022	-

(AG) on time (i.e., by August 31), score 4 or

else score 0

the previous FY

Maximum score

on time

is 4

quarterly financial and physical progress reports including finances for the Parish Development	Evidence that the LLG submitted all four 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
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission

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

Maximum score is 6

E. Human Resources Management for Improved Service Delivery

score 2 or else

The SAS appraised the all extension workers by 30th June 2 Appraisal of all Evidence that the 2022 staff in the LLG in SAS/Town Clerk the previous FY appraised staff in the LLG: Maximum score is 6 (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0

12

12

12

Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The SAS did not appraise the primary school headteachers in the sub county.	0
Maximum score is 6	(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0		
Appraisal of all staff in the LLG in the previous FY Maximum score	Evidence that the SAS/Town Clerk appraised staff in the LLG:	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
is 6	(iii) HC III & II In- charges in the previous FY (by June 30th) –		

13	Staff duty attendance	Evidence that the LLG has	The SAS publicized the LLG staff lis attendance register and staff perform		3
	Maximum score	(i) Publicized the list of LLG staff: score 3 or else 0	in place.		
	is 6		1.Lwendok Ben Chesang	SACAO	
			2.Cherista Gertrude Accountant	Senior Assistant	
13	Staff duty attendance	Evidence that the LLG has	The SAS did not produce monthly an	nalysis of staff attendance .	0
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0			
F. Imple	ementation and Ex	ecution			
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 AWPE	3 for previous financial year	0
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The sub-county did not submit AFS.		0
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	No progress report.		0

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)

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
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	No evidence seen

3

Existence and	Evidence that the LLG	No evidence seen
functionality of	have functional school	
School	management	
Management	committees in all	
Committees	schools; score 3, else	
	score 0	
Maximum score		
is 3		

committee responsible for education of the LLG council in the previous FY:

If all schools (100%) -

If 80 - 99% - score 2

If 60 to 79% score 1

Below 60% score 0

score 4

I. Primary Health Care Services Management

0	$\boldsymbol{\gamma}$
~	J

No awareness report Evidence that the LLG Awareness campaigns and has conducted mobilization on awareness campaigns primary health and mobilized care conducted in communities for last FY improved primary health care service Maximum score delivery score 3, else is 3 score 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 23/10/2021, 4/12/2021, 14/7/2022 Some of the actions are, - Construction of facility structure with support from community - All facility property should be well protected	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 23/10/2021, 4/12/2021, 14/7/2022 Some of the actions are, Approval of supplementary budget to finance Covid 19 vaccination campaigns Safety of health facility property must be prioritized Painting of facility structures 	3
J. Wate	r & Environment S 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 not in place requesting for water related support to the sub county	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 report in place submitted for monitoring water and sanitation facilities	0
28	Existence and functionality of Water and Sanitation Committees Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0	Water and sanitation comittees in place for all water projects in the sub county	2

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)

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

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

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

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

Maximum score 3

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

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

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

Operation and Maintenance of

is 3

infrastructure

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

> trainings, reports compiled and submitted to LG Production Office score 2 or else 0

L. Production Services Management

34		unagonioni	data on household incomes, acreage and key enterprises seen	2
0-1	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 nousenoid incomes, acreage and key enterprises seen	L
35	Farmer awareness and	If the LLG has carried out awareness and	a. reports on awareness creation,	2
	mobilization campaigns	mobilization campaigns on all aspects of	Quarter 3 and quarter 4 reports available, report on PDM activities on 30/6/2022 was seen	
	carried out through farmer field days and awareness meetings Maximum score	agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	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 	
is 2			Livestock sector 18/6/2022, Attendance for a meeting on 17/3/2021	
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	Supervision reports not available	0
		implementing knowledge from trainings, reports		

	carried out operation and maintenance of equipment, linkage to	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	 a. Training program Training programme seen for last FY b. Training reports Quarterly and activity reports seen for 18/6/2022, 22/6/2022 on PDM activities Attendance sheets Attendance for a meeting on 18/6/2022 and PDM activities on 22/6/2022
		submitted to LG Production Office score	
		2 or else 0.	
	The LLG has	If the LLG extension	a. Field reports on extension support provided
	provided hands- on extension support to farmers and farmer organizations / groups Maximum score is 2	staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal	Field reports for PDM activities of 30/6/22, quarter 4 and 3 reports for last FY
			b• Review and check Agricultural extension diaries from a sample of 3 extension staff
		husbandry, irrigation, Operation and	There were no Extension diaries supplied by MAAIF
		Maintenance of equipment, postharvest	c• Sample farmers and farmer groups
		handling, value addition, marketing etc.	CHESOWER PDM PIGGERY REARING GROUP
		reports compiled and submitted to LG	CHESOWER PDM ONIONS GROWING GROUP
		Production Office score 2 or else 0	CHESOWER DAIRY FARMERS GROUP
			CHESOWER PDM COFFEE FARMERS GROUP
			CHESOWER PDM PIGGERY FARMERS GROUP 2
			BISHO CHESOWER PDM SACCO
			BISHO PDM ONION FARMERS GROUP
			BISHO PDM PIGGERY FARMERS GROUP
			BISHO PDM DAIRY FARMERS ENTERPRISE
			BISHO PDM COFFEE FARMERS GROUP
			BISHO PDM IRISH POTATOE FARMERS GROUP

A. Functionality of Parish Administrative Structures

The LLG has ensured that there are	Evidence that the LLG has duly constituted PDCs/WDCs with	a. The composition and functional PDCs/WDCs for each parish in the LLG;
functional	composition in	Chemukang
PDCs/WDCs in all their	accordance with the PDM Guidelines, and	Munerya Martin Chairperson LC II
respective Parishes/Wards	that PDCs are fully functional as evidenced	Parish Chief/Town Agent
Maximum score	by mobilization of beneficiaries within a	Chekwemoi Vanis Chairperson, Women Council

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 Silivia 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

Kiprop 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

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

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines. Maximum score is 2	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Data availabel on acreage, enterprises, household incomes in all parishes	2
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	No mapping report	0
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:	No activity plans in place	0

ii. Approved Programmes/activities to be implemented

within the Parish for the current FY score 2, else score 0

strategies for the development of the parish

Maximum score

is 6

The LLG	Evidence that the LLG provided guidance and information to the Village Executive Committees and to	Kabei 1. Onions
provided guidance and		2. Irish potatoes
information to the Village Executive		Chemukang 1. Passion fruits
Committees and PDCs on	PDCs on:	2. Poultry
strategies for the development of	iii. Priority enterprises that can be	3. Coffee
the parish implemented in the	implemented in the parish score 2 or else 0	4. Onions
Maximum score is 6	•	Rorok 1. Piggery
		2. Poultry
	3. Passion fruits	
		4. Coffee
		5. Avocado

Kapseneton 1. Onions

B. Planning and Budgeting

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting	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.
Guidelines	i. Is consistent with the LLG approved	
Maximum score	development plan III;	
is 6	score 1 or else 0	

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting	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 approved by the council.
Guidelines	ii. Incorporates ranked	
	priorities from all its	
Maximum score	respective parish	
is 6	submissions which are	
	duly signed by the	
	Parish Chief and PDC	
	Chairperson score 1 or	
	else 0.	

The LLG
conducted
Annual Pla

Evidence that prioritized investments Planning in the LLG council approved Annual Work plan and Budget exercise for the current FY as per (AWPB) for the current the Planning and FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0

Maximum score is 6

and Budgeting

Budgeting

Guidelines

4

4

No eveidence found at the time of assessment

No Budget Conference Report.

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

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
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.
Maximum score is 6		

0

0

5	Procurement planning for the current FY: submission of request for procurement Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	The LLG submitted the procurement plan to PDU 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 complies with the DDEG Grant, Budget, and Implementation Guidelines.	2
C. Own	Source Revenue M	Nobilization and Adminis	stration	
7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	No Evidence that the LLG collected OSR for the previous FY	0
	Maximum score is 1			
8			OSR were not collected hence negative trend	0
	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0		
	Maximum score 1			
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	Did remit	0

The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless	spend more than 20% of OSR on councilors allowances without authority they spend 800,000 compared to zero collection.	
Maximum score 4	authority was granted by the Minister), score 1, else score 0		
The LLG has properly	Evidence that the LLG:	did not collect any OSR hence not used	0
managed and used OSR collected in the previous FY	iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1,		
Maximum score 4	•		

The LLG has properly	Evidence that the LLG:	OSR were not publicized
managed and used OSR collected in the previous FY	iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	

Maximum score 4

D. Financial Management

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	Did not submit its Annual Financial Statement to the Auditor General (AG) as required.
	else score 0	
Maximum score		

is 4

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	No evidence of submission
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	physical progress reports, for the previous	No evidence of submission
The LLG has submitted all 4 quarterly 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

The LLG has Evidence that the LLG No evidence of submission 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 including on the funding Development Model (PDM), for for the PDM on time: the previous FY iv. Q4 by 30th July on time and in score 3 or else 0 the prescribed format

E. Human Resources Management for Improved Service Delivery

Maximum score

is 6

11

12

		The SAS appraised all extension staff by 30th june 2022.	2
Appraisal of all	Evidence that the		-
staff in the LLG in	SAS/Town Clerk		
the previous FY	appraised staff in the		
	LLG:		
Maximum score			
is 6	(i) All staff in the LLG		
	including extension		
	workers in the previous		
	FY (by 30th June):		
	score 2 or else 0		

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	The SAS appraised the headteachers of kabei and chemukang primary school respectively by 31st december 2021.	2
		previous school calendar year (by 31st December) – score 2 or else 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 sub county has no health facility.	2

13	Staff duty attendance	Evidence that the LLG has	The SAS publicized the list of all LLG staff .	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or else 0		
13	Staff duty attendance	Evidence that the LLG has	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. Impl	ementation and Ex	ecution		
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
15	The LLG spent the funds as per budget Maximum score is 2		The execution of budget in the previous FY deviates from the sectors/main programs by12%.	0
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	The investment projects planned in the previous FY were completed as per work plan.	2

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)

)	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
	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

2	2
۷,	<

Existence and functionality of School	Evidence that the LLG have functional school	School management committee functional as evidenced sittings dated 4/3/2021, 25/7/2021, 6/8/2021
Management	management committees in all	Some of the Action Points,
Committees	schools; score 3, else score 0	- Approval of school operational budget
Maximum score is 3		- The C/person LC 3 and C.person SMC follow up issues of sub standard Latrine constructed

I. Primary Health Care Services Management

Awareness campaigns and mobilization on primary health	Evidence that the LLG has conducted awareness campaigns and mobilized	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
care conducted in		Some of the action points are,
last FY	improved primary health care service	- There is need to lobby for a facility in Kabei S/C
Maximum score is 3	delivery score 3, else score 0	- VHTs and LC1s should be used to provide accurate data on latrine coverage per village within the S/C

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. Wate	Fr & Environment S Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	Services Management 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 chepsoikei gravity flow. scheme to rorok parish	3
27	The LLG has monitored water and environment services delivery during the previous FY Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	A water and sanitation status report in place submitted on 28th /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	Water and sanitation committees in place for all water sources reactivated on 13 th October 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
Development of the Physical Development Plans as per guidelines Maximum score 2	 (i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25

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

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

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

Maximum score 3

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

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

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

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

Operation and Maintenance of infrastructure

is 3

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

monitoring activities on

agricultural production

for crops, animal and fisheries covering

environmental

mechanization,

among others irrigation,

safeguards, agricultural

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

Production Services Management L

monitoring activities on

production

activities for

crops, animals and fisheries

Maximum score

is 2

L. Prod	uction Services M	anagement	
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
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
36	The LLG has carried out	If the LLG extension staff has implemented	no monthly reports available

2

2

0

Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	 Training program: available Training reports: available in quarterly form Attendance sheets: Both pictures and attendance sheets available
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: Field reports available Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries distributed to staff by MAAIF Sample farmers and farmer groups Groups were available under PDM

2

2

A. Functionality of Parish Administrative Structures

37

38

1

The LLG has Evidence that the LLG a. The composition of functional PDCs/WDCs for each parish in ensured that has duly constituted the LLG; PDCs/WDCs with there are Borowon functional composition in PDCs/WDCs in accordance with the Cheptoyek Fred Chairperson LC II all their PDM Guidelines, and respective that PDCs are fully Parish Chief/Town Agent Parishes/Wards functional as evidenced by mobilization of Sande Janet Chairperson, Women Council Maximum score beneficiaries within a is 2 parish/ward, appraisal Kiplangat Calistus Chairperson Youth Council of all proposals submitted for the Cherop Winny Chairperson, Disability Council revolving funds during Sikara Alfred Chairperson NRM the previous FY for all parishes, score 2, else Masai Michael Opinion Leader/Elderly score 0. Kamet Chesang Sam Chairperson LC II Chemutai Alfred Parish Chief/Town Agent Chelimo Betty Chairperson, Women Council

Cheptoyek Ezekiel Chairperson Youth Council

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

Chekwemoi 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

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 was available for all parishes on Household acreage, enterprises, and incomes
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	NGO mapping report in place showing Chekwir Child Development centre under Compassion
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 EX score 2	Activity programmes available for all parishes

current FY score 2, else score 0

Maximum score

is 6

The LLG	Evidence that the LLG	Priority enterprises were as follows;
provided guidance and	provided guidance and information to the	Kamet 1. Goats
information to the Village Executive	Village Executive Committees and to	2. Poultry
Committees and PDCs on	PDCs on:	Yemitek 1. Goats
strategies for the development of	iii. Priority enterprises that can be	2. Piggery
the parish	implemented in the parish score 2 or else 0	3. Sheep
Maximum score is 6		Mukulei 1. Goats
13 0		2. Piggery
		Kapkomol 1. Maize
		2. Onions
		3. Sheep
		4. Goats

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 to establish whether AWPB are consistent.
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 into the AWPB for the current FY.

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No budget conference report.
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score	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.
is 6		
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.
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 12/05/2022.

