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 The Republic of Uganda

**BUDAKA DISTRICT LOCAL GOVERNMENT**

**OFFICE OF THE DISTRICT PLANNER**

**P.O. BOX 1**

# BUDAKA

**Date: 02nd/October/ 2024**

**REPORT ON INTERNAL ASSESSMENT OF LOWER LOCAL GOVERNMENTS FY 2023/2024**

**Introduction**

Internal assessment is a mandatory exercise that is conducted annually after the end of every financial year. The exercise is coordinated by Office of the Prime Minister (OPM), and results are submitted to the same office via an online platform called Online Performance Assessment Management System (OPAMS).

**Objectives of the assessment**

**General Objective**

The exercise was carried out to assess the performance of Lower Local Governments (LLGs) on various indicators implemented the previous Financial Year 2023/2024

**Specific Objectives**

1. To assess the performance of LLGs as per the assessment tool
2. To identify gaps where LLGs were performing poorly
3. To provide recommendations and develop Performance Improvement Plans (PIPs) for the gaps identified
4. To collect assessment data and submit it to OPM via the OPAMS system

**Conducting Internal Assessment of Lower Local Government**

The exercise was conducted by a constituted team of 10 technical staffs, among which included the following reflected in the table below;

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **NAME** | **TITLE** | **ASSIGNMENT** |
| 1 | Ms. Akiror Jane | Deputy CAO | Head of Supervision |
| 2 | Mr. Kabise Shaban Mande | District Planner | Coordinator |
| 3 | Mr. Kiwolu Kenedy | Planner | Secretary |
| 4 | Ms. Iliot Grace Opio | Information Officer | PDM and Grievance handling mechanism |
| 5 | Ms. Mugala Hanifah | Senior Education Officer | Education, Health, Water |
| 6 | Ms. Nankoma Faiza | Senior Environment Officer | Environment and social safeguards |
| 7 | Ms. Nampola Brendah | Senior Human Resources Officer | Human Resources issues at the LLG institutions |
| 8 | Ms. Kirya Christine | Senior Community Development Officer | Gender Mainstreaming, health, and water |
| 9 | Mr. Ndoboli Joseph | Senior Finance Officer | Revenue, Accounts, and Financial Management  |
| 10 | Ms. Nambayo Catherine | Finance Officer | Budgeting and Reporting |

A set of 38 indicators was assessed and each member handled a specific indicator(s) assigned to him/her by the team leader.

The assessment exercise lasted for 9 days; it commenced on Monday 9th of September and ended on Thursday 19th of September 2024. Unlike on the last day when four (4) Lower Local Governments (LLGs) were assessed, the rest of the days involved assessing two (2) LLGs daily.

**Results**

The total score earned at the end of the assessment exercise acted as a standard measure for the performance of each LLG. Below is a summary of the total score for each LLG

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **NAME OF LLG** | **SCORE (%)** | **RANK** |
| 1 | Budaka Town Council | 90 | 1 |
| 2 | Kabuna Sub County | 88 | 2 |
| 3 | Mugiti Sub County | 87 | 3 |
| 4 | Iki-Iki Town Council | 86 | 4 |
| 5 | Kakoli Sub County | 83 | 5 |
| 6 | Nansanga Sub County | 83 | 5 |
| 7 | Budaka Sub county | 81 | 7 |
| 8 | Kadimukoli Sub County | 80 | 8 |
| 9 | Kameruka Sub County | 77 | 9 |
| 10 | Naboa Town Council | 77 | 9 |
| 11 | Kakule Sub County | 76 | 11 |
| 12 | Katira Sub County | 75 | 12 |
| 13 | Kamonkoli Town Council | 73 | 13 |
| 14 | Iki-Iki Sub County | 70 | 14 |
| 15 | Kachomo Sub County | 64 | 15 |
| 16 | Lyama Town Council | 61 | 16 |
| 17 | Kaderuna Sub County | 59 | 17 |
| 18 | Kamonkoli Sub County | 57 | 18 |
| 19 | Tademeri Sub County | 53 | 19 |
| 20 | Kachomo Town Council | 50 | 20 |

**Submission of Results**

Results were successfully submitted to Office of the Prime Minister via an online system called OPAMS.

**Key Observations made during the Assessment Exercise**

1. Attendance was good since 18 out of 20 SACOs/Town Clerks were present at their stations with their subordinates at the time of assessment. Unfortunately, the Town Clerk of Kachomo Town Council got an accident on the of assessment while the SACAO of Tademeri S/C was attending to a sick child in Mbale.
2. Majority of the LLGs scored maximally in production. This was attributed to the fact that most extension staffs had prepared their reports as required.
3. It was noted that some LLGs were not following DDEG guidelines and procurement procedures.
4. Some LLGs (such as Tademeri, Kachomo S/C) had not updated their Development Plans, and this limited consistence between the Annual work plan and the development plan.
5. Kaderuna S/C, Kakule S/C, and Kabuna S/C did not have development plans.
6. It was generally noted that some staffs at LLGs did not prioritize the assessment exercise. Seemingly, they did not attach any value to the activity. Partly, this was because they did not understand the assessment tool. Besides, others were not guided by their SACOs/Town Clerks.
7. Some LLGs were spending outside the work plan
8. Some LLGs such as Kachomo Sub county and Tademeri Sub county did not collect any Local revenue.
9. There was a capacity gap in terms of preparing reports and proper use of DDEG funds
10. Some LLGs had not issued completion certificates for capital projects that were implemented in the previous financial year.
11. Poor record keeping and documentation was prevalent among some staffs
12. Limited monitoring of service delivery by staff at Lower Local Governments.

**Recommendations**

1. There is a need to sensitize lower local governments on DDEG guidelines and procurement procedures
2. SACOs and Town Clerks need to disseminate the assessment tool to all their staff before the commencement of the assessment exercise.
3. Staff at Lower Local Governments need to be informed about the value attached to this assessment exercise. Consequently, this might change their perception about the exercise and begin prioritizing it.
4. LLGs should develop and implement Performance Improvement Plans to fill the gaps that were identified.

Prepared by

Kiwolu Kenedy

**PLANNER**