



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150190	Staff Name:	Stephen Kipchumba Chebii
ID Number:	20958984	Employee E-mail:	stephen.chebii@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC4
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Elijah Leiro Letangule	Immediate Supervisor Designation:	Deputy Director Comm. & Advocacy
Second Supervisor:	Elijah Leiro Letangule	Supervisor Designation:	Deputy Director Comm. & Advocacy

DEPARTMENTAL OBJECTIVES

To enhance corporate Image of the Commission

To promote good corporate governance

Improve Visibility

To conduct public education and advocacy

Cordination of partnerships and linkages

Management of customer care

To provide hansard services to the Commission

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Implementing advocacy programmes, initiatives and projects	No of programmes, initiatives and projects implemented	eld 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	10 public forums held.	130	110



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Preparing funding proposals to support Advocacy program	No of donors brought on board	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	Ten(10) partners brought onboard and working in partnership with the Commission on matters of gender mainstreaming, HLI,Public education campaigns etc	120	130
Coordinating the development and implementation of advocacy policy documents	No of policy documents developed and in place	Developed the following policy documents;. Processes and Procedure manual, communication and advocacy policy, NLC Brand manual and resource mobilization startegy.	Processes and Procedure manual, communication and advocacy policy, NLC Brand manual and resource mobilization startegy Developed and now in use	130	140
Conduct Public education and awareness campaigns	No. of public awareness forums held	conducted several advocacy campaigns in support of key mandate activities	conducted 8 advocacy campaigns in support of key mandate activities	140	80
Organize for Interagency consultative forums held	No of interagency forums held	50 both physical and Virtual interagency stakeholders meetings conducted	50 physical and Virtual inter-agency stakeholders meetings attended	130	80



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Coordinating development and dissemination of CEPA materials	No. of CEPA materials produced and distributed	Developed content for various CEPA materials and distributed them country wide. Over 10,000 CEPA materials were distributed	Developed content for various CEPA materials and distributed them country wide. with support of donors and partners	100	120
Coordinating the preparation of annual work plans and budgets	no	Cordinated the development of Reports for the 4 quarters available, biannual report and workshop and conference reports available	Coordinated the development of Reports for the 4 quarters available, biannual report and workshop and conference reports available	130	140
Promoting and maintaining good public relations with stakeholders	No of donors and partners mantained	Mainted a good relationship with over 20 existing patners and 10 new partners brought onboard and working with varidepartments to support the Commissions activities	Kept contacts with 20 existing partners and 10 new partners brought onboard	120	120
Total Appraisee Score on Performance Targets				1000.00	920.00
Mean Appraisal Scores				125%	115%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are realistic and achievable	Targets set are realistic and achievable and require necessary support
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 adequate resources a lot can be achieved	The officer did well and performed beyond expectation



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Implementing advocacy programmes, initiatives and projects	No of programmes, initiatives and projects implemented	target not changed	Performance ongoing- public awareness campaigns in support of key mandate activities before during and after ongoing.
Preparing funding proposals to support Advocacy program	No of donors brought on board	Target not changed	7 partners brought on board through the efforts of the department;
Coordinating the development and implementation of advocacy policy documents	No of policy documents developed and in place	Target not changed	Performance ongoing-Developed the following policy documents;. Processes and Procedure manual, communication and advocacy policy, NLC Brand manual and resource mobilization strategy.
Conduct Public education and awareness campaigns	No. of public awareness forums held	Target not changed	public awareness Performance ongoing-campaigns in support of key mandate activities before during and after ongoing.
Organize for Interagency consultative forums held	No of interagency forums held	Target not changed	Performance ongoing
Coordinating development and dissemination of CEPA materials	No. of CEPA materials produced and distributed	Target not changed	Performance ongoing- IEC materials produced on need basis
Coordinating the preparation of annual work plans and budgets	no	Target not changed	the directorates annual workplan, budget and procurement plan in place
Promoting and maintaining good public relations with stakeholders	No of donors and partners maintained	Target not changed	a database of all our partners in place

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
None of the targets have changed and performance is ongoing	Proceed with the execution of the set targets with a goal of attaining 100% or more

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I execute all duties assigned with minimal supervision and timely.	Chebii has shown leadership skills in bringing donors and partners on board

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior management course	2 weeks	Management



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Strategic leadership	6 weeks	Management
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The training is necessary to increase job satisfaction and morale and improve productivity	The officer needs training in the areas requested for improved performance	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer did well during the financial year and would do better if resources are available	The commission is requested to facilitate the trainings requested for development of the staff	