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 0n 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 Admini	stration	
7	LLG collected local revenue as per budget (Budget realization) Maximum score	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
	is 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	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

	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
	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1,	Did not use any OSR on operations	0
	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
. Finar	icial Management			

D. Financial Manager

The LLG	Evidence that the LLG	Had not submitted its Annual Financial Statement to the Auditor
submitted annual	submitted its Annual	General (AG)
financial	Financial Statement to	
statements for	the Auditor General	
the previous FY	(AG) on time (i.e., by	
on time	August 31), score 4 or	
	else score 0	
Maximum score		
is 4		

quarterly financial and physical progress reports including finances for the Parish Development	Evidence that the LLG submitted all four 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
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission

The LLG has Evidence that the LLG No evidence of submission 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 including on the funding Development Model (PDM), for for the PDM on time: the previous FY iv. Q4 by 30th July on time and in score 3 or else 0 the prescribed format

E. Human Resources Management for Improved Service Delivery

1	\mathbf{r}
	_

Maximum score

is 6

11

Appraisal of all staff in the LLG in the previous FY Maximum score	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The SAS appraised all extension workers by 30th june.	2
is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0		

12

Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The SAS appraised the Headteachers of kamet ,yemitek and chekwir primary schools respectively by 31st december.	2
Maximum score is 6	(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0		
Appraisal of all staff in the LLG in the previous FY Maximum score	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The SAS appraised the incharge of kamet HC II by 30th june 2022.	2
is 6	(iii) HC III & II In- charges in the previous FY (by June 30th) – score 2 or else		

13	Staff duty attendance	Evidence that the LLG has	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. Imple	ementation and Ex	ecution		
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 for example construction of council hall.	2
15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The execution of budget in the previous FY deviates by 10.6%.	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	The investment projects planned in the previous FY were not completed as per work plan.	0
		If less than 70 %: Score 0.		

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 commitee 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 commitee 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)

)	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
	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

Existence and functionality of School	Evidence that the LLG have functional school management	School management committees functional as evidenced by SMC sittings dated 4/3/2021, 10/9/2021
Management	committees in all	Some of the actions are,
Committees	schools; score 3, else score 0	- Repairing of school fence
Maximum score is 3		- Preparation for AGM

I. Primary Health Care Services Management

2	S
4	.U

Awareness campaigns and	Evidence that the LLG has conducted	Awareness and Social mobilization campaigns conducted as evidenced by reports dated 10/2/2021, 20/10/2021, 15/3/2022
mobilization on primary health care conducted in	awareness campaigns and mobilized	Some of the actions are,
last FY	improved primary health care service	- All households should ensure they have a functional pit latrine
Maximum score is 3	delivery score 3, else score 0	 All mothers should utilize Maternal Neonatal child health services

1	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 11/3/2022, 13/5/2022 Some of the actions are, Reconnection of water supply to the facility Drugs delivery must be monitored and observed by HUMC representative 	4
5	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, Safety of health facility property must be prioritized Lighting system within the facility should be restored 	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	Arequest was submitted to water office requesting for rehabilitation of water storage tank at malinkong GFS .the request was on 31st /january /2022
	Maximum score is 3		
27			A report submitted to CAOS office on .status of water and

7	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 submitted to CAOS office on .status of water and sanitation	3
}	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 established for all water projects onand minutes in place	2

Functionality of	Evidence that the SAS
investments in	has an updated lists on
water and	all its water and
sanitation	sanitation facilities
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)

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

Implementation of the physical planning and building control measures as per guidelines 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.
	issued by MoLHUD. Score 1 or else 0

6
re
or

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

Maximum score 3

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

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

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

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

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
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
The LLG has carried out monitoring activities on production activities for crops, animals	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation,	a. Monthly monitoring reports by extension staff: No monthly reportsb. Supervision reports by SAS/ATC: No supervision reports

0

0

and fisheries

is 2

Maximum score

environmental

mechanization,

safeguards, agricultural

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

,				2
	Farmer trainings through training farmer field schools and	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and	Training program: Available	Ľ
			Training reports: Quarterly reports available	
	demonstrations organized and carried out		Attendance sheets: available i.e 26/4/2022	
	Maximum score is 2 maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG	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		
i	The LLG has	If the LLG extension	a. Field reports on extension support provided	2
	on extension support to farmers and farmer a	farmers and farmer groups on crop	Quarterly reports available	
			c• Review and check Agricultural extension diaries from a sample of 3 extension staff	
		husbandry, irrigation,	Sample farmers and farmer groups:	
		Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG	KAPSAYOY GOAT FARMERS GROUP	
			CHEPLOCH GOAT FARMERS GROUP	
			CHEKWIR GOAT FARMERS	
			POSHA PIGGERY FARMERS GROUP	
			MUKULET GOAT FARMERS GROUP	
		MUKULE PDM FARMERS GROUP		
		CHEBINYINY GOAT REARING		
			BOROWON GOAT REARING	
			CHIKONDI GOAT REARING	
			KAPKWIMINY GOAT REARING	
			MOKOYON GOAT REARING	

A. Functionality of Parish Administrative Structures

The LLG ensured		Evidence that the LLG has duly constituted	a. The composition of PDCs/WDCs for each parish in the LLG;
there are)	PDCs/WDCs with	Kapkoros Arapborit Rogers Chairperson LC II
functiona PDCs/W		composition in accordance with the	Chesilyong Boniface Parish Chief/Town Agent
all their respectiv	/e	PDM Guidelines, and that PDCs are fully	Cherop Emily Chairperson, Women Council
Parishes	/Wards	functional as evidenced by mobilization of	Kiprop Simon Chairperson Youth Council
Maximur is 2	n score	beneficiaries within a parish/ward, appraisal	Babu Willy Chairperson, Disability Council
		of all proposals submitted for the	Cherop Augustine Chairperson NRM
			Sangayay Albert Opinion Leader/Elderly

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

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.	among others as stipulated in the PDM Guidelines, score 2	Data available for all parishes on acreage, household incomes and enterprises	
Maximum score is 2	else score 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: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	No mapping report	
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	No approved activity plans	

Maximum s is 6

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

3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG 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 includeReberon 1. Beans2. Passion fruits3. Poultry4. SheepKapkoros 1. Irish potatoes2. Coffee3. Beans4. Poultry5. Sheep6. OnionsRotyo 1. Coffee2. Dairy3. OnionsKaproben 1. Sheep2. Onions3. Tomatoes4. PiggerySenendet 1. Onions2. Irish potatoes3. Coffee4. Tomatoes5. Poultry6. Sheep4. Tomatoes5. Poultry6. Sheep7. Dairy6. Sheep7. Dairy7. Doutry7. Doutry7. Doutry7. Doutry7. Doutry7. Poultry7. Dairy7. Dairy <t< th=""></t<>					
B. Plan	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 .	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 all parish submissions have been incorporated in the AWPB.	1
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No budget conference report.	0
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget includes investments to be financed by the LLG as well as other funding sources and the district.	1

	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.		
	Maximum score is 6				
	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.		
	Maximum score is 6				
	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 21/04/2022.		
	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.		
'n	Source Revenue Mobilization and Administration				

C. Own Source Revenue Mobilization and Administration

LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	collected 80% OSR which is -20% budget 2,215,000 and collected 1,800,000	0
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
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
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
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

properlymanaged andused OSRcollected in theprevious FY1, else score 0.

Maximum score 4

The LLG has

D. Financial Management

The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	There was Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time i.e. 30 aug 2022
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	physical progress reports, for the previous	No evidence of submission
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score	physical progress reports, for the previous	No evidence of submission
is 6		

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	physical progress reports, for the previous	No evidence of submission
Maximum score is 6		
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	physical progress reports, for the previous	No evidence of submission

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	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The SAS appraised all extension workers by 30th june 2022.	2
	is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0		

12	Appraisal of all staff in the LLG in the previous FY 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	No evidence seen	0

F. Implementation and Execution

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	New adminstrative unit.
	else score 0	

CAO/TC score 3 or

else 0

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

If less than 70 %: Score 0.

G. Environmental and Social Safeguards

The LLG has	Evidence that the LLG
implemented	carried out
environmental	environmental, social
and social	and climate change
safeguards	screening where
during the	required, prior to
previous FY	implementation of all
	planned investments/
Maximum score	projects, score 2 or
is 2	else score 0

THE SUB COUNTY IS NEW AND NO PROJECT WAS UNDERTAKEN

	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 gievance log book in place with 2 issues recorded water diversion on 27th /06/2022 and theft of trees on 28th /03/2022
--	--	---	---

The LLG has an		A grievance handling system in place and displayed on the notice board	1
Operational	(ii) If the LLG has		
Grievance	publicized the		
Handling System	grievance redress mechanisms so that		
Maximum score is 2	aggrieved parties know where to report and get redress score 1 or else 0		
		Area land committee in place approved b council on 20th	

18

The LLG has a functional land management	If the LLG has a functional Area Land committee in place to	Area land committee in place approved b council on 20th /may/2022 and appointed on 23rd may /2022
system	assist the LG Land board in an advisory	
Maximum score 1	capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	

3

4

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

If 80 - 99% - score 2

If 60 to 79% score 1

Below 60% score 0

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
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	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 bnoundaries

Existence and functionality of School	Evidence that the LLG have functional school management	School management committees functional as evidenced by minutes for sittings dated 23/6.2021, 3/11/2021
Management	committees in all	Some of the actions are,
Committees	schools; score 3, else score 0	- Midday meals should be supported by parents
Maximum score is 3		- School should buy a second temperature gun

I. Primary Health Care Services Management

\sim	\mathbf{a}
~	з.
-	0

22

1. F 11116	ary meanin Gare Ser	vices management		
campaig mobilizat	Awareness campaigns and mobilization on primary health	Evidence that the LLG has conducted awareness campaigns and mobilized	Awareness and Social mobilization awareness campaigns on education conducted as evidenced by reports dated 30/9/2021, 07/04/2022	3
	care conducted in co last FY in Maximum score de	communities for	Some of the actions are,	
		improved primary health care service delivery score 3, else	 New Health Unit Management committee should be formed and appointed 	
		score 0	- All Health Unit construction works should be monitored	
24	The LLG monitored health	Evidence that LLG monitored aspects of	Health services monitored as evidenced by HMUC sittings and Subcounty monitoring reports on Social services delivery	4
	service delivery	health service delivery during the previous FY	evidenced by reports dated 27/07/2021, 20/5/2021	
	at least twice during the	, score 4 or else score 0	Some of the actions are,	
	previous FY		- Expedite process of land acquisition	
	Maximum score is 4		- Follow up on water issues	
25	Existence and functionality of Health Unit	Evidence that the LLG have functional Health unit Management	Health Unit management committee functional as evidenced by sittings dated 7/7/2021, 7/12/2021, 10/3/2022	3
	Management Committee	Committee for all Health Facilities in the	Some of the actions are,	
	Maximum score	LLG; score 3, else score 0	 Time management and attendance to duty should be observed 	
	is 3		 Approval of supplementary budget to support Covid-19 vaccination 	
J. Wate	r & Environment S	ervices Management		
26	Evidence that the LLGs submitted requests to the	Evidence that the SAS submitted in writing requests to the DWO	A request for extension of water of 10 tapstands to 5 villages was submitted on 28th /July/2021	3

DWO for

budgets

is 3

consideration in

Maximum score

the current FY

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	A report was submitted for monitoring water faccilities 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 02/08/20221 minutes in place discussing how they sholud 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)

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

Development of the Physical Development Plans as per guidelines Maximum score 2	 (i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25
Implementation of the physical planning and building control measures as per guidelines 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
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
Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0

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

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

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

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

L. Production Services Management

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

Available on farmers enterprises, acreage, and incomes

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,: Available on PDM and ACDP programmes b• awareness materials distribution lists: Available on Bananas, Fruits for demonstration materials, and other OWC technologies c• attendance lists for the awareness events Available 	2
The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	 Monthly monitoring reports by extension staff: Monthly reports not available Supervision reports by SAS/ATC: No supervision report 	0
Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	 Training program: Available Training reports: Quarterly reports available Attendance sheets: Available 	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	 Field reports on extension support provided: available Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries from MAAlf Sample farmers and farmer groups: Available especially PDM enterprise groups

A. Functionality of Parish Administrative Structures

	-		
	The LLG has ensured that there are functional	has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully rds functional as evidenced by mobilization of	 a. The composition of functional list of PDCs/WDCs for each parish in the LLG;
			Chemuron Ward Kwalia Kevin Kiben Chairperson LC II
	PDCs/WDCs in all their		Parish Chief/Town Agent
	respective Parishes/Wards		Chekwemoi Diana Chairperson, Women Council
	Maximum score		Kibet Aron Chairperson Youth Council
	is 2	parish/ward, appraisal	Mutai Henry Chairperson, Disability Council
			Chesol Gilbert Chairperson NRM
			Chemutai Anne Opinion Leader/Elderly
		•	Kapnandi Ward Batya Benjamin Chairperson LC II
			Kwemoi Titus Parish Chief/Town Agent
			Nanyama Eunice Chairperson, Women Council
			Chelangat Benson Chairperson Youth Council
			Boyo Solomon Chairperson, Disability Council
			Kamelkut Nelly Chairperson NRM
			Benard Musundi Opinion Leader/Elderly
			Kaptomologon Ward
			Wanyama Alfred Chairperson LC II
			Kwemoi Filex Parish Chief/Town Agent
			Nakhumicha Rosemary Chairperson, Women Council
			Kwemoi Bryan Chairperson Youth Council
			Sande Moses Chairperson, Disability Council
			Kwemoi Alex Chairperson NRM
			Kitiyo Dismas Opinion Leader/Elderly
			Lagam Ward
			Chebiy Augustine Chairperson LC II

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

2

Maximum score is 2

PDM Guidelines.

that all Parish

Chiefs/Town

Agents have

compiled, and

collected,

profiling as stipulated in the

Parishes/Wards in a

LLG have compiled,

data on community

among others as

stipulated in the PDM

Guidelines, score 2 else score 0.

analyzed data on by village, gender, age, Parish/community economic activity

updated, and analyzed

profiling disaggregated

3

No report in place 0 The LLG Evidence that the LLG: provided i. Has mapped NGOs, guidance and CBOs & CSO operating information to the in the LLG and involved Village Executive them in raising Committees and awareness about the PDCs on PDM and planning strategies for the cycle: score 2, or else 0 development of the parish Maximum score is 6

The LLG provided guidance and information to the Village Executive Committees and PDCs on	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:	All wards gave approved workplans for FY 2021/2022 and 2022/2023	2
strategies for the development of the parish Maximum score is 6	ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0		

	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:	Kamutungwon 1. Dairy
			2. Sheep
			3. Goats
			4. Poultry
		implemented in the parish score 2 or else 0	Kululu 1. Coffee
			2. Onions
	Maximum score is 6		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

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

LLG approved development plan III signed on 22/05/2022,

The LLG

Evidence that

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
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 before 15th May 2022.	1
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 before 30th/04/2022.	2
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 for the prioritized investment complies with the DDEG Grant, Budget, and Implementation Guidelines.	2

C. Own Source Revenue Mobilization and Administration

LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Collected shs.350,000 out of shs.3000,000representing 12%
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.
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
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
The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1,	No Evidence that the T/C used at least 5% OSR funds on operational and maintenance

The LLG has properly	Evidence that the LLG:	OSR were publicized on notice board on the 12/june/ 2022
managed and used OSR collected in the previous FY	iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	

Maximum score 4

previous FY

D. Financial Management

10

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

11

TL		No evidence
The LLG has	Evidence that the LLG	
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		
on time and in	i. Q1 by 15th October	
the prescribed	score 1 or else 0	
format		

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
Maximum score		

is 6

1

4

The LLG has submitted all 4 quarterly 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
Maximum score is 6		
The LLG has submitted all 4 quarterly 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

E. Human Resources Management for Improved Service Delivery

Maximum score

is 6

11

11

12	Appraisal of all staff in the LLG in the previous FY Maximum score	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The Town clerk appraised all the five town agents on 30th june 2022.	2
	is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0		

0

12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The Town clerk apprais primary school on 15th	sed the headteacher of kaptomologon 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 apprais 30th june 2022.	sed the in charge of kapnandi HC II on	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 publiciz 1.Sikoria Alfred 2.Kiprono Benard 3.Kiplimo Moses 4.Chepto Janetris	zed the LLG staff list as below, Town clerk Town treasurer Town agent 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 attendance to duty.	produce monthly analysis of staff	0
F. Imple	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	ecution 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 adminstrative 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 adminstrative 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	New adminstrative unit.	3

If less than 70 %: Score 0.

