

YUMBE DISTRICT LOCAL GOVERNMENT

P O BOX 1, YUMBE

THE DISTRICT ASSESSMENT TEAM (DAT) 2022/2023 FINANCIAL YEAR

S/N	NAME	TITTLE	DEPARTMENT	CONTACT	COMMENT
SELF-ASSESSMENT REPORT VERIFICATION TEAM					
1.	Paricia Juliet	In turn	Planning	0780 234145	
2.	Yesco Halima	Secretary	Planning	0775 181971	
3.	Apangu Hussein	Economist	Planning	0774 651684	Lead Assessor
4.	Rashid Khalili Azabo	Planner	Planning	0772 321645	Quality Assurance
5.	Oloya Stephen	CAO	District		Responsible Officer
Central Team					
1.	Jamal Abdi	ADEO	Education	0782 388340	Water
2.	Yandu Albert	SIMO	Administration	0782 427472	Education
3.	Angua Yassin	PO	Production	0789 926224	For Health
4.	Bakole Tairi	SCDO	CBS	0782 934489	Crosscutting
5.	Apangu Hussein	Economist	Planning	0774 651684	Quality Assurance
6.	Rashid Khalili Azabo	Planner	Planning	0772 321645	Quality Assurance
7.	Oloya Stephen	CAO	District		Responsible Officer
FOCAL PERSONS DEPARTMENTS AND CROSS CUTTING					
1.	Mansur Abbas	SHE	Health	0772 536106	Focal Officer
2.	Luriga Rasul	DEO	Education	0772 388609	Focal Officer
3.	Magara Bernard	DWO	Water	0776 548308	Focal Officer
4.	Rashid Kawawa	DPMO	Production (Irrigation)	0772 340967	Focal Officer
5.	Kaiga Abdul	ACAO	Administration (LLGs)	0782 287915	Focal Officer
6.	Tiboa Hakim Edimond	PHRO	Administration (HR)	0782 373327	Focal Officer
7.	Kana Taban Jonathan	SPO	Admin (Procurement)	0772 591886	Focal Officer
8.	Yandu Albert	SIMO	Admin (Inventory)	0782 427472	Focal Officer
9.	Chandiru Kadimala	CFO	Finance	0773 716704	Focal Officer
10.	Rashid Khalili Azabo	DP	Planning	0772 321645	Focal Officer
11.	Drajiga Rasul	ACAO/CC	Statutory	0772 304183	Focal Officer
12.	Bakole Tairi	SCDO	Community	0782 934489	Focal Officer
13.	Andama Solo	EO	Environment	0772 850907	Focal Officer
14.	Tairi Ashraf	DIA	Audit	0780 240502	Focal Officer
15.	Oloya Stephen	CAO	District		Responsible Officer

YUMBE DISTRICT LOCAL GOVERNMENT

P O BOX 1, YUMBE

THE DISTRICT PERFORMANCE ASSESSMENT SCHEDULE FOR 2022/2023 FY

PERIOD/TIME	ACTIVITY DESCRIPTION	RESEOURCE PERSON
1 st & 2 nd Week July 2023	Departmental Preparations and Self-Assessment Results Submitted to Planning Department	HoD, Focal Person
3 rd Week July 2023	Verification of the Self-Assessment Results	Planning
August 2023	<ul style="list-style-type: none">➤ Departmental Nomination of Focal Persons 1st Week Aug➤ Constituting the District Assessment Team (DAT) in DTPC by 2nd Week➤ Appointments by 3rd Week Aug 2023	Planner/CAO
4 th Week August 2023	Coordination Meeting by the Assessment Team	DAT
1 st Week September 2023	Pre-mock Assessment	DAT
2 nd Week September 2023	Assessment of Lower Local Governments (LLGAs)	DAT
3 rd Week September 2023	Mock Jointly with MoLG Support Team	DAT/MoLG
4 th Week September 2023	Dissemination of District Mock &LLG Assessment Results	DAT
1 ST Week October 2023	Final Assessment by OPM	OPM /DAT

Note:

- Assessment of LLGs shall be under taken by DAT
- Assessment Manual/Guideline remains the same/unchanged
- Last Assessment results for 2021/2022FY are out and displayed at Budget Desk Web Site MoFPED, The District did not fare well under Health and Water

