



PERFORMANCE PLAN

For

Ms S. Buthelezi



Ukhahlamba-Isixhosenathi Local Municipality
Infrastructure and Planning Development

01 July 2015 to 30 June 2016



RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

Period Under Review	
Surname	Buthelezi
Name	Simphiwe
Municipality	Ubuhlebezwe Municipality
Department	Infrastructure and Planning Development
Race	African
Gender	Female
Employee Number	0269
Date Of Appointment	16 January 2013
Salary Package	



PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
OUTCOME 9						DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT									
NATIONAL KPA						MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT									
IPD01	To improve performance and functioning of the municipality	Submission of quarterly reports to the office of the MM	Number of quarterly performance reports submitted to the office of the MM within 5 working days of the end of each quarter	3	Number	4 quarterly performance reports submitted to the office of the MM within 5 working days of the end of each quarter	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 1	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 2	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 3	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly performance report
IPD02	To improve performance and functioning of the municipality	Submission of the risk register reports to the office of the MM	Number of quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	2	Number	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of each quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 1	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 2	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 3	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly updated risk register report
OUTCOME 9						IMPROVED ACCESS TO BASIC SERVICES									
NATIONAL KPA						BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT									
IPD03	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of new gravel roads – 9.58km	Percentage of gravel roads constructed by 30-Jun-16	4	Percentage	100% of new Gravel roads to be constructed (Reggie Hadebe road- 2.88km)Magawula Road (3km), Inkosi Bhekamabhaca(2.1km), Sgubudwini Road (1.6km),by 30-Jun -16	1. Advertised for contractors by 30-Sep-15	1. Contractors appointment 2. Construction commencement - 5% completion by 31-Dec-15	Construction in progress - 50% completion by 31-Mar-16	Construction in progress - 100% completion (Reggie Hadebe road-2.88km) ,by 30-Jun -16)					Advert; appointment letters & signed consultant's progress report and completion certificates



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD04	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	municipal infrastructure grants	Date of which 2016/2017 projects would be advertised for design consultants, designing of draft documents and drafting of tender documents	4	Date	designs, tender documents and advertisement of 2016/2017 projects by 30-Jun-16	n/a	n/a	1. Draft design documents 2. Draft tender document by 31-Mar-16	1. Final design documents 2. Final tender document 3. Advertisement of 2016/17 projects by 30-Jun-16				Requisitions, Adverts, appointment letter, design report	
IPD05	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of community halls	Percentage of constructed community hall by 30-Jun-16	4	Percentage	70% completion of a community hall constructed (Phase 1 of Morningside hall-Soweto) by 30-Jun-16	1. Advertise by 30-Sep-15	1. Contractors appointment by 31-Dec-15	Construction in progress - 30% completion by 31-Mar-16	Construction in progress - 70% completion (Phase 1 of Morningside hall-Soweto) by 30-Jun-16				Adverts; appointment letters & signed consultant's progress report	
IPD06	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	2 xConstruction of community halls	Percentage completion of a community hall (Bayempini Mzizi hall) by 30-Jun-16	4	Percentage	100% completion of the upgrading of Bayempini Mzizi hall, Themba Mguni Hall by 30-Jun-16	1. Advertise & appoint contractors by 30-Sep-15	1. Construction commencement - 30% completion by 31-Dec-15	Construction in progress - 80% completion by 31-Mar-16	Construction in progress - 100% completion (Bayempini Mzizi hall and Themba Mguni Hall) by 30-Jun-16				Adverts; appointment letters & signed consultant's progress report and completion certificates	



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD07	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of black top roads	Percentage of constructed completed by 31-Dec-15	4	Percentage	100% completion of Portion of East Street-(0.4km) constructed by 31-Dec-15	1. Contractors appointment 2. Construction at 60% completion by 30-Sep-15	Construction in progress - 100% completion by 31-Dec-15	n/a	n/a				Advert; appointment letters & signed consultant's progress report and completion certificates	
IPD08	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Upgrade of a 2x sports field	Percentage upgraded sport field completed by 30-Jun-16	4	Percentage	70% completion of the upgrading of Jolivet sports field Jeffrey Zungu Hall upgrade by 30-Jun-16	1. Advertise by 30-Sep-15	1. Contractors appointment 2. Construction commencement - 5% completion by 31-Dec-15	Construction in progress - 40% completion by 31-Mar-16	Construction in progress - 70% completion (Jolivet sports field upgrade and Jeffrey Zungu) by 30-Jun-16				Advert; appointment letters & signed consultant's progress report	
IPD09	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Maintenance of blacktop roads	Square meters of blacktop roads maintained (potholes) by 30-Jun-16	4	Square meters	80m2 of blacktop roads maintained (potholes) by 30-Jun-16	20m2 maintained by 30-Sep-15	20m2 maintained by 31-Dec-15	20m2 maintained by 31-Mar-16	20m2 maintained by 30-Jun-16				Signed report with dated photos before & after	



