



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150165	Staff Name:	Clementine Kisangau Wavinya
ID Number:	23680224	Employee E-mail:	clementine.wavinya@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	LP&R	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Nancy Cherono Kosgey	Immediate Supervisor Designation:	Senior Research Officer
Second Supervisor:	Mary Macharia Wandia	Supervisor Designation:	Deputy Director Research

DEPARTMENTAL OBJECTIVES
To conduct Research on land and use of Natural Resources
To Increase partnerships in land management and governance through research.
To improve service delivery in management of land and natural resources.
To promote dialogue on sustainable use of land and natural resources.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Undertake themed research on land and use of natural resources.	Research proposals, concept notes and research reports.	1 Concept note, 2 proposals prepared. 3 reports prepared and 2 published	120	110	115
Prepare Research Department Quarter and Annual reports.	Quarter and Annual reports.	Department Quarter reports prepared, approved and forwarded. Annual report prepared	120	120	120
Participate in 4 land related conferences, workshops and seminars (virtual and physical) for purposes of building and strengthening partnerships.	Attendance registers, conference reports.	6 Workshops and virtual meetings attended.	120	120	120



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Undertake at least 2 trainings for capacity development and strengthening.	Certificates issued, Trainings attended.	1 Commission sponsored training attended and one online training	150	100	125
National Land Policy	Draft NLP, Meetings and attendance registers	NLC Recommended NLP done and forwarded to CS Lands.	150	130	140
Unbundling of the Commission Mandate	Report	Report prepared and forwarded	150	110	130
Organize the regional research conference	Conference attendance, Report and Proceedings.	Conference successfully held on 12-13 June 2024	150	120	135
Mid-term review of the Commission Strategic Plan	Report on review of the Strategic Plan, Questionnaire for reviewing the SP	Draft questionnaire done and forwarded	150	110	130
Departmental work-plan and procurement plan.	Approved work-plan and procurement plan	Department work-plan and procurement plan done	150	110	130
Departmental work-plan and procurement plan.	Approved work-plan and procurement plan	Department work-plan and procurement plan done	150	110	130
Total Appraisee Score on Performance Targets				1140.00	1275.00
Mean Appraisal Scores				114%	127.5%

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Planned research fieldworks affected by limited funds.

Excellent work. Give it up

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

Excellent work. There is room for improvement



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Undertake themed research on land and use of natural resources.	Research proposals, concept notes and research reports.	Target not changed	Ongoing amidst budgetary constraints affecting data collection and fieldwork
Prepare Research Department Quarter and Annual reports.	Quarter and Annual reports.	Target not changed	On course
Participate in 4 land related conferences, workshops and seminars (virtual and physical) for purposes of building and strengthening partnerships.	Attendance registers, conference reports.	Target not changed	Ongoing
Undertake at least 2 trainings for capacity development and strengthening.	Certificates issued, Trainings attended.	Target not changed	Delayed due to lack of training finances
National Land Policy	Draft NLP, Meetings and attendance registers	Target Added	Ongoing
Unbundling of the Commission Mandate	Report	Target Added	Ongoing
Organize the regional research conference	Conference attendance, Report and Proceedings.	Target not changed	on course
Mid-term review of the Commission Strategic Plan	Report on review of the Strategic Plan, Questionnaire for reviewing the SP	Target Added	Ongoing
Departmental work-plan and procurement plan.	Approved work-plan and procurement plan	Target not changed	On course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
On course	Good work. Keep it up.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Managerial and Supervisory Competence	Managing and Evaluating Performance	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	Work well done despite few challenges here and there



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Proposals, Concepts and Grant writing	4 weeks	Research related
Advanced Excel and Data Modelling	4 weeks	Research related
Senior Management course	4 weeks	Management
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training courses identified are key for effective service delivery.		Good work. The officer requires these trainings to improve on her work.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The performance has been good, though financial challenges. You will need to upgrade and take up some management work as you have now been promoted.	Management training required.	