BY

THE SECRETARIATE

PROGRAMMES IMPLEMENTATION SCHEDULE 2023/2024 FY
MEETINGS SCHEDULE FOR 2023/2024 FY

QTR	MONTH	MEETINGS									COMMENT
		TECHNICAL		PROGRAM COMMITTEES					DEC	COUNCIL	
		DTPC	PCTW G	Social Services	Production & Marketing	Natural Resources	Works & Tech Services	Finance, Planning & GPs			
1	1. July 2023	18 th	24 th - 28 th					13 th	6 th		
	2. Aug 2023	8 th		15 th	17 th	15 th	17 th	10 th	15 th	25 th	
	3. Sept 2023	5 th	18 th -22 nd					12 th	7 th		
2	4. Oct 2023	3 rd		12 th	17 th	12 th	17 th	6 th	13 th	26 th	
	5. Nov 2023	2 nd	13 th -17 th					7 rd	9 th		
	6. Dec 203	5 th		12 th	15 th	12 th	15 th	7 th	15 th	22 nd	
3	7. Jan 2024	2 th	15 th -19 th					4 th	9 th		
	8. Feb 2024	1 st		13 th	15 th	13 th	15 th	6 th	8 th	21 st	
	9. Mar 2024	5 th	11 th -15 th	19 th	21 st	19 th	21 st	7 th	12 th	28 th	
4	10. Apr 2024	2 nd	15 th -19 th					4 th	9 th		
	11. May 2024	2 nd		11 th	18 rd	11 th	18 rd	7 th	9 th	30 th	
	12. Jun 2024	4 th	17 th -21 st					6 th	11 th		

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YUMBE DISTRICT LOCAL GOVERNMENT

P O BOX 1, YUMBE

PROGRAMMES IMPLEMENTATION SCHEDULE 2023/2024 FY

PROGRAMMES IMPLEMENTATION MONITORING AND REVIEW SCHEDULE 2023/2024 FY

QTR	MONTH	PCTWC	MONITORING	REVIEWS	RESPONSIBLES
1	September 2023	18 th -22 nd	Q1 Monitoring by DEC 25 th – 26 th	Quarterly Inter-Agency Review Thursday 28 th	DEE, DEO/DHO, DPMO, DNRO, DCAO, DPDEC, CAO, DPU, LPs, IPs, OPs
2	December 2023	13 th – 14 th	Q2 Joint Monitoring 18 th – 19 th	Quarterly/Semi-Annual Review Wednesday. 20 th	DEE, DEO/DHO, DPMO, DNRO, DCAO, DP DEC, RDC, CAO, HoDs, Partners
3	March 2024	11 th -15 th	Q3 Monitoring by DEC 20 th - 21 st	Quarterly Review Tuesday 26 th	DEE, DEO/DHO, DPMO, DNRO, DCAO, DP DEC, CAO, DPU
4	June 2024	17 th -21 st	Q4 Joint Monitoring 25 th – 26 th	Annual Review Wed. 27 th	DEE, DEO/DHO, DPMO, DNRO, DCAO, DP DEC, RDC, CAO, HoDs, Partners

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SECRETARIATE

YUMBE DISTRICT LOCAL GOVERNMENT

P O BOX 1, YUMBE

PROGRAMMES IMPLEMENTATION SCHEDULE 2023/2024 FY

(COMMITTEE MEETINGS, MONITORING AND EVALUATION, REPORTING)

QUARTERLY REPORTING SCHEDULE FOR 2023/2024 FY

S/N	LEVEL OF GOVERNMENT	ACTIVITY DESCRIPTION	TIME PERIOD	LOCATION/ VENUE	RESPONSIBILITY
1	Low Local Government	1st Week Next Month of a Quarter			
		Prepare Reports	1 st 3 Days of Week1	LLG H/Qs	SACAOs/TCs
		Workstation Completion of LLG Reports	4 th Day of Week1	DPU	SACAOs/TCs
		Submission of LLG reports to DPU	5 th Day of Week1	DPU	DP
2	High Local Government	2nd Week Next Month of a Quarter			
		Revenues for Baby Files From Finance	1 st Week of Week1	Finance	CFO
		Production of Baby Files	1 st 2 Days of Week2	DPU	BDO
		WorkStation for Quarterly Reporting	3 rd -4 th Days of Week2	DPU	HoDs, BDO
		Submissions of District Quarterly Reports	5 th Day of Week2	DPU/ CAO	BDO, DP, CAO
3	General	Capacity Building/Orientation/ Training on Quarterly Reporting to SAS/AA/CDO/HoD	15 th Day of 3 rd Month of the Quarter (PBS) Week	District H/Qs	PHRO, BDO, DP
		Monthly Reporting			
		Monthly Reporting on activities	25 th -30 th Day of Every month	DPU	HoDs, DP
		Compilation and submissions to CAOs and other Stakeholders	1 st – 4 th Day of Every Month	DPU	DP
		Filling of monthly revenue returns from LLGs		Finance	CFO, S/AA
		Submission to other Stakeholders	5 th Day of Every Month	CAOs Office	CAO

By

SECRETARIATE

YUMBE DISTRICT LOCAL GOVERNMENT

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PLANNING AND BUDGETING ROADMAP FOR 2024/2025 FY