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD10	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Maintenance of community facilities	Number of community Facilities Maintained as directed by prescripts from Social Development Services by 30-June- 2016	4	Number	4 community Facilities Maintained as directed by prescripts from Social Development Services by 30-June- 2016	N/A	1 community Facility Maintained as directed by prescripts from Social Development Services by 31-Dec-15	2 community Facility Maintained as directed by prescripts from Social Development Services by 31-Mar-16	1 community Facility Maintained as directed by prescripts from Social Development Services by 30-Jun-16					Signed report with dated photos before & after, memo from SD
IPD11	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Maintenance of access roads	Kilometres of gravel roads maintained as per maintenance plan by 30-Jun-16	4	Kilometres	KM of gravel roads maintained-40km on as per maintenance plan by 30-Jun-16	N/A	10km of gravel roads maintained on as per maintenance plan by 31-Dec-15	15km of gravel roads maintained on as per maintenance plan by 31-Mar-16	15km of gravel roads maintained on as per maintenance plan by 30-Jun-16					Maintenance plan, dated photos before and after
IPD12	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Holding of quarterly meetings with DoHS	Number of coordinated quarterly meetings on progress of housing projects by 30 June 2016	4	Number	Coordinate 4 quarterly meetings on progress of Housing project by 30-Jun-16	Coordinate 1 quarterly meetings on progress of Housing by 30-Sep-15	Coordinate 1 quarterly meetings on progress of Housing project by 31-Dec-15	Coordinate 1 quarterly meetings on progress of Housing project by 31-Jan-16	Coordinate 1 quarterly meetings on progress of Housing project by 30-Jun-16					Signed attendance register, Agenda, minutes , progress report and invitations



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD13	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Number of quarterly meetings coordinated on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-16	5	Number	Coordinate 4 quarterly meetings on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-16	Coordinate 1 quarterly meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Sep-15	Coordinate 1 quarterly meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-Dec-15	Coordinate 1 quarterly meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-Mar-16	Coordinate 1 quarterly meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-16					Invitations; signed attendance register & progress report and signed minutes
IPD14	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Processing of Building and alteration plans	Turnaround time for processing of building and alteration plans after receipt of payment fees	5	Turnaround time	Processing of building and alteration plans within 30 days after receipt of payment fees	Processing of building and alteration plans within 30 days after receipt of payment fees	Processing of building and alteration plans within 30 days after receipt of payment fees	n/a	Processing of building and alteration plans within 30 days after receipt of payment fees				Register of accepted building plans, acceptance letters and comments from relevant departments	
IPD15	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Electrification of wards 1,3 & 5	Percentage of electrified wards completed by 31-Dec-16	5	Percentage	100% completion on the electrification of wards 1 (Mahhehle) by 31-Dec-16	50% completion by 30-Sep-15	100% completion by 31-Dec-15	n/a	n/a				Signed report with dated photos, completion certificate,	



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD16	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Percentage of electrified wards completed by 31-Dec-16	5	Percentage	80% completion on the electrification of wards 3 (Ofafa) by 30-Jun-16	20% completion by 30-Sep-15	45% completion by 31-Dec-15	65% completion by 31-Mar-16	80% completion by 30-Jun-16					
IPD17	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Percentage of electrified wards completed by 31-Dec-16	5	Percentage	50% completion on the electrification of wards 5 (Mkhunya) by 30-Jun-16	5% completion by 30-Sep-15	20% completion by 31-Dec-15	35% completion by 31-Mar-16	50% completion by 30-Jun-16					
IPD18	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Conservative notices served for illegal/improper building operation	Turnaround time for serving conservative notices for illegal/improper building operations	4	Turnaround time	serve conservative notices for illegal/improper building operations within 21 days	serve conservative notices for illegal/improper building operations within 21 days	serve conservative notices for illegal/improper building operations within 21 days	serve conservative notices for illegal/improper building operations within 21 days	serve conservative notices for illegal/improper building operations within 21 days				Register of illegal building/improper land uses. Notices issued.	