G. Environmental and Social Safeguards

else score u		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 of office block	screeni	וg v
--------------	--	---	---	----------------------------------	---------	------

Environmental screening was undertaken for the construction **2** of office block

The LLG has an Operational	(i) If the LLG has specified a system for	A grievance redress system in place where a committee is in place and a structure to record ,investigate and respond to the grievance	1
Grievance Handling System	recording, investigating and responding to grievances, which		
Maximum score is 2	includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0		

The LLG has an			0	
Operational	(ii) If the LLG has			
Grievance	publicized the			
Handling System	grievance redress mechanisms so that			
Maximum score is 2	aggrieved parties know where to report and get redress score 1 or else 0			

		Area land committee in place with one set of minutes
The LLG has a	If the LLG has a	
functional land	functional Area Land	
management	committee in place to	
system	assist the LG Land	
,	board in an advisory	
Maximum score 1	capacity on matters	
	relating to land,	
	including ascertaining	
	rights on the land score	
	1 or else 0	

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

20	Awareness campaigns and mobilization on	Evidence that the LLG has conducted awareness campaigns	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
	education services	and parent's mobilization for	Some of the actions are,
	conducted in last FY	concation scivice	- Arrest all non school going children
	Maximum score is 3	delivery score 3, else score 0	 Prosecute parents who dont send children to school and fail to provide scholarstic materials
21			
	Monitoring of service delivery	Evidence that the LLG has monitored schools	Schools monitored as evidenced by reports dated 6/4/2021, 4/10/2021 and 11/1/2022
	in basic schools Maximum score	at least once per term in the previous 3 terms	Some of the actions are,
	is 4	and produced a list of issues requiring attention of the	- Plant trees within the school compound
		committee responsible for education of the LLG council in the previous FY:	- Fencing & Installation of a gate
		If all schools (100%) - score 4	
		If 80 – 99% – score 2	
		If 60 to 79% score 1	
		Below 60% score 0	

Existence and functionality of School	Evidence that the LLG have functional school management	School management committees functional as evidenced by sittings dated 18/3/2021
Management	committees in all	Some of the actions are,
Committees	schools; score 3, else score 0	- Follow up of Additional teachers as per request made to
Maximum score is 3		District Education Office

I. Primary Health Care Services Management

Awareness campaigns and mobilization on primary health	Evidence that the LLG has conducted awareness campaigns and mobilized	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
care conducted in		Some of the actions are,
last FY	improved primary health care service	- Mapping of VHTs
Maximum score is 3	delivery score 3, else score 0	- Increase Community EPI outreaches

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
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

J. Water & Environment Services Management

is 3

l r l c t	Evidence that the LLGs submitted requests to the DWO for consideration in he current FY pudgets	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
ſ	Maximum score	

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
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

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

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

Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0	No evidence seen
--	---	------------------

			0
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:	No evidence seen	-
	20% in 2022/23		
	30% in 2023/24		
	40% in 2024/25		
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
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
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	Inadequate staff in the form a functional development control team	1
Maximum score 3			
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 faccility is new	1

	New town council therefore awareness meeting not conducted	1
(ii) If the LLG has	· ·	

	developed and implemented a solid waste management plan Maximum score 2	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	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			PDM data in place on enterprises, drought	
	Up to date data	If the LLG extension		
	on agriculture and irrigation	staff have collected, analyzed and reported		
	collected,	data on agriculture (i.e.,		
	analyzed and	crop, animal and		
	reported	fisheries) and irrigation		
		activities including		
	Maximum score	production statistics for		
	is 2	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.		

32

The LLG has

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, 30/5/2022 on Enterprise selection, Awareness meeting on FMD b. awareness materials distribution lists List available for owc enterprises; maize, Irish potatoes, beans c. attendance lists for the awareness events Attendance sheet for 30/5/2022, 27/5/2022
The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling,	No monthly reports in place

0

2

	ner trainings	If the LLG extension	a• Training program
	ugh training Ier field	staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and	The training programmes for Enterprise selection in place
dem	ools and onstrations		b. Training reports: on enterprise selection on 25/5/2022
•	nized and ed out	diseases management, operation and	c. Attendance sheets
Max is 2	imum score	operation and maintenance of re equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG	25/5/2022 on enterprise selection
		Production Office score 2 or else 0.	

pests and disease surveillance, equipment installations, farmers

score 2 or else 0

implementing knowledge from trainings, reports compiled and submitted to LG Production Office

38	The LLG has provided hands- on extension	If the LLG extension staff have provided extension support to	a• Training program
			The training programmes for Enterprise selection in place
	support to farmers and	farmers and farmer groups on crop	b. Training reports: on enterprise selection on 25/5/2022
	farmer organizations /	management, aquaculture, animal	c. Attendance sheets
	groups	husbandry, irrigation, Operation and	25/5/2022 on enterprise selection
	Maximum score is 2	Maintenance of	
	15 2	equipment, postharvest handling, value	
		addition, marketing etc. reports compiled and	
		submitted to LG Production Office score	
		2 or else 0	
A. Fund	tionality of Parish	Administrative Structur	res
1	The LLG has	Evidence that the LLG	a. The composition of PDCs/WDCs for each parish that are
	ensured that there are	has duly constituted PDCs/WDCs with	functional include;
	functional	composition in	Chemweyet Telel Andrew Kitiyo Chairperson LC II
	PDCs/WDCs in all their respective Parishes/Wards Maximum score is 2	accordance with the PDM Guidelines, and	Parish Chief/Town Agent
		that PDCs are fully functional as evidenced	Chebet Linnet Chairperson, Women Council
		by mobilization of beneficiaries within a	Chemusto Geoffrey Chairperson Youth Council
		parish/ward, appraisal of all proposals	Yesho Ben Chairperson, Disability Council
		submitted for the	Musobo Robert Chairperson NRM
		revolving funds during the previous FY for all	Mokworor Justus Opinion Leader/Elderly
		parishes, score 2, else score 0.	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
			Muyet Jackson Opinion Leader/Elderly
			Cheptoror Chesakit Goerge Chairperson LC II
			Chelangat Julius Parish Chief/Town Agent

Chelangat Annet Chairperson, Women Council

2

2

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

> • 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

Data available on acreage, Incomes and household enterprises 2 being practiced

that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community economic activity profiling as stipulated in the PDM Guidelines.

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

Maximum score is 2

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

B. Planning and Budgeting

The LLG conducted	d prioritized investments anning in the LLG council eting approved Annual Work or the plan and Budget Y as per (AWPB) for the current ing and FY: s i. Is consistent with the LLG approved	. Planning and Budgeting Guidelines in place	I
Annual Planning		LLG Approved Development Plan III in place under min	
and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6		. Approved workplans and budgets under min in place	
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	No ranked priorities.	0
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No budget conferenece in place.	0
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget to establish whether it includes investments to be financed by the LLG and district.	1

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	No project profiles.
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.
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	No procurement submisssion to the district.
Compliance of the LLG budget to DDEG investment menu for the current FY Maximum score is 2	FY, Score 2 or else score 0 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	The prioritized investment comply to the DDEG Grant, Budget and Implementation Guidelines investment menu.

C. Own Source Revenue Mobilization and Administration

Guidelines, score 2 or

else score 0

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
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
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
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
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

The LLG has
properly
managed and
used OSREvidence that the LLG:iv. Publicised the OSR
and how it was used for
collected in the
previous FYiv. Publicised the OSR
and how it was used for
the previous FY, score
1, else score 0.

Maximum score 4

D. Financial Management

The LLG	Evidence that the LLG	Their was Evidence that the LLG submitted its Annual Financial
submitted annual	submitted its Annual	Statement to the Auditor General (AG) on time i.e. 30th aug
financial	Financial Statement to	2022
statements for	the Auditor General	
the previous FY	(AG) on time (i.e., by	
on time	August 31), score 4 or	
	else score 0	
Maximum score		
is 4		

The LLG has submitted all 4 quarterly 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		

The LLG has submitted all 4 quarterly 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		

The LLG has submitted all 4 quarterly 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		
The LLG has submitted all 4 quarterly 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

Maximum score is 6

E. Human Resources Management for Improved Service Delivery

Appraisal of all	Evidence that the	The SAS appraised all extension workers by 30th june 2022.	2
staff in the LLG in			
	LLG:		
Maximum score			
is 6	(i) All staff in the LLG		
	including extension		
	workers in the previous		
	FY (by 30th June):		
	score 2 or else 0		
	the previous FY Maximum score	staff in the LLG in the previous FY SAS/Town Clerk appraised staff in the LLG: Maximum score is 6 (i) All staff in the LLG including extension workers in the previous FY (by 30th June):	Appraisal of all staff in the LLG in the previous FYEvidence that the SAS/Town Clerk appraised staff in the LLG:Maximum score is 6(i) All staff in the LLG including extension workers in the previous FY (by 30th June):

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

unit.

F. Implementation and Execution

14

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

else 0

15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	New adminstrative 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	New adminstrative unit.	3

If less than 70 %: Score 0.

G. Environmental and Social Safeguards

1	7

The LLG has implemented environmental and social safeguards during the previous FY Maximum score	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
is 2	else score 0

Screeening was not done because no project was undertaken as the sub county is newly created 2

18

The LLG has an Operational Grievance Handling System Maximum score is 2	specified a system for recording, investigating	not grievance redress system
--	---	------------------------------

The LLG has an		gnevand
Operational	(ii) If the LLG has	
Grievance	publicized the	
Handling System	grievance redress	
	mechanisms so that	
Maximum score	aggrieved parties know	
is 2	where to report and get	
	redress score 1 or else	
	0	

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
---	--	------------------------

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
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

22	Existence and functionality of School Management	Evidence that the LLG have functional school management committees in all	SMCs functional as evidenced by sittings dated 22/2/2021, 10/9/2021	3
	Committees	schools; score 3, else score 0	Actions	
	Maximum score is 3		- Construction of school kitchen	
			- Planting of live fence	
			- Construction boys latrine	
I. Prima	ry Health Care Ser	rvices Management		
	•	0		3
23	Awareness campaigns and	Evidence that the LLG has conducted	Awareness and Social mobilization campaigns conducted as evidenced by reports dated 11/10/2021, 15/1/2022	3
	mobilization on primary health	awareness campaigns and mobilized	Some of the actions are,	
	care conducted in last FY	improved primary	- Strengthen the VHT mobilisation systems	
	Maximum score is 3	health care service delivery score 3, else score 0	- Strengthen community EPI outreaches	
04				4
24	The LLG monitored health	Evidence that LLG monitored aspects of	Schools monitored as evidenced by reports dated 30/9/2021, 31/3/2021	4
	service delivery at least twice	health service delivery during the previous FY	Some of the actions are,	
	during the previous FY	, score 4 or else score 0	 Time management and attendance to duty should be observed 	
	Maximum score is 4			

റ	F
2	υ

Existence and functionality of Health Unit	Evidence that the LLG have functional Health unit Management	Health Unit management committee functional as evidenced by sittings dated 8/3/2022
Management	Committee for all	Some of the actions are,
Committee	Health Facilities in the LLG; score 3, else	- Approval of supplementary budget to cater for Accelerated
Maximum score is 3	score 0	mass covid19 vaccination

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 was submitted to water office on 28th july 2021 requesting for extension of 10 tap stands for chepkuto, chemweyet and kiretei parshes
Maximum score		

Maximum score is 3

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

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
galaomioo	constituted; (ii)
Maximum score 2	considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or
	else 0

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

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

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	

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

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	

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

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

Operation and	(iii) If the LLG has
Maintenance of	spent own source
infrastructure	revenues of not less than 20% on O&M
Maximum score is 3	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	Data availlable on acreage, dairy farmers, acreage and seasonal yields
		score 2 or else 0.	

				2
aware mobil camp	Farmer awareness and	on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted	a. reports on awareness creation,	-
	mobilization		Available on ACDP and PDM	
	campaigns carried out		b• awareness materials distribution lists	
	through farmer field days and		Available for tree seedlings, OWC technologies, Irish potatoes	
aware	awareness meetings		 attendance lists for the awareness events 	
	Maximum score is 2		30/6/2022	
	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	No reports available	0
	Farmer trainings through training farmer field schools and	If the LLG extension staff has carried out farmer trainings on irrigated agriculture,	 Training program Available for ACDP and Production activities Training reports 	2
	demonstrations organized and	agronomy, pests and diseases management,	Available for 30/6/2022	
	carried out	operation and maintenance of	Attendance sheets	
	Maximum score is 2	equipment, linkage to markets etc. through for	Available for 30/6/2022	
	schools, demons field train reports o submitte Producti	example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.		