S/N	LEVEL OF GOV'T	PERIOD	ACTIVITY DESCRIPTION	TOOLS/ OUTOUTs	TARGET STAKEHOLDERS	RESPONSIBLE	COMMEND
1.	High & LLGs	July 2023	Launching and Orientation of H/LLG Stakeholders on the Planning & Budgeting Process	Planning & Budgeting Cycle	LCIII, SACAO/TCs, CDOs, HODs, DEC, RDC Refugee Leaders – RWCIIIs Lead Partners, IPS, OPs, Donors	CAO, DP, LCV Save the Children	GoU & Partner Support
2.	Constituency	July 2023	Orientation of LLG Planning Committees on AWP/Budget & LLDPIVs	Guidelines	SACAOs/TCs, CDOs, AAs	CAO, DP, GIZ	Partner Support
3.	Lower Local Gov'ts	July 2023	Feedback to communities Data Collection/ Update on Community Facilities	Inventory Sheet	PDC, PC, CDO	PC	DTPC
4.		Aug. 2023	Village Consultative Meetings for Priorities	Village Proposal Sheets Community Action Plans	LCs, Community Members, PDCs, PC, CDO	LC1s, PC	Supervised by LCIII, SACAO/TCs, CDOs
5.		Sep. 2023	Parish Prioritization Planning Meetings	Parish Priority Sheet	PDC, CDOs	PC, CDO	Regional Workshops
6.		4 th Week Sep. 2023	Data Compilation to inform Sub County Priorities	Basic Information Sheet	CDO, SACAO,	CDO	
7.		1 st Week Oct. 2023	Scoring & Prioritization for Sub County Priorities	Scoring Sheet	STPC	CDO/SACAO	Supervised by Planning & HoDs
8.		2 nd Week Oct. 2023	Budget Conferences at all LLGs H/Qs	Meeting	Politicians, Technocrats, Private Sector, CSOs/NGOs, SIGs	CDO, SACAO, LCIII	
9.		3 rd of 3 rd Week Oct. 2023	Submission of LLG Priorities and Draft AWP & Budget to HLG. Feed back to Parishes	Priorities Reporting Sheet	CDO, SA, SACAO	SACAO	LCIII Chair Supervises
10.		4 th -5 th of 4 th Week Oct. 2023	Compilation of LLG priorities and Scoring for District Priorities	Priorities Reporting Sheet	DTPC	CDO/ SACAO	

11.	Higher Local Gov't	2 nd of 1 st Week Nov.2023	Budget Conference for HLG	Meeting	Politicians, Technocrats, Private Sector, CSOs/NGOs, SIGs	DP, CAO, LCV	
12.		4 th -5 th of 1 st Week Nov.2023	Inputs for BFP-LLG Priorities, Budgets & Draft Work Plan	Priorities, Draft AWP's & Budgets	HoDs &	DP, BDO, CFO, CAO	
13.		2 nd Week Nov.2023	Finalization of BFP 2024/2025FY & Submission to MoFPED Feed back to LLGs	Work Station	HoDs, DP, BDO, CFO, CAO	CAO	District Chair Supervises
14.		4 th Week Feb.2024	Revised IPFs Communicated to LLGs	letter	SACAOs, CDOs, SAs	CAO	
15.	Lower Local Gov'ts	1 st Week Mar.2024	Finalization of Draft Budgets and Work plans for LLGs	Work Station	SACAOs, CDOs, SAs	SACAO	LCIII Chair Supervises
16.		2 nd Week Mar.2024	All LLG Draft Budgets & Work plans Laid before LLG Councils with copies submitted to HLG	LLG Councils	SACAOs, CDOs, SAs	SACAO, Sec. Finance	
17.	Higher Local Gov't	3 rd Week Mar.2024	Finalization of Draft District Budget & Work Plan	Work Station	HoDs	CAO	District Chair Supervises
18.		4 th Week Mar.2024	Draft District Budget & Work Plans For 2024/2025 Laid Before Council	District Council	HoDs	CAO, Sec. Finance	
19.	Lower Local Gov'ts	2 nd - 4 th Week Apr.2024	LLG Program Committee Meetings for Discussion of their Budget & Work Plans	Committee meetings	Committee Members, HoDs	SACAOs	LCIII Chairs to Supervise
20.		1 st Week May.2024	Approval of all LLG Work plans & Budgets 2024/2025FY	Council Meetings	Councillors, SEC, Technocrats	CDO, SA, SACAO	
21.	Higher Local Gov't	2 nd Week May.2024	Program Committee Meetings to Discuss the Draft District Budget & Work plans	Committee meetings	Committee Members, HoDs	CAO	District Chair Supervises
22.		3 rd -4 th Week May.2024	Approval of the District Budget and Work Plans 2024/2025FY	Council Meetings	Councillors, SEC, Technocrats	DP, CFO, CAO	
23.	H/LLGs	June 2024	Feedback to communities	Feedback Sheets	Village, Parish, Sub County/TCs Communities	PC, SACAO/TC, CAO	

Note: 1-Tools shall be availed at the right times

2-Launching of this 2023/2024FY Planning and Budgeting Roadmap is set for Tuesday 25th July 2023