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD19	To improve the performance and functioning of the municipality	Submission of Infrastructure Planning & Development Portfolio items	Turnaround time for submission of Infrastructure Planning & Development Portfolio items to Corporate Services after receiving circular.	3	Turnaround time	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular					Proof of submission
OUTCOME 9 NATIONAL KPA						COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED SOCIAL AND LOCAL ECONOMIC DEVELOPMENT									
IPD20	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Job creation through maintenance programme	Number of jobs created through EPWP - maintenance projects by 30-Jun-16	5	Number	Sustainability of 52 Jobs created through EPWP maintenance projects by 30-Jun-16	Sustainability of 52 Jobs created through EPWP maintenance projects by 30-Sep-16	Sustainability of 52 Jobs created through EPWP maintenance projects by 31-Dec-16	Sustainability of 52 Jobs created through EPWP maintenance projects by 31-Mar-16	Sustainability of 52 Jobs created through EPWP maintenance projects by 30-Jun-16					Attendance register & time sheets
OUTCOME 9 NATIONAL KPA						DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
IPD21	To improve the performance and functioning of the municipality	Holding of quarterly departmental meetings	Number of quarterly departmental meetings held by 30-Jun-16	2	Number	Holding of 4 quarterly departmental meetings by 30-Jun-16	Holding of 1 quarterly departmental meeting by 30-Sep-15	Holding of 1 quarterly departmental meeting by 31-Dec-15	Holding of 1 quarterly departmental meeting by 31-Mar-16	Holding of 1 quarterly departmental meetings by 30-Jun-16					Signed attendance register & signed minutes
IPD22	To promote accountability to the citizens of Ubuhlebezwe	Attending public participation meetings	Number of public participation meetings attended by /30-Apr-16	2	Number	2 public participation meetings attended by 30-Apr-16	n/a	1 public participation meeting attended by 30-Nov-15	n/a	1 public participation meeting attended by 30-Apr-16					Signed attendance register



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD23	To improve the performance and functioning of the municipality	Attending council committee meetings	Number of council committee meetings attended by 30-Jun-16	1	Number	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Sep-15	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Dec-15	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Mar-16	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Jun-16					Signed attendance register and signed minutes
OUTCOME 9 NATIONAL KPA						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT									
IPD24	To practice sound financial management principles	100% spending of MIG projects, small town rehabilitation projects, electrification projects and internal funded projects	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP by 30-Jun-16	3	Percentage	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-16	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 3% by 30-Sep-15	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 30% by 31-Dec-15	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 50% by 31-Mar-16	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-16					Signed MIG dora report, signed electrification dora report, signed report with proof of payments for small town rehabilitation projects and internal funded projects
IPD25	To practice sound financial management principles	Compliance with the MFMA	Number of quarterly progress reports submitted to IPD Portfolio Committee by 30-Jun-16	2	Number	4 quarterly progress reports submitted to IPD Portfolio Committee by 30-Jun-16	1 quarterly progress report submitted to IPD Portfolio Committee by 30-Sep-15	1 quarterly progress report submitted to IPD Portfolio Committee by 31-Dec-15	1 quarterly progress report submitted to IPD Portfolio Committee by 31-Mar-16	1 quarterly progress report submitted to IPD Portfolio Committee by 30-Jun-16					Quarterly progress report to portfolio, signed portfolio minutes with signed attendance register
OUTCOME 9 NATIONAL KPA						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY CROSS CUTTING INTERVENTIONS									
IPD26	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve	Finalisation of PDA applications	Turnaround time of finalisation of PDA application	1	Turnaround time	Turnaround time of finalisation of PDA application – 3 months	Turnaround time of finalisation of PDA application – 3 months	n/a	n/a	n/a					Register with dates



