



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140039	Staff Name:	Ben Tuwai Bett
ID Number:	11575267	Employee E-mail:	ben.bett@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2019-2020
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC3
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

To develop the capacity to enhance efficiency and transparency in service delivery

To facilitate an equitable and secure work environment for all

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Carry out a training needs analysis (TNA) between 1st August to 5th September, 2019	Questionnaire, Memos	Training needs analysis carried out in August, 2019	Training needs analysis carried out in August, 2019	100	100
To train staff in identified thematic areas between 1st July, 2019 to 30th June, 2020	Approved budgets, Attendance list, Training program, Nomination letter	Trained 295 employees in identified thematic areas against a target of 250 for the year.	Trained 295 employees in identified thematic areas against a target of 250 for the year.	118	118
To benchmark with best industry practice between 1st October to 31st December, 2019	Memos, Questionnaire, Budget approvals	Commissions to benchmark with identified and introduction letters prepared. However activity put on hold awaiting further guidance from the Commissioners.	Commissions to benchmark with identified and introduction letters prepared. However activity put on hold awaiting further guidance from the Commissioners.	95	100



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To carry out induction of the new Commissioners between 1st October to 31st December, 2019	Attendance list, Timetable, Budget approvals, induction report	Induction of Commissioners was concluded in November, 2019	Induction of Commissioners was concluded in November, 2019	166	166
To establish and operationalize a training revolving fund between 1st October to 31st December, 2019	Budget approvals, Staff circular	Revolving Fund was budgeted in the budget proposals however the same was not availed by the National Treasury	Revolving Fund was budgeted in the budget proposals however the same was not availed by the National Treasury	100	100
To develop the Directorate work plan between 13th May to 31st May, 2020	Circulation of work plan, Memos	Work plan was developed in June, 2020 after delays brought about by the COVID-19 Pandemic	Work plan was developed in June, 2020 after delays brought about by the COVID-19 Pandemic	100	100
To assist staff in developing individual work plans/targets between 20th June to 30th June, 2020	Circulation of individual work plans, Memos	Target was dropped due to social distance requirements brought about by the COVID-19 pandemic	Target was dropped due to social distance requirements brought about by the COVID-19 pandemic	100	100
Assist staff in conducting mid- year reviews between 2nd January to 15th January, 2020.	Circulation of mid-year review reports, Memos	Assisted staff in conducting mid-year reviews between 10th January to 31st January, 2020	Assisted staff in conducting mid-year reviews between 10th January to 31st January, 2020	98	100
To Assist in conducting end term performance evaluations between 6th July to 20th July, 2019	Circulation of end term review reports, Memos	Activity was dropped due to social distance requirements brought about by COVID-19 pandemic	Activity was dropped due to social distance requirements brought about by COVID-19 pandemic	100	100



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To sensitize staff on performance appraisals in 4 forums	Attendance list, Training notes, Time table	Staff sensitized on performance appraisals in group sessions held in Nyeri, Kisumu, Mombasa and Nairobi.	Staff sensitized on performance appraisals in group sessions held in Nyeri, Kisumu, Mombasa and Nairobi. Staff sensitized on performance appraisals in group sessions held in Nyeri, Kisumu, Mombasa and Nairobi.	100	100
To carry out the staff performance appraisal moderation exercise for the FY 2018/2019 between 1st July to 31st October, 2019	Attendance list for moderation committee, Budget approvals	Target was dropped due to financial constraints	Target was dropped due to financial constraints	100	100
To carry out a skills audit/ inventory between 1st January to 30th June 2020	Approved budgets, Memos, Staff circular	Target was dropped due to financial constraints	Target was dropped due to financial constraints	100	100
To develop a reward policy between 1st October to 31st December, 2019	Budget approvals, Memos, Staff circular	Target dropped due to financial constraints	Target dropped due to financial constraints	100	100
To undertake team building exercises for staff between 1st July, 2019 to 30th June, 2020	Identified consultant, Team building report, Attendance list, Memos, Staff profiling report, Team building report	Target dropped due to financial constraints and COVID-19 pandemic	Target dropped due to financial constraints and COVID-19 pandemic	100	100
To conduct a staff satisfaction and work survey between 1st May to 31st May, 2020	Budget approval, Questionnaire, Memos	Staff satisfaction survey was held in December 2019 / January 2020. Consultant procured still analyzing the questionnaires	Staff satisfaction survey was held in December 2019 / January 2020. Consultant procured still analyzing the questionnaires	100	100