	The LLG has provided hands-	If the LLG extension staff have provided	 Field reports on extension support provided
	on extension	extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation,	Available for 30/6/2022
	support to farmers and farmer		 Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries provided by MAAIF
	organizations / groups		 Sample farmers and farmer groups
	Maximum score Mainten is 2 equipme	Operation and Maintenance of	KAPTA SHEEP REARING FARMERS GROUP
		equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	TULWO SHEEP REARING GROUP
			CHEPTILIAL ONIONS FARMERS GROUP
			CENTRE ONIONS FARMERS GROUP
			CHEPTEGNAN ONION FARMERS GROUP
			CHEPTEGNAN SHEEP REARING GROUP
			CHEPTEGNAN ONION FARMERS GROUP
			LITEI GOAT REARING FARMERS GROUP
			KAPTA ONION FARMERS GROUP

A. Functionality of Parish Administrative Structures

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

1

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

 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

3

Maximum score

is 6

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 types of crops, enterprises and Household incomes	2
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	Report available The NGOs include, Chebinyiny child development centre and COU	2
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	Available for 2021/2022 and for the current FY	2

within the Parish for the current FY score 2,

else score 0

	The LLG	Evidence that the LLG	Kaptererwo 1. Poultry
	provided guidance and	provided guidance and information to the Village Executive Committees and to	2. Goats
	information to the Village Executive		3. Sheep
	Committees and PDCs on	PDCs on:	4. Maize
	strategies for the development of	iii. Priority enterprises that can be	Kapkoloswo 1. Poultry
	the parish	implemented in the parish score 2 or else 0	2. Goats
	Maximum score is 6		3. Maize
			4. Sheep
			Chebinyiny 1. Onions
			2. Tomatoes
			3. Sheep
			4. Goats
			Kaptali 1. Maize
			2. Onions
			3. Tomatoes
			4. Poultry

B. Planning and Budgeting

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

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	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 in corperated.
Guidelines 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.	

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	Construction of administration block in the budget conference report and is consistent with in annual work plans.
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	The budget includes those to be funded by the LLG and the District
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.
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.

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	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 I	Mobilization and Admini		
7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budgeted for shs.3,000,000 and collected shs.1,350,000 representing 45% hence -55%	0
	Maximum score is 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	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

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
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
The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	OSR were publicized on the notice board on 23 september 2021	1

Maximum score 4

D. Financial Management

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	No evidence of submission
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	physical progress reports, for the previous	No evidence of submission
The LLG has submitted all 4 quarterly 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

The LLG has submitted all 4 quarterly 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
Maximum score is 6		

E. Human Resources Management for Improved Service Delivery

2	Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:	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.
	Maximum score		
	is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	

Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The SAS appraised the Head teachers 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.	2
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 Kapkoloswo HC III on 28th 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		t of LLG staff as below, there was a nd staff performance reports with year 2021/22in place. SACAO Senoir AssistantnAccountant Assistant Agricultural Officer Animal Husbandry Officer Parish chief	3
			6.Kitowoi Micheal	Parish chief	
			7.Kipyeko Gilbert	parish chief	
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	months of july,Aaugust	ly analysis of staff attendance for the mber,December 2021 and January y and June 2022	3
F. Imple	ementation and Ex	ecution			
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		eligible projects/ activities as per the enu for example construction of the block.	2

budget Maximum score	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 6,807,219 which is less than	
-------------------------	---	--	--

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

G. Environmental and Social Safeguards

1	7
	1

	Siai Galegualus		
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
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
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	A display of grievance redress system on the notice boards	1

3

4

		Area
The LLG has a	If the LLG has a	20th
functional land	functional Area Land	
management	committee in place to	
system	assist the LG Land	
	board in an advisory	
Maximum score 1	capacity on matters	
	relating to land,	
	including ascertaining	
	rights on the land score	
	1 or else 0	

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

20

Awareness campaigns and mobilization on	Evidence that the LLG has conducted awareness campaigns	SAS education report on awareness is available as evidenced by reports dated 8/8/2021, 20/12/2021
education	and parent's	Some of the actions are,
services conducted in last FY	mobilization for improvement of education service delivery score 3, else score 0	 Arrest all non-school going children and prosecute their parents
Maximum score is 3		- Mid day meals for pupils

21

onitoring of rvice delivery basic schools aximum score 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	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	
	Below 60% score 0		
kistence and nctionality of chool anagement pmmittees	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	3
	rvice delivery basic schools aximum score 4	rvice delivery basic schools aximum scorehas 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 4If 80 – 99% – score 2If 60 to 79% score 1Below 60% score 0Evidence that the LLG have functional school management ommittees	rvice delivery basic schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the CCG council in the previous FY:evidenced by reports dated 18/11/2021, 10/11/20213. Time management should be observed by all teachersSome of the actions are, - Time management should be observed by all teachers4. Some of the CCG council in the previous FY:Some of the actions are, - Time management should be observed by all teachers4. If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 05. School management anagement anagement anagementEvidence that the LLG have functional school management schools; score 3, else score 0School management should be observed by all teachers5. School management should be observed by all teachersSchool management should be observed by all teachers6. Time management should be observed by all teachersSchool management should be observed by all teachers

Maximum score is 3

- Parents should expedite the mid day meals program

- Survey of school land should be quickened

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. Wate 26	r & Environment S Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	ervices Management 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

Existence and functionality of Water and	Evidence that the LLG have functional Water and Sanitation	Water and sanitation committees in place for water sources
Sanitation	Committees (including	
Committees	collection and proper	
Maximum score is 2	use of community contributions) score 2, else score 0	

Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.	Updated list of all water points and latrine coverage 20th Nov 2021	2
Maximum score is 2			

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

Development of the Physical Development Plans as per guidelines Maximum score 2	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0
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	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the
	Maximum score 3	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	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the

The LLG has (ii) If the LLG has	
developed and conducted awareness	5
implemented a campaigns on the	
solid waste management of solid	
management waste during the	
plan previous FY score 1 d	or
else 0	
Maximum score 2	

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

is 3

33

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

33

Operation and	(iii) If the LLG has
Maintenance of	spent own source
infrastructure	revenues of not less
	than 20% on O&M
Maximum score	score 1 or else 0
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.	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	2

The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	No monthly reports
Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training Programmes on SLM and ACDP available Training reports for Quarter 1, 2, 3, 4 available

20			
38	The LLG has provided hands- on extension support to farmers and farmer organizations /	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 PDM, ACDP, SLM available
			No Diaries distributed by MAAIF
			Farmer Groups
			KABARAK HORTICULTURE FARMERS GROUP
	groups		ASINA FARMERS GROUP ASSOCIATION
	Maximum score is 2		CHEBINYING YOUTH BODA BODA F/G
			CHEBINYING YOUTH FARMERS GROUP
			KAPRETWO F/G ASSOCIATION
			KABARAK F/G
			KAPCHANGIL UNITED F?G
			KAPCHEMUTILIN HORTICULTURE F/G
			CHEBININY CREDITAND SAVING F/G
			KAPCHEMUTILIN FARMERS GROUP
			CHETASTAI KABARAK F/G HORTICULTURE
			KAPCHANGIL F/M ASSOCIATION
			MURKWACHIT
			KABARAK WOMEN FARMERS GROUP
			KAPTALI WOMEN PRODUCE BUYING AND SELLING GROUP
			KAPTALI BODA BODA ASSOCIATION
			WADAKULILA FARMERS GROUP
			TARTAR YOUTH FARMERS GROUP
			KAPTALI HORTICULTURE FARMERS
			KAPTALI HORTICULTURE B FARMERS GROUP

A. Functionality of Parish Administrative Structures

The LLG has ensured that	Evidence that the LLG has duly constituted	a. The composition of PDCs/WDCs for each parish in the LLG;Available
there are functional	PDCs/WDCs with composition in accordance with the PDM Guidelines, and	Chemwaisus Kitiyo Alex Chairperson LC II
PDCs/WDCs in all their		Mwanga Martin Parish Chief/Town Agent
respective Parishes/Wards	that PDCs are fully functional as evidenced	Chekwemoi Scovia Chairperson, Women Council
Maximum score	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.	Sokuton Martin Chairperson Youth Council
is 2		Cheptai Augustine Chairperson, Disability Council
		Somikwo Julius Chairperson NRM
		Bushendich Peter Opinion Leader/Elderly
		Chesimat Mzee Dismas Chairperson LC II
		Mwanga James Parish Chief/Town Agent

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

Kiprop Wilex Chairperson NRM

Chelimo Philemeon Opinion Leader/Elderly

Kubobei

Zanasio Job Chairperson LC II

Parish Chief/Town Agent

Cherotich Emilly Chairperson, Women Council

Kiplimo Titus Chairperson Youth Council

Kamara Sylivia 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

 \bullet 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

LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines. Maximum score is 2	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	parish data available for acreage, enterprises and household incomes
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	No mapping report
is 6 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	No approve plans

Maximum score is 6

current FY score 2,

else score 0

ļ	The LLG provided guidance and information to the Village Executive	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	Chemwaisus 1. Onions
			2. Piggery
			3. Sheep
	Committees and PDCs on		4. Goats
5	strategies for the development of		5. Irish potatoes
	the parish		6. Apiary
	Maximum score is 6		Chesimat 1. Onions
	13 0		2. Irish potatoes
			3. Maize
			Kubobei 1. Bananas
			2. Onions
			3. Irish potatoes
			4. Goats
			5. Dairy
			6. Sheep
			Kapkokoyo 1. Onions
			2. Dairy
			3. Poultry
			4. Sheep
			5. Goats
			6. Piggery

B. Planning and Budgeting

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

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	No ranked priorities.
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No budget conference report.
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget approved under min 5/CC/kortek/2022 includes investments to be funded by the district.

is 6

No evidence given

The LLG	v. Evidence that the
conducted	LLG developed project
Annual Planning	profiles for all capital
and Budgeting	investments in the
exercise for the	AWP and Budget as
current FY as per	per format in NDP III
the Planning and	Score 1 or else score 0
Budgeting	
Guidelines	

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 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 I	Mobilization and Admini	stration	
7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Collected -50% only because out of shs.2,010,000 they collected shs 1,000,000	0
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	there was a decrease on OSR i.e50% because in f/y 2020/21 they collected shs.2,100,000 and f/y 2021/22 they collected shs.1,000,000	0

Maximum score 1

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	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	iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1,	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	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. Finar 10	ncial Management			4
	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.	

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	No evidence of submission
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	physical progress reports, for the previous	No evidence of submission
The LLG has submitted all 4 quarterly 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

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	physical progress reports, for the previous	No evidence of submission
Maximum score is 6		

E. Human Resources Management for Improved Service Delivery

Appraisal of all staff in the LLG in the previous FY Maximum score	Evidence that the SAS/Town Clerk appraised staff in the LLG:	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.
is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	

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 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 on10th december 2021.	2
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	These SAS appraised the incharge of kortek HC III on 30th june 2022.	2

				•
Staff duty attendance	Evidence that the LLG has	The SAS publicized the list o attendance register and staff were available.	f LLG staff,there was an performance reports with activities	3
Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or	1.Kapkwomu Paul	SACAO	
else 0	2.Kiplangat Tonny	Agric Officer		
		3.Mutai Emmanuel Officer	Assistant Animal Husbandry	
		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	
Staff duty attendance	Evidence that the LLG has	The SAS produced monthly analysis of staff attendance for the months of July ,August, september ,october ,November,December 2021 and January, February ,Mar ,April, May and June 2022.	t, september ,october	3
Maximum score is 6	(ii) Produced monthly analysis of staff attendance with			

recommendations to CAO/TC score 3 or

else 0

1	4

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

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

			2
Completion of investments as per annual work plan and budget Maximum score	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of	The investment projects planned in the previous FY were completed as per work plan .	L
is 3	FY (quarter four) :		
	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	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

The LLG has a	If the LLG has a
functional land	functional Area Land
management	committee in place to
system	assist the LG Land
	board in an advisory
Maximum score 1	capacity on matters
	relating to land,
	including ascertaining
	rights on the land score
	1 or else 0

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

20

21

22

			•
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
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:	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
	If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0		
Existence and functionality of School Management Committees Maximum score	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	3

is 3

- Management will engage other community members on issues of absentiesm of children

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

is 3

Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0
Maximum score	

water request submitted to water office on 10th /September 2021 to extend water from kaplagatet and sossyo village

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	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

is 2

Development of the Physical Development Plans as per guidelines Maximum score 2	 (i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25
Implementation of the physical planning and building control measures as per guidelines 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
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
Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0

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

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

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

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

L. Production Services Management

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

			_
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,: 30/9/2021 mobilization report for ACDP awareness materials distribution lists: OWC technologies for Irish Potatoes attendance lists for the awareness events: for 23/5/2022, 18/5/2022, 16/6/2022 for PDM activities 	2
The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	No evidence seen	0
Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training program: Available • Training reports: for 23/5/2022, 18/5/2022 • Attendance sheets:for 23/5/2022, 18/5/2022	2

The LLG has	If the LLG extension	Field reports on extension support provided: available
provided hands- on extension support to	staff have provided extension support to farmers and farmer	 Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries
farmers and farmer	groups on crop management,	Sample farmers and farmer groups
organizations / groups	aquaculture, animal husbandry, irrigation, Operation and	Available for PDM programme
Maximum score is 2	Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0	

والمالمان والمواولات وتنقيه ومورية ومواورة والمراجع والمراجع والمراجع

A. Functionality of Parish Administrative Structures

The LLG has Evidence that the LLG • a. The composition of PDCs/WDCs for each parish in the ensured that has duly constituted LLG; PDCs/WDCs with there are Aralam Subabu George Chairperson LC II composition in functional PDCs/WDCs in accordance with the Martin Sande Parish Chief/Town Agent all their PDM Guidelines, and respective that PDCs are fully Chemutai everline juma Chairperson, Women Council Parishes/Wards functional as evidenced by mobilization of Chelangat Peter Chairperson Youth Council Maximum score beneficiaries within a is 2 parish/ward, appraisal Chelangat Sandra Chairperson, Disability Council of all proposals submitted for the Chebet Betty Chairperson NRM revolving funds during Chesibei Demian Opinion Leader/Elderly the previous FY for all parishes, score 2, else Chekwir Borit Benson Chairperson LC II score 0. 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

1

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

2

that all Parish Chiefs/Town Agents have collected.

2

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

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

Aralam Subabu George Chairperson LC II

Martin Sande Parish Chief/Town Agent

compiled, and Parish/community economic activity profiling as stipulated in the PDM Guidelines.