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	economic social and environmental sustainability														
IPD27	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Development and approval of the Spatial Development Framework	Developed and approved spatial development framework by 30-Jun-16	1	Date	Development and approval of the Spatial Development Framework by 30-Jun-16.	Advertise by 30-Sep-15	Development of an SLA and an Inception report by 31-Dec-15	Drafting of the Spatial Development Framework by 31-Mar-16.	Approval of the Spatial Development Framework by 30-Jun-16.				Advert , letter of appointment , signed SLA, inception report ,spatial development framework and council resolution	
IPD28	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Development of the Urban Regeneration Plan	Urban Regeneration plan developed by 30-Jun-16	2	Date	Development of the Urban Regeneration Plan by 30-Jun-16	Advertise by 30-Sep-15	Appointment of the service provider by 31-Dec-15	Development of an SLA and an Inception report by 31-Mar-16	Development of the Urban Regeneration Plan by 30-Jun-16				Advert , letter of appointment , signed SLA, inception report ,urban regeneration plan and council resolution	
IPD29	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Development of the Immigration Plan	Immigration plan developed by 30-Jun-16	2	Date	Development of the Immigration Plan by 30-Jun-16	Advertise by 30-Sep-15	Appointment of the service provider by 31-Dec-15	Development of an SLA and an Inception report by 31-Mar-16	Development of the Immigration Plan by 30-Jun-16				Advert , letter of appointment , signed SLA, inception report ,immigration plan and council resolution	



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	I sustainability														
IPD30	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Development of the Comprehensive Infrastructure Plan	Comprehensive Infrastructure Plan developed and approved by 30-Jun-16	2	Dates	Development and approval of the Comprehensive Infrastructure Plan by 30-Jun-16.	Advertise by 30-Sep-15	Development of an SLA and an Inception report by 31-Dec-15	Drafting of the Comprehensive Infrastructure Plan by 31-Mar-16.	Approval of the Comprehensive Infrastructure Plan by 30-Jun-16.					Advert , letter of appointment , signed SLA, inception report ,comprehensive infrastructure plan and council resolution
IPD31	To improve the performance and functioning of the municipality	Submission of the back to basics to the office of the Director Corporate Services	Turnaround time for submission of monthly back to basics completed template to Director Corporate Services	1	Turnaround time	5 days within which the monthly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the monthly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the monthly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the monthly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the monthly back to basics completed template submitted to the office of the Director Corporate Services.					Proof of submission
IPD32	To improve the performance and functioning of the municipality	Submission of the back to basics to the office of the Director Corporate Services	Turnaround time for submission of quarterly back to basics completed template to Director Corporate Services	1	Turnaround time	5 days within which the quarterly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the quarterly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the quarterly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the quarterly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the quarterly back to basics completed template submitted to the office of the Director Corporate Services.					Proof of submission



1. EVALUATION ON THE COMPETENCY FRAMEWORK STRUCTURE (CFS)

CFS's are based on the thirteen core competencies - every Manager should be assessed against all those CFS's that are applicable to her/his job. Compulsory CFS's for Managers are highlighted below:
 (NOTE: Weight should be taken from the signed performance agreement for the year under review)

COMPETENCY FRAMEWORK STRUCTURE (CFS)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
LEADING COMPETENCIES				
1. Strategic Direction & Leadership				
2. People Management	10			
3. Programme and Project Management	10			
4. Financial Management	20			
5. Change Leadership				
6. Service Delivery Innovation	20			
7. Governance Leadership				
CORE COMPETENCIES				
8. Moral Competence				
9. Planning and Organising				
10. Analysing and Innovation	20			
11. Knowledge and Information Management	10			
12. Communication				
13. Results and Quality Focus	10			
TOTAL	100%			

A person appointed as a senior manager must have the competencies as set out in this framework. Focus must also be placed on the eight Batho Pele principles.



2. PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS
Contract Law	Training	2015/2016			
Conflict Resolution	Training	2015/2016			



3. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC's score (20%)

The tables below should be completed by the summarized total of each panel member (*NOTE: Weight should be taken from the signed performance agreement for the year under review*)

KPA	Weight	Rating	Score
1. Basic Service Delivery and Infrastructure	70%		
2. Municipal Transformation and Institutional Development	5%		
3. Social and Local Economic Development	5%		
4. Municipal Financial Viability and Financial Management	5%		
5. Good Governance and Public Participation	5%		
6. Crosscutting Interventions	10%		
Total	%		
x 80%			%



KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
(C) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C / 5 X 100)			%

SIGNATURE OF THE EMPLOYEE:

Director IPD : _____

Signed in : _____ on ____ of _____ 20____

SIGNATURE OF EMPLOYER:

Municipal Manager : _____

Signed in : _____ on ____ of _____ 20____