



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150168	Staff Name:	Jacinta Katee Ruth
ID Number:	24708287	Employee E-mail:	jacinta.katee@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	CC&A	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Stephen Chebii Kipchumba	Immediate Supervisor Designation:	Principal Advocacy Officer
Second Supervisor:	Elijah Leiro Letangule	Supervisor Designation:	Deputy Director Comm. & Advocacy

DEPARTMENTAL OBJECTIVES

To ensure effective communication (both internal and external)

To boost and sustain a positive institutional image

To ensure meaningful stakeholder engagement and partnerships

To conduct public education and Advocacy

To heighten resource mobilization towards planned activities, projects and programmes

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Conducting civic education, encouraging public participation, stakeholder engagements	Number of Civic Education Campaigns developed or conducted	conducted public awareness campaigns on key mandate areas and sensitizations and engagement meetings with PAPS for all ongoing projects.	conducted public awareness campaigns on key mandate areas and sensitization and engagement meetings with PAPS for all ongoing projects	150	100



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Generate quarterly report, bi-annual, progress and annual report	No of reports generated	Reports for the 4 quarters, bi-annual and annual report in place	Reports for the 4 quarters available, biannual report and workshop and conference reports available	160	100
implementation of Advocacy plans/programmes for the Commission's initiatives and project	Number of advocacy programmes implemented	Conducted public awareness campaigns in support of key mandate activities before during and after ongoing	Held 10 public forums to create awareness to the public on various mandates of the commission and sensitize project affected persons(PAPs) on the impacts of the projects.	170	100
Production and Dissemination of civic education Information Education Communication materials using various platforms including print, electronic and social media	No of IEC Materials produced and disseminated	Developed content ,produced and disseminated 10,000 CEPA materials on need basis	Developed content for various CEPA materials and distributed them country wide. Over 10,000 CEPA materials were distributed	170	100
Event Organization-organizing stakeholder forums, workshops and meetings promote and propagate the Commission's agenda	No of events Organised	Organized departmental working sessions, exhibitions, launches and conferences.	2 exhibitions organized and executed, planned for one conference and several working sessions organized.	180	100
Collect information on advocacy needs assessment, perceptions, attitude, corporate reputation and recommend intervention measures	No of surveys conducted/no of reports generated	Conducted a survey on customer satisfaction and needss	Conducted a survey on customer satisfaction and needs	70	100



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Drafting funding Proposals for resource Mobilization	amount of resources brought to the Commission	through the departmental efforts ten(10) partners brought onboard and working in partnership with the Commission on matters of gender mainstreaming, HLI,Public education campaigns etc	10 partners brought onboard and working with various departments to support the Commissions activities	150	100
Conduct/participate forums with relevant Government agencies/County Governments	No. of Consultative forums held/participated in	Participated in various workshops, conferences, seminars and trainings organized by other organizations	Participated in various workshops, conferences, seminars and trainings organized by other organizations	120	100
Prepare and update a data base of NLC partners and stakeholders.	updated list of stakeholders	A data base of stakeholders in place	A data base of stakeholders in place	140	100
Prepare press releases, commentaries, speeches, promotional materials in liaison with information and publications and communications, online content and internal and external advocacy	No of press releases, speeches promotional materials produced and disseminated.	Organised for media brief's, press conferences and media breakfast	Organized for media brief's, press conferences and media breakfast	100	100
Total Appraisee Score on Performance Targets				1410.00	1000.00
Mean Appraisal Scores				141%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The target set are realistic and achievable	The target set are realistic and achievable wit support from the commission
APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE	IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE
Most of the targets were met though with necessary support and enough a lot can be achieved	The appraisee performed exemplary well during the financial year. Necessary training and support may improve the productivity of the appraisee



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Conducting civic education, encouraging public participation, stakeholder engagements	Number of Civic Education Campaigns developed or conducted	Target not changed	Performance ongoing- IEC materials produced on need basis
Generate quarterly report, bi-annual, progress and annual report	No of reports generated	Target not changed	1st and 2nd quarter reports generated and submitted
implementation of Advocacy plans/programmes for the Commission's initiatives and project	Number of advocacy programmes implemented	Target not changed	Performance ongoing- public awareness campaigns in support of key mandate activities before during and after ongoing.
Production and Dissemination of civic education Information Education Communication materials using various platforms including print, electronic and social media	No of IEC Materials produced and disseminated	Targets not changed	Performance ongoing- IEC materials produced on need basis
Event Organization-organizing stakeholder forums, workshops and meetings promote and propagate the Commission's agenda	No of events Organised	Target Not changed..	This is done on need basis
Collect information on advocacy needs assessment, perceptions, attitude, corporate reputation and recommend intervention measures	No of surveys conducted/no of reports generated	Target not changed	Performance ongoing
Drafting funding Proposals for resource Mobilization	amount of resources brought to the Commission	Target not changed	7 partners brought onboard and working in partnership with the Commission on matters of gender mainstreaming, HLI, Public education campaigns etc
Conduct/participate forums with relevant Government agencies/County Governments	No. of Consultative forums held/participated in	Target not changed	Performance ongoing
Prepare and update a data base of NLC partners and stakeholders.	updated list of stakeholders	Target ongoing	A database of all stakeholders working with NLC in place (as at DEC 2023)



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Prepare press releases, commentaries, speeches, promotional materials in liaison with information and publications and communications, online content and internal and external advocacy	No of press releases, speeches promotional materials produced and disseminated.	Target not changed	Performance ongoing (on need basis)
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Perfomance is ongoing and the targets have not changed.	The appraisee is on course in meeting the set targets

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I execute all the duties assigned to me with proffesionalism	The appraisee delivers all assigned duties promptly

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
lobbying and advocacy	1 month	Technical Training
Strategic Negotiations	1 week	Technical Training
Resource Mobilization	1 week	Technical Training
Consultancy Skills Development	1 month	Technical Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
These short courses will help to improve my capacity to execute my duties well	Training the appraisee on these short course will help increase job satisfaction and morale and improve productivity

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer did well in regards to attainment of the set targets	The officer needs to put more efforts on the target that were not achieved fully. There is need for the Commission to provide training on the requested areas as well as provide adequate resources.