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

Maximum score is 2

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 funds during the previous FY Aralam 15/6/2022, Ndilai 12/6/2022, Lwongon 12/6/2022, No mapping report Evidence that the LLG: i. Has mapped NGOs,

the PDC appraised all proposals submitted for the revolving

Mokoyon 4/6/2022, Tuyobei 14/6/2022, Chekwir 13/6/2022

The LLG provided guidance and information to the CBOs & CSO operating Village Executive in the LLG and involved Committees and them in raising awareness about the PDCs on strategies for the PDM and planning cycle: score 2, or else 0 development of the parish

Maximum score is 6

The LLG provided guidance and information to the Village Executive Committees and PDCs on	Committees and to PDCs on:	There are approved activity workplans for FY 2021/2022 and 2023	2
strategies for the development of the parish	ii. Approved Programmes/activities to be implemented within the Parish for the		
Maximum score is 6	current FY score 2, else score 0		

The LLG	Evidence that the LLG	Aralam 1. Goats
provided guidance and	provided guidance and information to the	Ndilai 1. Goats
information to the Village Executive	Village Executive Committees and to	Chekwir 1. Goats
Committees and PDCs on	PDCs on:	2. Fish
strategies for the development of	iii. Priority enterprises that can be	Mokoyon 1. Goats
the parish	implemented in the parish score 2 or else 0	Lwongon 1. Goats
Maximum score is 6		2. Sheep
13 0		Tuyobei 1. Goats
		2. Sheep
		Kapswama 1. Goats

B. Planning and Budgeting

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

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	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	The ranked priorities from all parish submissions have been incorporated in the AWPB approved under min 8/LWGON/05/2022.
	else 0.	

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No budget conference report
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score	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.
is 6		
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 projects profiles.
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 11/05/2022.

	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 N	Nobilization and Adminis	stration	
	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

Maximum score 4

				•
	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
	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
,	The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	OSR had been publicized on the notice board on the 12th june 2021	1

Maximum score 4

D. Financial Management

-1	n
- 1	υ
	-

the previous FY (AG) on time (i.e., by on time August 31), score 4 or else score 0 Maximum score is 4	financial statements for the previous FY on time Maximum score	August 31), score 4 or	submitted its Annual Financial Statement to the Auditor General (AG) on time 30 august 2022
---	--	------------------------	---

quarterly financial and physical progress reports including finances for the Parish Development	Evidence that the LLG submitted all four 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
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission

The LLG has Evidence that the LLG No evidence of submission 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 Accounting Officer for the Parish including on the funding Development Model (PDM), for for the PDM on time: the previous FY iv. Q4 by 30th July on time and in score 3 or else 0 the prescribed format

E. Human Resources Management for Improved Service Delivery

1	\mathbf{r}
	_

Maximum score

is 6

11

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):	The SAS appraised LLG staff including four parish chiefs on 30th june 2022 and the Assistant Accountant on 30th june 2022.	2
	score 2 or else 0		

0

12

Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	The SAS appraised the head teacher of Ndilai Primary school on 30th december 2021.	2
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 Aralam HC II on 30th june 2022.	2

10					2
13	Staff duty attendance	Evidence that the LLG has	The SAS publicized the LLG staff list as below, there was a staff attendance register and staff performance reports with activities produced.		3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or	1.Kiprop Davis	SACAO	
		else 0	2.Cherotich Victor		
			2. Cherolich victor	Assistant Accountant	
			3.Mande Andronicus	Parish chief	
			4.Samairi Tonny	Parish chief	
			5.Kipsang Alfred	Parish chief	
			6.Sande Martin	parish chief	
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	for the months of july,	ovember, december 2021 and january,	3
F. Imple	ementation and Ex	ecution			
14	The LLG has	Evidence that the LLG	New adminstrative un	it	2

	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	
15		- · · · · · · ·	New adminstrative unit

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

		New adminstrative unit.
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	
Maximum score is 3	FY (quarter four) :	
	If more than 90 % was completed: Score 3	
	If 70% -90%: Score 2	
	If less than 70 %: Score 0.	

G. Environmental and Social Safeguards

0		Shar Garoguardo		
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

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
---	--	------------------

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

Awareness campaigns and mobilization on education	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,
services conducted in last FY		- Parents should allow children got to school during week days and only graze during weekends
Maximum score is 3		 No child shall be allowed to continue grazing during week days
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
Existence and functionality of School Management Committees Maximum score	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

is 3

- Parenyts should provide meals for midday meals for the children at school

23	Awaranaaa	Evidence that the LLC		3
	Awareness campaigns and mobilization on primary health care conducted in	Evidence that the LLG has conducted awareness campaigns and mobilized	Awareness and Social mobilization campaigns on health conducted as evidenced by reports dated 23/8/2021, 22/11/2021	
	last FY	communities for improved primary	Some Action Points are,	
	Maximum score	health care service delivery score 3, else	- Mapping of TBAs	
	is 3	score 0	- Sensitization on Mosquito net use should be prioritised	
24	The LLG monitored health	Evidence that LLG monitored aspects of	Health services monitored as evidenced by HMUC sittings dated 16/9/2021, 5/11/2021, 10/3/2022	4
	service delivery at least twice	health service delivery during the previous FY	Some Action Points are,	
	during the previous FY	, score 4 or else score 0	- Community sensitization to be done jointly by all leaders	
	Maximum score is 4		- Facility land documents to be followed by HUMC chair	
25				3
	Existence and functionality of Health Unit	Evidence that the LLG have functional Health unit Management	Health Unit management committee functional as evidenced by HUMC sittings dated 11/3/2022, 13/5/2022	-
	Management	Committee for all Health Facilities in the	Some Action Points are,	
	Committee	LLG; score 3, else	- Extension of facility land fencing to cater for all the facility land	

score 0 - Induct

- Induction of new HUMC members should be done

J. Water & Environment Services Management

Maximum score

is 3

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	
Maximum score is 3			

27

The LLG has monitored water and environment services delivery during the previous FY Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or	No evidence seen
	else score 0	

0

Existence and	Evidence that the LLG	No evidence seen
functionality of	have functional Water	
Water and	and Sanitation	
Sanitation	Committees (including	
Committees	collection and proper	
	use of community	
Maximum score	contributions) score 2,	
is 2	else score 0	

Functionality of	Evidence that the SAS	No evidence seen
investments in	has an updated lists on	
water and	all its water and	
sanitation	sanitation facilities	
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)

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

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

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

Maximum score is 3

33

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

33

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

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 reports avaliable
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 programmes in place on Distribution of OWC technologies Training reports Attendance sheets for 6/10/2022
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 Report on OWC distribution of technologies Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries from MAAIF Sample farmers and farmer groups For instance: Lwongon Goats rearing group, Mokoyon Farmer Group Chekwir Fish bond farmers group Tuyobei Goats rearing Farmers Group Kapswama goats rearing group Aralam Goats rearing Group

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.	only the list of PDCs available
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.	Available on acreage, incomes and enterprise
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	No mapping report

Maximum score is 6

The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	No approved workplans
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	Available: Kapkumolon 1. Goats 2. Piggery Kapnaunjuro 1. Sheep 2. Goats Lwongon 1. Onions 2. Goats 3. Poultry 4. Sheep Kobelyo 1. Sheep 2. Goats Mutushet 1. Goats 2. Sheep Kapterit 1. Sheep 2. Goats 3. Poultry
		 4. Onions 5. Piggery

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	Prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: Is consistent with the LLG approved development plan III.	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.	No ranked priorities.	C
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No budget conferenece report because it was a new adminstrative unit.	1
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget to establish whether it includes investments to be financed by the LLG and District.	1

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	No project profiles.
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	It was submitted after 15th/may/2022.
Maximum score is 6		
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.
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.

C. Own Source Revenue Mobilization and Administration

else score 0

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
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
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
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
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

The LLG has properly managed and used OSR collected in the previous FY

iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.

Maximum score 4

D. Financial Management

10

The LLG	Evidence that the LLG	There was no Evidence that the LLG submitted its Annual
submitted annual	submitted its Annual	Financial Statement to the Auditor General (AG) on time
financial	Financial Statement to	
statements for	the Auditor General	
the previous FY	(AG) on time (i.e., by	
on time	August 31), score 4 or	
	else score 0	
Maximum score		

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
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
Maximum score is 6		

0

0

The LLG has submitted all 4 quarterly 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		
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	physical progress reports, for the previous	No evidence of submission

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	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The SAS appraised all LLG staff by 30th June 2022.
	is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	

12	Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The SAS appraised the Headteachers of Mutushet and st.paul kapsetos primary schools respectively by 31st december 2021.	2
	Maximum score is 6	(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0		
12	Appraisal of all staff in the LLG in the previous FY 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	Evidence that the LLG has (ii) Produced monthly	No evidence seen	0

Maximum score (ii) Produced monthly is 6 analysis of staff attendance with recommendations to CAO/TC score 3 or else 0

F. Implementation and Execution

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

15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2		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	New adminstrative unit and did not implement any project.	3

If less than 70 %: Score 0.

G. Environmental and Social Safeguards

17

The LLG has	Evidence that the LLG
implemented	carried out
environmental	environmental, social
and social	and climate change
safeguards	screening where
during the	required, prior to
previous FY	implementation of all
Maximum score	planned investments/
is 2	projects, score 2 or
is 2	projects, score 2 or else score 0

The sub county is newly created no projects done last FY

18

Operational Grievancespecified 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	
---	--

2

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
	If the LLC has a	There is a committee in place composed of 2 women and 3	1

The LLG has a	If the LLG has a	men ,minutes in place held on 25th April 2022
functional land	functional Area Land	
management	committee in place to	
system	assist the LG Land	
	board in an advisory	
Maximum score 1	capacity on matters	
	relating to land,	
	including ascertaining	
	rights on the land score	
	1 or else 0	

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

20	Awareness campaigns and mobilization on	Evidence that the LLG has conducted awareness campaigns	Awareness and Social mobilization awareness campaigns conducted as evidenced by reports dated 28/1/2021, 8/6/2021 and 11/10/2021	;
	education services	and parent's mobilization for	Some Action Points are,	
	conducted in last FY	improvement of education service delivery score 3, else	 Arrest all non school going children and prosecute their parents 	
	Maximum score is 3	score 0	- Ensure all children are in school	
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	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	2
		lf 80 – 99% – score 2		
		If 60 to 79% score 1		
		Below 60% score 0		

Existence and functionality of School	Evidence that the LLG have functional school management	School management committee functional as evidenced by sittings on 13/7/2021
Management	committees in all	Some Action Points are,
Committees	schools; score 3, else score 0	- Grazing of animals within the school compound should stop
Maximum score is 3		- School field should be protected from encroachers

I. Primary Health Care Services Management

			3
Awareness campaigns and mobilization on primary health	Evidence that the LLG has conducted awareness campaigns and mobilized	Awareness and Social mobilization awareness campaigns conducted as evidenced by reports dated 28/1/2021, 8/6/2021 and 11/10/2021	3
care conducted in last FY	•••••	Some Action Points are,	
	health care service	- Map all TBAs	
Maximum score is 3	delivery score 3, else score 0	 All VHTs should continuously mobilize community to take up health services 	
			4
The LLG monitored health	Evidence that LLG monitored aspects of	Health services care monitored as evidenced by reports dated 23/3/2021, 22/6/2021 and 18/10/2021	4
service delivery at least twice	health service delivery during the previous FY	Some Action Points are,	
during the previous FY	, score 4 or else score 0	- Increase Immunization outreaches	
Maximum score is 4		- Continuous mobilization for Covid-19 vaccination	
Existence and functionality of Health Unit	Evidence that the LLG have functional Health unit Management	Health Unit Management committee functional evidenced by sittings dated 7/4/2022.	3
Management	Committee for all	Some Action Points are,	
Committee	Health Facilities in the LLG; score 3, else	- Power connection to the national grid	
Maximum score score 0 is 3	score 0	- Fencing of the health facility premises	

J. Water & Environment Services Management

Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	A request was submitted to water office for extension of water on 18th october 2021	3
Maximum score is 3			

27	The LLG has monitored water and environment services delivery during the previous FY Maximum score is 3	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0	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 faccilities and latrine coverage	2

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

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

Development of the Physical Development Plans as per guidelines Maximum score 2	 (i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25
Implementation of the physical planning and building control measures as per guidelines 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
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
Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0

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

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

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

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

L. Production Services Management

Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings Maximum score is 2	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	No staff
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 staff
Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Not available

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

A. Functionality of Parish Administrative Structures

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

Maximum score is 2

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

• 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 Muikey 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

 \bullet 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

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	Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age,	
The LLG	Evidence that the LLG:	No mapping report

The LLG provided	Evidence that the LLG:	No mapping re
guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	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 workplan

The LLG	n Evidence that the LLG
provided	provided guidance and
guidance and	information to the
information to the	Village Executive
Village Executive	Committees and to
Committees and	PDCs on:
PDCs on	
strategies for the	ii. Approved
development of	Programmes/activities
the parish	to be implemented
	within the Parish for the
Maximum score is 6	current FY score 2, else score 0

The LLG	Evidence that the LLG	MENGO ONION FARMING PDM FG
	guidance and information to the	KAPTONYO GOAT REARING PDM FG
	Village Executive Committees and to	MENGO II GOAT REARING PDM FG
Committees and PDCs on	PDCs on:	SOSYO GOAT REARING PDM FG
strategies for the development of	iii. Priority enterprisesthat can be	KOKOYONG GOAT REARING PDM FG
the parish	implemented in the parish score 2 or else 0	RIWO HILL GOAT REARING PDM FG
Maximum score is 6		MUYEMBE GOAT REARING PDM FG
15 0		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

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting	. ,	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.
Guidelines	i. Is consistent with the LLG approved	
Maximum score is 6	development plan III; score 1 or else 0	

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	The ranked priorities from the parish submissions were incorporated in the AWPB for example opening of roads, and supply of tree seedlings among others.
	else 0.	

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	The AWPB is based on outcomes of the budget conference report for example construction of the council hall .	
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	It does not include other funding sources.	
Maximum score is 6			
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	project profiles in place for example construction of council hall and supply of tree seedlings.	
Maximum score is 6			
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting	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 13/05/2022.	
Guidelines			

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
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
C. Own	Source Revenue	Mobilization and Admini	stration
7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budgeted for shs. 3 representing 23% in

or shs. 3,000,000 and collected shs.687,000 ng 23% implying -77%

Maximum score is 1

Increase in LLG own sourceEvidence that the OS collected increased from previous FY bu one to previous FY bu more than 5 %, score or else score 0	shs.687,000 for f/y 2021/22 implying -71% y
---	--

Maximum score 1

The LLG has properly	Evidence that the LLG:	Remitted the mandatory share OF 35% i.e.shs.240,450 out of shs.687.000
managed and used OSR collected in the previous FY	i. Has remitted OSR to the administrative units, score 1 or else score 0.	

Maximum score 4

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%	Ū
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 councollors allowances	0
		OCD had been publicited as peties been by 20th day 2001	1

The LLG has properly	Evidence that the LLG:	OSR had been publicized on notice board by 30th dec 2021
managed and used OSR collected in the previous FY	iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	

Maximum score 4

D. Financial Management

The LLG submitted annual financial statements for the previous FY on time Maximum score	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
is 4		

quarterly financial and physical progress reports including finances for the Parish Development	Evidence that the LLG submitted all four 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
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission
and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	No evidence of submission

The LLG has Evidence that the LLG No evidence of submission 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 including on the funding Development Model (PDM), for for the PDM on time: the previous FY iv. Q4 by 30th July on time and in score 3 or else 0 the prescribed

Maximum score is 6

format

11

12

E. Human Resources Management for Improved Service Delivery

Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The SAS appraised all extension workers by 30th june.	2
Maximum score	LLG.		
is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0		

12	Appraisal of all staff in the LLG in the previous FY 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 Sub county has no 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 sub county has no health facility.	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 ion 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. Imple	ementation and Ex	ecution		
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 DDEG spent all the money on eligible projects for example constraction of the council hall and supply of tree seedlings.	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 deviation was 4.3% 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) :	The LLG project in the previous FY was completed as per work plan by end of FY at 87%.	2
		If more than 90 % was completed: Score 3		
		If 70% -90%: Score 2		
		If less than 70 %: Score 0.		

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)

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
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:	No schools in the subcounty
	If all schools (100%) - score 4	
	lf 80 – 99% – score 2	
	If 60 to 79% score 1	
	Below 60% score 0	
Existence and	Evidence that the LLG	No schools in the subcounty

Existence and functionality of	Evidence that the LLG have functional school	No schools in the subcounty
School	management	
Management	committees in all	
Committees	schools; score 3, else score 0	
Maximum score is 3		

I. Primary Health Care Services Management

0	S
4	J

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	Subcounty conducted awareness and social mobilisation campaign on uptake of health care services as evidenced by reports dated 16/11/2021
Maximum score is 3	delivery score 3, else score 0	

24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	No Health facilities in the subcounty	2
	Maximum score is 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
	r & Environment S	ervices 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 for water extension and rehabilitation for Bukwo GFS which busted. the letter was submitted on 24th Sept 2021	3
	Maximum score is 3			
27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY	A monitoring report in place for water and sanitation submitted on 25th June 2022	3
	Maximum score is 3	including review of water points and facilities, score 3 or else score 0		
28	Existence and functionality of Water and Sanitation Committees Maximum score	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2,	Water and sanitation committees in place for all water sources	2

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

functionality status.

Score 2 else 0

30

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

30

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

Maximum score

is 2

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

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

Maximum score 3

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

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

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

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

Operation and Maintenance of infrastructure

is 3

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

L. Production Services Management

L. Prod	uction Services M	anagement	
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
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
36	The LLG has carried out	If the LLG extension staff has implemented	 Monthly monitoring reports by extension staff: No monthly reports

The LLG has	If the LLG extension	· Monthly monitoring reports by extension staff: No monthly
carried out	staff has implemented	 Monthly monitoring reports by extension staff: No monthly reports
monitoring	monitoring activities on	
activities on	agricultural production	 Supervision reports by SAS/ATC: No supervision reports
production activities for	for crops, animal and	
crops, animals	fisheries covering among others irrigation,	
and fisheries	environmental	
M	safeguards, agricultural	
Maximum score is 2	mechanization,	
15 2	postharvest handling, pests and disease	
	surveillance, equipment	
	installations, farmers	
	implementing	
	knowledge from trainings, reports	
	compiled and submitted	
	to LG Production Office	
	score 2 or else 0	

33

2

Farmer trainings through training farmer field	If the LLG extension staff has carried out	Training program: Training programme available for both livestock and crop				
schools and demonstrations	farmer trainings on irrigated agriculture, agronomy, pests and	 Training reports: Training reports available in quarterly i.e 23/9/2021 				
organized and carried out	diseases management, operation and	• Attendance sheets: 23/9/2021, 24/6/2022				
Maximum score is 2	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.					
The LLG has provided hands-	If the LLG extension staff have provided	Field reports on extension support provided: Reports on animal vaccination, PDM senzitizations available	2			
on extension support to farmers and	extension support to farmers and farmer groups on crop	 Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries supplied by MAAIF 				
farmer organizations /	management, aquaculture, animal	Sample farmers and farmer groups:				
groups	husbandry, irrigation, Operation and Maintenance of	KAPTONYO GOAT REARING PDM FG				
Maximum score is 2		MENGO II GOAT REARING PDM FG				
	handling, value	ing, value SOSYO GOAT REARING PDM FG on, marketing etc. ts compiled and KOKOYONG GOAT REARING PDM FG				
	reports compiled and					
	submitted to LG Production Office score 2 or else 0 MUYEMBE GOAT REARING PDM FG KAPKUTUNYO GOAT REARING PDM FG NYOKOSWO I 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				
		KAPYOMAT ONION GROWERS				
		KARIMUKWON SHHEP REARING				
		LAKAMET SHEEP REARING				
		KOKWO SHEEP REARING				
		SIWET SHEEP REARING				

A. Functionality of Parish Administrative Structures

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

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

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, Household incomes	2
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	No mapping report	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: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	Approved promme activities available for FY 2021/22 and 2022/23	2

The LLG provided	Evidence that the LLG provided guidance and	Kapmokon ward 1. Piggery
guidance and	information to the	2. Goats
information to the Village Executive	Village Executive Committees and to	3. Sheep
Committees and PDCs on	PDCs on:	Cheptuimat ward 1. Goats
strategies for the development of	iii. Priority enterprises that can be	2. Sheep
the parish	implemented in the parish score 2 or else 0	Lulwo ward 1. Goats
Maximum score is 6		Kapkware 1. Goats
10 0		2. Onions
		3. Sheep

4. Tomatoes

B. Planning and Budgeting

The LLG conducted	Evidence that prioritized investments	LLG approved development plan III and Annual Work plan and Budget (AWPB) for the current FY approved under council MIN
Annual Planning and Budgeting	in the LLG council approved Annual Work	27/RTC/5/2022 are consistent.
exercise for the	plan and Budget	
current FY as per	(AWPB) for the current	
the Planning and	FY:	
Budgeting		
Guidelines	i. Is consistent with the	
	LLG approved	
Maximum score is 6	development plan III; score 1 or else 0	

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	FY: ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC	There are ranked priorities from the parishes and have been incorporated in AWPB.	1
	Parish Chief and PDC Chairperson score 1 or else 0.		

			1
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	AWPB have been based on the budget conference report dated 30th/06/2022.	
Guidelines Maximum score is 6	iii. Is based on the outcomes of the budget conference; score 1 or else 0		
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			
			1
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	The project profiles for the current FY have been developed for all capital investments.	
Maximum score is 6			
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 FY0n 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 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 Admini	stration	
7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The t/c budgeted for OSR at 7,000,000 but only collected 250,000 reprsenting 25%	0
	Maximum score is 1			
8	Increase in LLG own source revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	Their was no comparative Figer since this was a new administrative unit.	1
	Maximum score 1			
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	did not share.	0

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
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
The LLG has properly managed and used OSR collected in the pravious EV	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

Maximum score 4

D. Financial Management

The LLG submitted annual financial statements for the previous FY on time Maximum score	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
is 4		

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	not submitted
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	physical progress reports, for the previous	not submitted
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format	physical progress reports, for the previous	not submitted

Maximum score

is 6

The LLG has Evidence that the LLG not submitted 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 including on the funding Development Model (PDM), for for the PDM on time: the previous FY iv. Q4 by 30th July on time and in score 3 or else 0 the prescribed format

Maximum score is 6

E. Human Resources Management for Improved Service Delivery

12

11

Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:	No evidence seen
Maximum score		
is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	

12

12

Appraisal of all staff in the LLG in the previous FY Maximum score	Evidence that the SAS/Town Clerk appraised staff in the LLG:	No evidence seen
is 6	(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	

	Evidence that the	No evidence seen
staff in the LLG in	SAS/Town Clerk	
the previous FY	appraised staff in the	
-	LLG:	
Maximum score		
is 6	(iii) HC III & II In-	
	charges in the previous	
	FY (by June 30th) -	
	score 2 or else	

0

0

Staff duty	Evidence that the LLG	No evidence seen
attendance	has	
••		

Maximum score	(i) Publicized the list of
is 6	LLG staff: score 3 or
	else 0

Staff duty attendance	Evidence that the LLG has	No evidence seen
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

The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	No evidence seen
--	--	------------------

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

No evidence seen

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)

)	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 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
	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
2	Existence and	Evidence that the LLC	School management committees functional as ovidenced by	3

\mathbf{r}	\mathbf{n}
2	2

Existence and functionality of	Evidence that the LLG have functional school	School management committees functional as evidenced by SMC sitting dated 3/3/2021, 28/121/2021
School Management	management committees in all	Some of the actions are,
Committees	schools; score 3, else score 0	- Each parent should pay Shs. 2,000 for tap water connection
Maximum score is 3		 Parents should start the process of bring food for midday meals for children to school

I. Primary Health Care Services Management

Awareness campaigns and	Evidence that the LLG has conducted	Awareness and Social mobilization awareness campaigns conducted evidenced by reports dated 4/3/2021, 10/9/2021
mobilization on primary health	awareness campaigns and mobilized	Some of the actions are,
care conducted in last FY	improved primary	- Covid-19 vaccination should be conducted at community level
Maximum score is 3	health care service delivery score 3, else score 0	- Improve community EPI outreaches

			4
The LLG monitored health	Evidence that LLG monitored aspects of	Health services monitored as evidenced by HMUC sittings dated 24/11/2021, 18/1/2022	-
service delivery at least twice	health service delivery during the previous FY	Some of the actions are,	
during the previous FY	, score 4 or else score 0	- Treatment of termites damaging facility structures	
Maximum score is 4		- Patients should be give the first priority	
			-
Existence and functionality of	Evidence that the LLG have functional Health	Health Unit management committee functional as evidenced by HMUC sittings dated 24/11/2021, 18/1/2022	3
Health Unit	unit Management	Come of the estimate are	

Some of the actions are,

- Time management amongst staff should be observed
- Approval of supplementary budget for Covid19 vaccination

J. Water & Environment Services Management

26

25

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
budgets	0

Committee for all

LLG; score 3, else

score 0

Health Facilities in the

Maximum score is 3

Management

Maximum score

Committee

is 3

27

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

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

is 2

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

30

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

;	J	1	
'	0	'	

•	(i) If all infrastructure	not yet implemented due to lack of staff to form physical planning committee	(
the physical planning and	investments implemented by the		
building control	LLG in the previous FY:		
measures as per	(i) are consistent with		
guidelines	the approved Physical		
Maximum score 3	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	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

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

Maximum score is 3

L. Production Services Management

	5		
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
Farmer	If the LLG has carried	reports on awareness creation,	2
awareness and mobilizationout awareness and mobilization campaigns on all aspects of agriculture through	Available for FM 30/4/2022		
	carried out through farmer field days and awareness meetings awareness compiled and submitted	 awareness materials distribution lists 	
field days and		for OWC: Irish potatoes, Beans and maize	
		attendance lists for the awareness events	
Maximum score is 2	to LG Production Office score 2 or else 0	For 14/12/2022 on Cattle vaccination, 24/6/2022 opening cattle market	

The LLG has carried out

monitoring

activities on

production activities for

crops, animals

Maximum score

and fisheries

is 2

35

No monthly reports and SAS report

If the LLG extension

staff has implemented

monitoring activities on

agricultural production for crops, animal and

among others irrigation,

safeguards, agricultural

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

fisheries covering

environmental

mechanization,

Farmer trainings	If the LLG extension	Training program
through training farmer field	staff has carried out farmer trainings on	Available on FMD vaccination and senzitization
schools and demonstrations	irrigated agriculture, agronomy, pests and	Training reports
organized and carried out	diseases management, operation and maintenance of	Available on vaccinnation of cattle and opening Amerimeri Market
Maximum score is 2	equipment, linkage to markets etc. through for	Attendance sheets
	example farmer field schools,	14/12/2021 Vaccination, 24/6/2022 opening the market
	demonstrations, and field training sessions,	
	reports compiled and submitted to LG	
	Production Office score	
	2 or else 0.	

88	The LLG has	 staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal 	a.Field reports on extension support provided
	provided hands- on extension		Available
	support to farmers and farmer		 Review and check Agricultural extension diaries from a sample of 3 extension staff
	organizations / groups		No diaries provided by MAAIF
	Maximum score	Operation and Maintenance of	Sample farmers and farmer groups
	is 2	equipment, postharvest handling, value	CHEPTUIMET WART RIWO TOWN COUNCIL
		addition, marketing etc.	MULUNGWA PIGGERY GROUP
		reports compiled and submitted to LG	KAPMOKON KAKANET FARMERS GROUP
		Production Office score 2 or else 0	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

A. Functionality of Parish Administrative Structures

Р	D	Cs	aı	re	

The LLG has 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.

Evidence that the LLG

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

Guidelines, score 2 else score 0.

Maximum score is 2

PDM Guidelines.

2

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

Data available are for household income, enterprises and

is 6

3

The LLG provided guidance and information to the Village Executive Committees and PDCs on	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:	Available for FY 2021/22 and FY 2022/23
strategies for the development of the parish Maximum score is 6	ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	

The LLG	Evidence that the LLG	Kapkomol
provided guidance and	provided guidance and information to the	1. Maize
information to the Village Executive	Village Executive Committees and to	2. Onions
Committees and PDCs on	PDCs on:	3. Sheep
strategies for the development of	iii. Priority enterprises that can be implemented in the parish score 2 or else 0	4. Goats
the parish		Kapkwomboloy
Maximum score is 6		1. Onions
		2. Tomatoes
		Bwanda

Rwanda

- 1. Onions
- 2. Tomatoes

Chemwabit

- 1. Sheep
- 2. Onions
- 3. Tomatoes

B. Planning and Budgeting

4

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and	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/CO/SEN/05/2022 are consistent.
Budgeting		
Guidelines	i. Is consistent with the	
	LLG approved	
Maximum score	development plan III;	
is 6	score 1 or else 0	

4

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	
Guidelines	ii. Incorporates ranked priorities from all its	
Maximum score is 6	respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	

No ranked priorities.

1

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No Budget conference report.
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget includes investments to be financed by the LLG as well as other funding sources and the district.
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.
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 before 13th May 2022.

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	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	FY, Score 2 or else score 0 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 7	Source Revenue I LLG collected local revenue as per budget (Budget realization) Maximum score is 1	Mobilization and Adminia Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	stration 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	 OSR collected decreased from previous and previous but one i.e. shs.1,120,000 and shs.0 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.	Had not Remitted the mandatory share of OSR to the LG and administrative units	0

)	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
)	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
)	The LLG has properly	Evidence that the LLG:	Had not published OSR on the notice board	0

initial managed and
used OSRiv. Publicised the OSR
and how it was used for
the previous FY, score
1, else score 0.

Maximum score 4

D. Financial Management

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	No Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time
Maximum score is 4	else score 0	

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	not submitted
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: ii. Q2 by 15th January score 1 or else 0	not submitted
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development	physical progress reports, for the previous	not submitted

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

Maximum score is 6

The LLG has submitted all 4 quarterly 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	not submitted
Maximum score is 6		

E. Human Resources Management for Improved Service Delivery

Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The SAS appraised the Assistant Agricultural Officer mr. Oscar Cherotwo on 28th june 2022.	2
Maximum score			
is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0		

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 Headteachers of chemwabit and senendet primary schools by 31st december 2021.	0
12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (iii) HC III & II In- charges in the previous FY (by June 30th) – score 2 or else	The Sub county has no health facility.	2

					-
13	Staff duty attendance	Evidence that the LLG has		list of LLG staff as below, there was a r and performance reports with list of	3
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or	1.Chepsigor Patrick	SACAO	
		else 0	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	
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	attendance for the mont August,September,Octo	submitted monthly analysis of staff ths for the months of july, ober, November,December 2021 and h,April May and June 2022.	3
F. Imple	mentation and Ex	ecution			
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 DDEG LLG investment	on eligible projects/ activities as per the menu.	2
15	The LLG spent the funds as per budget Maximum score	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main		e than +/-10 % from the sector ceilings	0

Maximum score is 2

the sectors/main programs by more than +/-10%: Score 2

		The projects was 70% completed	te
Completion of investments as per annual work plan and budget Maximum score	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :		
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	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 reccomended 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 commiitee 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

system

The LLG has a If the LLG has a functional land functional Area Land committee in place to management assist the LG Land board in an advisory Maximum score 1 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

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

20

21

22

			2
Awareness campaigns and mobilization on	Evidence that the LLG has conducted	Community mobilization & Sensitization on education done as evidenced by reports dated 4/5/2021, 10/10/2021, and 4/3/2022	3
education	awareness campaigns and parent's	Some of the actions are,	
services conducted in last FY	mobilization for improvement of education service	 Arrest all non-school going children and prosecute their parents 	
Maximum score	delivery score 3, else score 0	- All schools should form Covid-19 school task forces	
is 3		- Teachers should register attendance to duty all the time	
Monitoring of service delivery	Evidence that the LLG has monitored schools	Schools monitored as evidenced by SMC sittings of 15/3/2021, 22/6/2021,	4
in basic schools	at least once per term in the previous 3 terms	Some Action Points are,	
Maximum score is 4	and produced a list of issues requiring	- School should be fenced	
	attention of the committee responsible for education of the LLG council in the previous FY:	 Parents should be encouraged to keep children safe at home as we wait for government to reopen schools 	
	If all schools (100%) - score 4		
	lf 80 – 99% – score 2		
	If 60 to 79% score 1		
	Below 60% score 0		
Existence and functionality of	Evidence that the LLG have functional school	Schools monitored as evidenced by SMC sittings of 15/3/2021, 22/6/2021,	3
School Management	management committees in all schools; score 3, else score 0	Some Action Points are,	
Committees		- School should be fenced	
Maximum score is 3		- Teachers should register attendance to duty all the time	

I. Primary Health Care Services Management

23	3	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	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	1	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	5	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. 20		r & Environment S Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets Maximum score is 3	ervices Management 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	7	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

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	water and sanitation committee in place including minutes and community contributions	2
29	Functionality of investments in water and	Evidence that the SAS has an updated lists on all its water and	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)

sanitation facilities

(public latrines) and functionality status. Score 2 else 0

30

30

water and sanitation

facilities

is 2

Maximum score

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

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

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

is 3

Maximum score

33

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

33

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

L. Production Services Management

0.4		-	Otatistics on some the statistics and estamplication	•
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 surveilence reports Attendance sheets include; 25/5/2022 on PDM	2

2

The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	No monthly reports in place apart from quarterly reports
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	Training programmes available on farmer trainings Training reports available in quarterly format Attendance sheets available; 18/5/2022, 19/5/2022 across all parishes

submitted to LG Production Office score

2 or else 0.

38			
50	The LLG has provided hands- on extension support to farmers and farmer organizations /	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	Field reports available on farmer trainings,
			No Agricultural diaries as they were not distributed by MAAIF
			Farmer groups:
			RWANDA SENENDAT
	groups		CHEMWABIT
	Maximum score is 2		KAPKOMOL
			KAPKOMBOLO
			CHEPSOIKEI ONION ENTERPRISE GROUP
		submitted to LG Production Office score	CHEMWABET HORTICULTURAL ENTERPRISE
		2 or else 0	CHEMWABET ONION ENTERPRISE
			MOKOYET ELDERS SHEEP REARING
			KOLONGEI HORTICULTURAL
			CHEMWABIT UNITED SHEEP REARING
		NJORO ONION GROWING	
			KAPKOMBOL HORTICULTURE GROWERS ENTERPRISE
			CHEPSEKEK
			CHEPKEGIR ONION
			TULWET HORTICULTURE
			TABASHAT GOAT REARING ENTERPRISE
			POSHA HORTICULTURE CULTIVATION
			RWANDA HORTICULTURE ENTERPRISE
			MUNDA-RWANDA HORTICULTURE
			CHESOIKEI MAIZE ENTERPRISE
			TABASHAT MAIZE GROWERS
			TULWET ONION AND SHEEP
			KAPCHESOI ONION AND MAIZE
			TOLOSHO MAIZE ONION ENTERPRISE
			KAPKERESOI SHEEP AND MAIZE

A. Functionality of Parish Administrative Structures

The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards	has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of	a• The composition of PDCs/WDCs for each parish in the LLG; Kongasis Ward Chemayek Augustine Chairperson LC II Parish Chief/Town Agent Yeko Phylis Chairperson, Women Council
Maximum score is 2	by mobilization of beneficiaries within a parish/ward, appraisal	Cherop Emily Chairperson Youth Council

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 Chekwemoi 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 Kwemoi 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 Chepkwemoi Alice Chairperson, Disability Council Chelangat Alice Chairperson NRM Metas Richard Opinion Leader/Elderly Suam Ward Kwemoi 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

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

3

2

		No Mapping report
The LLG	Evidence that the LLG:	
provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish	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 Monning report

	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0	Available for FY 2021/22 and 2022/23
	The LLG	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	Suam ward 1. Sheep
	provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish		2. Poultry
(3. Rabbit
			4. Piggery
			Kurongur 1. Sheep
			2. Poultry
	Maximum score is 6		3. Piggery
			Kwirwot 1. Sheep
			2. Poultry
			Rakwayandet 1. Sheep
			2. Goats

1

2

B. Planning and Budgeting

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

Mosop 1. Sheep

2. Maize

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

No evidence found

4

v. Evidence that the The LLG conducted LLG developed project Annual Planning profiles for all capital and Budgeting investments in the AWP and Budget as exercise for the current FY as per format in NDP III the Planning and Score 1 or else score 0 Budgeting Guidelines

Maximum score is 6

4

4

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 14th/05/2022.	1
	Maximum score is 6			
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	No submission letter to PDU.	0
		FY, Score 2 or else score 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	New administrative unit and did not implement any DDEG project.	0
		Guidelines, score 2 or else score 0		
	Source Revenue	Mobilization and Admini	stration	
7	LLG collected local revenue as	Evidence that the LLG collected OSR for the	collected 86% of the budget	0
	per budget (Budget realization)	previous FY within +/- 10% of the budget score 1 or else score 0.	budgeted for 21,040,000 and collected 18,255,745	
	Maximum score is 1			
8	Increase in LLG	Evidence that the OSB	The Lower local government is new and it became operational	1

•	nent is new and it became operational ing no comparative budgets.
---	--

Maximum score 1

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	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	iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1,	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. Fina 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

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	No evidence of submission
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	physical progress reports, for the previous	No evidence of submission
The LLG has submitted all 4 quarterly 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

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

E. Human Resources Management for Improved Service Delivery

score 2 or else

Maximum score

is 6

The Town clerk appraised all LLG staff including five town 2 Appraisal of all Evidence that the agents. staff in the LLG in SAS/Town Clerk the previous FY appraised staff in the LLG: Maximum score is 6 (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0

12

12

12

11

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
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) –	The SAS appraised the in charge of kwirwot HC III on 30th june 2022.	2

					-
13	attendance has	Evidence that the LLG	The Town clerk publicized the list of LLG staff as below,		3
			1.Limo Chelimo Moses	Town clerk	
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or	2.Cherukut Sophie	Town Treasurer	
		else 0	3.Yesho Wilfred Kipsang	Principal Health inspector	
			4.Kapkulany philip	Town agent	
			5.Kiprotwo Philimon	Town agent	
			6.Chelangat sheila	Town agent	
			7.Abro felix ayeba	Town agent	
			8.Kibet caleb	Town agent	
13	Staff duty attendance	Evidence that the LLG has	The Town Clerk did not produce mo attendance to duty.	onthly analysis of staff	0
	Maximum score is 6	(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0			
F. Imple	ementation and Ex	ecution			
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 adminstrative 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	New adminstrative unit.		2

is 2

programs by more than +/-10%: Score 2

		New administrative unit.
Completion of investments as	Evidence that the investment projects	
per annual work	planned in the previous	
plan and budget	FY were completed as per work plan by end of	
Maximum score is 3	FY (quarter four) :	
	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 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

The LLG has a	If the LLG has a				
functional land	functional Area Land				
management	committee in place to				
system	assist the LG Land				
	board in an advisory				
Maximum score 1	capacity on matters				
	relating to land,				
	including ascertaining				
	rights on the land score				
	1 or else 0				
H. Basic (Pre & Primary) Education services Management (in public a					

21

22

and private schools)

)	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	No Social mobilisation report	0
	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	4
2	Existence and functionality of School	Evidence that the LLG have functional school management	School monitored as evidenced by SMC sittings dated 16/3/2021, 8/9/2021	3

-	-						-	
N	la	Х	in	າເ	ım	ו נ	sc	0

Some of the actions are, committees in all Management Committees schools; score 3, else - Increase water coverage within the school compounds score 0 ore - Repair school fence is 3

I. Primary Health Care Services Management

-		i to una onoco cumpaign opon
Awareness	Evidence that the LLG	
campaigns and	has conducted	
mobilization on	awareness campaigns	
primary health	and mobilized	
care conducted in	communities for	
last FY	improved primary	
	health care service	
Maximum score	delivery score 3, else	
is 3	score 0	

The LLG monitored health service delivery	Evidence that LLG monitored aspects of health service delivery	Health services monitored as evidenced by HMUC sittings dated 15/3/2022, 27/6/2022
at least twice	during the previous FY , score 4 or else score 0	Some of the actions are,
during the previous FY		- Improve community EPI outreaches
Maximum score is 4		- The district should clearly demarcate facility land

Existence and functionality of Health Unit	Evidence that the LLG have functional Health unit Management	Health services monitored as evidenced by HMUC sittings dated 15/3/2022, 27/6/2022
Management	Committee for all	Some of the actions are,
Committee	Health Facilities in the LLG; score 3, else score 0	- Improve community EPI outreaches
Maximum score is 3		 Approval of supplementary budget to support covid19 mass vaccination

J. Water & Environment Services Management

Evidence that the	Evidence that the SAS
LLGs submitted	submitted in writing
requests to the	requests to the DWO
DWO for	for consideration in the
consideration in	planning of the current
the current FY	FY score 3, else score
budgets	0
Maximum score is 3	-

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

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

29

is 2

Functionality of	Evidence that the SAS
investments in	has an updated lists on
water and	all its water and
sanitation	sanitation facilities
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 A physical planning committee in place with one set of minutes 0 Development of (i) If the LLG has a in place but not all minutes were submitted to MLHUD the Physical functional Physical Development Planning Committee in Plans as per place that: (i) is properly and fully guidelines constituted; (ii) Maximum score 2 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 No updated physical plan and no approved action area plan for 0 Development of (i) If the LLG has previous FY because the town council is new the Physical detailed physical Development development plan(s) Plans as per or/and area action guidelines plan(s) approved by the Council covering at Maximum score 2 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 	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	 reports on awareness creation, Reports available on ACDP awareness awareness materials distribution lists ACDP distribution lists and OWC available attendance lists for the awareness events 30/6/2022 	2

The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Monthly reports available
Farmer trainings through training farmer field schools and demonstrations organized and carried out Maximum score is 2	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	Training program Training programmes available • Training reports Reports on ACDP, Banana Bacterial wilt in Rikwo Central • Attendance sheets Available 24/5/2022, 22/5/2022

38	The LLG has provided hands- on extension	If the LLG extension staff have provided extension support to	 Field reports on extension support provided: Field reports on BBW, ACDP and PDM programmes available
	support to farmers and	 farmers and farmer groups on crop management. Review and check Agricultural e sample of 3 extension staff: No d 	 Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries supplied
	farmer organizations / groups		Sample farmers and farmer groups
		husbandry, irrigation, Operation and	MOSOP SHEEP REARING
	Maximum score is 2	Maintenance of equipment, postharvest	MOSOP SHEEP REARING
		handling, value addition, marketing etc.	TOROR SHEEP REARING
		reports compiled and submitted to LG	TERIAT SHEEP REARING
		Production Office score	MARAMBACH FARMING
		2 or else 0	CUSTOP CELL SHEEP REARING
			KAPKOBOR B POULTRY KEEPERS
		SAUM RABBIT KEEPERS MARKET CELL PIGGERY FARMERS LAS VAGAS SHEEP REARING RIKWO SHEEP REARING SIMOTWET GOAT REARING TITIMET SHEEP REARING RAKWAYANDET	SAUM RABBIT KEEPERS
			MARKET CELL PIGGERY FARMERS
			LAS VAGAS SHEEP REARING
			RIKWO SHEEP REARING
			SIMOTWET GOAT REARING
			TITIMET SHEEP REARING
			RAKWAYANDET
			KWIRWOT WARD
			KUROWGURU
			RAKWAYANDET
			KONGASIS

A. Functionality of Parish Administrative Structures

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

1

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 revolvina funds durina 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 10/5/202

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.	Available for all parishes on Enterprises, Household incomes and acreage	2
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0	NGO mapping report available for 21/6/2022 NGOs include: TASO, Child development centres, churches	2
The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of	Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on: ii. Approved Programmes/activities	The approved activity plans available	2

provided guidance and information to the Village Executive Committees and PDCs on	provided guidance and information to the Village Executive Committees and to PDCs on:
strategies for the development of the parish	ii. Approved Programmes/activities to be implemented within the Parish for the
Maximum score is 6	current FY score 2, else score 0

The LLG	Evidence that the LLG	Matimbei 1. Onions
provided guidance and	provided guidance and information to the	2. Sheep
information to the Village Executive	Village Executive Committees and to	Kapkweno 1. Sheep
Committees and PDCs on	PDCs on:	2. Onions
strategies for the development of	iii. Priority enterprises that can be	3. Dairy
the parish	implemented in the parish score 2 or else 0	Kapyoyon 1. Sheep
Maximum score is 6		2. Beef cattle
00		3. 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	The development is approved and signed by the chairperson LCIII and approved budget under min 44/SSC/05/22 are consistent.	1

and E exerc curre	ucted al Planning Budgeting sise for the nt FY as per lanning and	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:	The priorities have been incorporated into the annual work plans approved under min 44/SSC/05/22.
•	elines	ii. Incorporates ranked priorities from all its	
Maxir is 6	num score	respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.	

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	The review of the budget conference report shows that AWPB were based on it.	
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 like the district.	
Maximum score is 6			
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	The project profiles have been developed but are not in correct prescribed format.	
Maximum score is 6			
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 14th/05/2022.	
Galaonnoo			

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
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 Admini	stration	
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
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
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

	•
ces	0
on cillors	0
Oct	1
cille	ors

Maximum score 4

D. Financial Management

The LLG submitted annual financial statements for the previous FY on time	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	The LLG submitted its Annual Financial Statement to the Auditor General (AG) on time i.e., 31 August 2022.
Maximum score		

is 4

The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time: i. Q1 by 15th October score 1 or else 0	No evidence of submission
The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format Maximum score is 6	physical progress reports, for the previous	No evidence of submission
The LLG has submitted all 4 quarterly 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

The LLG has Evidence that the LLG No evidence of submission 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 including on the funding Development Model (PDM), for for the PDM on time: the previous FY iv. Q4 by 30th July on time and in score 3 or else 0 the prescribed format

Maximum score

is 6

11

12

E. Human Resources Management for Improved Service Delivery

Appraisal of all staff in the LLG in the previous FY Maximum score	Evidence that the SAS/Town Clerk appraised staff in the LLG:	The SAS appraised all extension workers by 30th june 2022.	2
is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0		

12	Appraisal of all staff in the LLG in the previous FY 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 kapyoyon and kwirwot 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 kapkoloswo 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	The SAS has publicized the list of lower local government staff, there was an attendance register and performance reports were in place.	3	
13	Staff duty	else 0 Evidence that the LLG	The SAS produced monthly analysis of attendance to duty.	3	
	attendance Maximum score is 6	has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0			
-	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 LG deviated by 11%.	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 LG projects completed as per work plan by end of FY (quarter four) :	3	
		0.			

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
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
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
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

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	Evistance and	Evidence that the LLC	There is avidence of functionality of School management	0

Existence and	Evidence that the LLG	There is evidence of functionality of School management
functionality of	have functional school	committee as evidenced by SMC sittings of 5/5/2021,
School	management	23/3/2021 in Kwirwot & Kapyoyion P/S.
Management	committees in all	
Committees	schools; score 3, else	Actions Plan
	score 0	
Maximum score		 Arrival book should be controlled by Headteacher
is 3		E
		- Encroachment of school land should should be handled by
		the local security agencies

I. Primary Health Care Services Management

S	Q
4	J

mobilization on primary health care conducted in last FYawareness campaigns and mobilized communities for improved primary health care servicewithin the near by S/CsMaximum score is 3ad mobilized communities for delivery score 3, else score 0	nmunity mobilisation services in facilities
---	--

24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	There is evidenced the SAS conducted community mobilisation and sensitisation on uptake of Health Care services in facilities within the near by S/Cs	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. Wate	r & Environment S	ervices Management		
26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	No evidence seen	0
	Maximum score is 3			
27	The LLG has monitored water and environment services delivery during the previous FY	Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY	No evidence seen	0
	Maximum score is 3	including review of water points and facilities, score 3 or else score 0		
28	Existence and functionality of Water and Sanitation Committees Maximum score	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2,	No evidence seen	0

Functionality of investments in water and sanitation facilities	Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and	No evidence seen
Maximum score is 2	functionality status. Score 2 else 0	

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

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

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

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

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

Maximum score 3

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

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

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

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

is 3

33

(iii) If the LLG has spent own source Operation and Maintenance of infrastructure revenues of not less than 20% on O&M Maximum score 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		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	Monthly Reports available
	knowledge from trainings, reports compiled and submitted	

37				2
01	Farmer trainings through training	anner trannige en	Training program: Available	-
	farmer field		Training reports: Available	
	schools and demonstrations organized and carried out	irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of	Attendance sheets: Available on ACDP and PDM activities	
	Maximum score is 2	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.		
38	The LLG has	If the LLG extension	Field reports on extension support provided: Filed reports on	2
	provided hands- on extension	staff have provided extension support to	Banana Bacterial wilt and Opening Suam Market available	
	support to farmers and	farmers and farmer groups on crop	 Review and check Agricultural extension diaries from a sample of 3 extension staff: No diaries available 	
	farmer organizations /	husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score	Sample farmers and farmer groups	
	groups		KAPYOMAT ONION GROWERS	
	Maximum score is 2		KARIMUKWON SHHEP REARING	
			LAKAMET SHEEP REARING	
			KOKWO SHEEP REARING	
			SIWET SHEEP REARING	
		2 or else 0	TOROKYO SHEEP REARING	
			KAPCHUNIAY SHEEP REARING	
			ROROK ONION GROWERS FARMING	
			MATIMBEI SHEEP REARING GROUP	
			KWEEN SHEEP REARING FARMERS GROUP	
			KOIBEI SHEEP REARING FARMERS GROUP	
			KOLOMGEI UNITED SHEEP REARING GROUP	
			TEGERES ONION GROWERS GROUP	
			KONGTA SHEEP REARING GROUP	
			TULWO ARISE AND SHINE FG	

there are functional PDCs/WDCs in all their respective Parishes/Wards Maximum score is 2	PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.	Parish Chief/Town Agent Midsobo Onve 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 Chesang Barnabas Chairperson, Disability Council Musani Levi Chairperson NRM Arapmusani Jackson 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 16/5/2022, Mayak 20/5/2022, Kabokwo 8/6/2022, Chebinyiny 20/4/2022 • Minutes of PDCs submitted to the LLG to establish whether the PDC appraised all proposals submitted for the revolving funds during the previous FY 30/5/2022, 24/5/2022
LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines. Maximum score is 2	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	Data available collected on 23/5/2022 and 28/3/2022 on enterprises, acreage and incomes per household
The LLG provided guidance and information to the Village Executive Committees and	Evidence that the LLG: i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the	No mapping report

1

The LLG has

ensured that

Evidence that the LLG

has duly constituted

2

0

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

PDCs on

strategies for the

development of the parish

them in raising awareness about the

PDM and planning

cycle: score 2, or else 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: 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 paris 2021/2022 and 2022/2023
The LLG	Evidence that the LLG	Mayak 1. Piggery
provided guidance and	provided guidance and information to the	2. Sheep
information to the Village Executive	Village Executive Committees and to	3. Goats
Committees and PDCs on	PDCs on: iii. Priority enterprises that can be implemented in the parish score 2 or else 0	Chebinyiny 1. Piggery
strategies for the development of		2. Goats
the parish		3. Onions
Maximum score is 6		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

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 is consistent .	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 all parish submissions have been incorporated in the AWPB.	1
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: iii. Is based on the outcomes of the budget conference; score 1 or else 0	No budget conference report.	0
The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	LLG budget includes investments to be financed by the LLG as well as other funding sources,	1

The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines Maximum score is 6	v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0	No project profiles
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 12th/05/2022.
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 28th/04/2022.
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.

C. Own Source Revenue Mobilization and Administration

			0
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	
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
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
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
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

propertymanaged andused OSRcollected in theprevious FY1, else score 0.

Maximum score 4

D. Financial Management

10

The LLG submitted annual	Evidence that the LLG submitted its Annual	No Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time
financial	Financial Statement to	
statements for	the Auditor General	
the previous FY	(AG) on time (i.e., by	
on time	August 31), score 4 or	
	else score 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	submitted all four quarterly financial and physical progress reports, for the previous	No evidence of submission
Maximum score is 6		

11

submitted all 4submitted all fourquarterly financialquarterly financial andand physicalphysical progressprogress reportsreports, for the previousincluding financesFY to the LGfor the ParishAccounting OfficerDevelopmentincluding on the fundingModel (PDM), forfor the PDM on time:the previous FYii. Q2 by 15th Januarythe prescribedscore 1 or else 0formatformat	
Maximum as an	

Maximum score is 6

0

The LLG has submitted all 4 quarterly 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		
The LLG has submitted all 4 quarterly 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

Maximum score is 6

E. Human Resources Management for Improved Service Delivery

12	Appraisal of all staff in the LLG in the previous FY	Evidence that the SAS/Town Clerk appraised staff in the LLG:	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.
	Maximum score		
	is 6	(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	

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		neadteachers of Tulel primary school the head teacher of chemuron primary r 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 2022.	n charge of Tulel HC II on 30th june	2
13	Staff duty	Evidence that the LLG		ist of LLG staff as below, there was	3
	attendance	has	-	staff performance reports in place.	
	Maximum score is 6	(i) Publicized the list of LLG staff: score 3 or	1.Turihohabwe Julius	SACAO	
		else 0	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.	
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	for the months of july, au	hly analysis of staff attendance to duty gust, september, october, r 2021 and january, february, march,	3
F. Implementation and Execution					
14					2
	The LLG has spent all the DDEG funds for the previous EY	Evidence that the LLG budgeted and spent all the DDEG for the previous EY on eligible	The investments were on DDEG LLG investment m	n eligible projects/ activities as per the nenu.	

guidelines: Score 2, or

else score 0

the previous FY on eligible

projects/activities

Maximum score

is 2

15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	It deviated by spending more than 80% on infrastructure.	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	It was completed and in use.	2

If less than 70 %: Score 0.

G. Environmental and Social Safeguards

17

18

The LLG has implemented environmental and social safeguards during the previous FY Maximum score	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
Maximum score is 2	projects, score 2 or else score 0

No Environmental screening for projects undertaken in the FY 0

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 complainte	A record file in place with grievances recorded and others reffered	1

The LLG has an		
Operational	(ii) If the LLG has	
Grievance	publicized the	
Handling System	grievance redress	
Maximum score is 2	mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	

			Area land committee	in place with 2 sets of minutes
-	The LLG has a	If the LLG has a		P
f	unctional land	functional Area Land		
ı	nanagement	committee in place to		
	system	assist the LG Land		
		board in an advisory		
I	Maximum score 1	capacity on matters		
		relating to land,		
		including ascertaining		
		rights on the land score		
		1 or else 0		

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

Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	No social mobilisation reports
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	Schools monitored as evidenced by reports dated 17/3/2021
	If 60 to 79% score 1 Below 60% score 0	

Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	Schools monitored as evidenced by reports dated 17/3/2021
--	---	---

I. Primary Health Care Services Management

0	S
2	J

Awareness campaigns and mobilization on primary health care conducted in last FY	improved primary	No Social mobilisation reports
Maximum score is 3	delivery score 3, else score 0	

	The LLG	Evidence that LLG		4
r	monitored health service delivery	monitored aspects of health service delivery	Health services monitored as evidenced by HMUC sittings dated 14/10/2021, 12/01/2022, 23/4/2022	
	at least twice during the	during the previous FY , score 4 or else score	Some of the actions are,	
	previous FY	0	- NO grazing should continue on facility land	
	Maximum score is 4		- The facility should be under security surveillance 20/7 because of construction works taking place	
				3
	Existence and functionality of Health Unit	Evidence that the LLG have functional Health unit Management	Health services monitored as evidenced by HMUC sittings dated 14/10/2021, 12/01/2022, 23/4/2022	
	Management Committee Maximum score is 3	Committee for all	Some of the actions are,	
			- Improve community EPI outreaches	
		 Community participation in facility land aquisistion should be expedited 		
			 Approval of supplementary budget to support covid19 mass vaccination 	

J. Water & Environment Services Management

is 3

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	w
Maximum score		

water request not submitted to water office

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	3
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	2
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	2

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

Develop the Phys Develop Plans as guidelin	sical oment s per	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii)
Maximu	m score 2	

Development of the Physical Development Plans as per guidelines Maximum score 2	 (i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0: 20% in 2022/23 30% in 2023/24 40% in 2024/25
Implementation of the physical planning and building control measures as per guidelines 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
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
Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0
The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0

The LLG has 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	

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

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

Operation and	(iii) If the LLG has
Maintenance of	spent own source
infrastructure	revenues of not less
	than 20% on O&M
Maximum score	score 1 or else 0
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	Available on cattle statistics on dairy farmers, crop sector statistics
		score 2 or else 0.	

Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings Maximum score is 2	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	 a• reports on awareness creation, On livestock production, vaccination reports b• awareness materials distribution lists OWC distribution lists for maize, beans, bananas c• attendance lists for the awareness events12/6/2022, 30/6/2022
The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	No monthly reports in place
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 Training programmes availabl b. Training reports Reports on 30/6/2022 • Attendance sheets \30/6/2022

	provided hands- on extension exter support to farmer farmer mana organizations / aqua groups husb Oper Maximum score Main is 2 equip hand addit repor subm Prod	handling, value	 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
			CHEMOROCHE 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