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To Procure a staff medical cover between 1st October and 31st December, 2019	Memos, Tender documents, Minutes of tender meeting, Attendance list	Medical cover was procured in December, 2019	Medical cover was procured in December, 2019	100	100
To Procure a Group Personal Accident (GPA) cover & WIBA between 1st October to 31st December, 2019	Memos, Tender documents, Minutes of tender meeting, Attendance list	Group personal accident cover was procured in December, 2019	Group personal accident cover was procured in December, 2019	100	100
To re-new the Group Life Assurance (GLA) cover between 1st January, to 31st March, 2020	Memos	Target was changed to 4th quarter of the year since cover was expiring on 30th June, 2020 at mid-night. The group life assurance cover was therefore renewed in June, 2020	Target was changed to 4th quarter of the year since cover was expiring on 30th June, 2020 at mid-night. The group life assurance cover was therefore renewed in June, 2020	100	100
To disburse staff Mortgages and Car loans to staff between 1st July, 2019 to 30th June, 2020	Loan award letter, Sale agreements, Copies House titles and Car log books	Funds were budgeted for the Mortgages and Car loans in the Commission budget proposals but the same was not availed by the National Treasury during the year	Funds were budgeted for the Mortgages and Car loans in the Commission budget proposals but the same was not availed by the National Treasury during the year	100	100
To identify and equip a Lactation room for breast feeding mothers between 1st July to 31st December, 2019	Memos, Purchase of furniture and fittings, Staff circular	The Lactation room was identified on 8th floor of ACK Annex building. However, funds to buy the necessary equipment and fittings for the room were not available	The Lactation room was identified on 8th floor of ACK Annex building. However, funds to buy the necessary equipment and fittings for the room were not available	100	100



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To facilitate payment of service gratuity to staff between 1st October to 31st December, 2019	Memo, Staff circular, Payment advice	Target was changed to 4th quarter of the year. The service gratuity was paid in June, 2020.	Target was changed to 4th quarter of the year. The service gratuity was paid in June, 2020.	100	100
To develop a succession planning policy, employee wellness policy, diversity policy and Human Resource Strategy between 1st January to 31st March, 2020	Memos, Budget approvals, Staff circular	Target was dropped due to financial constraints	Target was dropped due to financial constraints	100	100
To review the NLC organizational structure and staffing, review of career progression guidelines for NLC staff, review of the Human Resource Policy and procedures manual, review terms and conditions of service of NLC staff, review of NLC payroll	Budget approvals, Memos, Staff circular	Target was dropped due to financial constraints	Target was dropped due to financial constraints	100	100
To train the appointed Board of Trustees on pension matters between 1st October to 31st December 2019	Approved budgets, Training attendance certificates, Training nomination letters, Training program	Target was dropped due to financial constraints and COVID-19 pandemic	Target was dropped due to financial constraints and COVID-19 pandemic	100	100
To hold the pension scheme AGM and conduct the staff awareness training on pension matters between 1st October to 31st December, 2019	Attendance list, Budget approvals, Training notes, Minutes of AGM	Target was changed to 3rd quarter of the year. AGM was held on 31st January, 2020.	Target was changed to 3rd quarter of the year. AGM was held on 31st January, 2020.	166	166
To remit the annual FKE membership subscriptions between 1st January to 31st March, 2020	Remittance schedules, Memos	Remittance of FKE membership subscriptions was done in February, 2020	Remittance of FKE membership subscriptions was done in February, 2020	100	133
To sensitize staff on the completion of wealth declaration forms as per the Public Officer Ethics Act (POEA) of 2003 between 1st July to 30th November, 2019.	Budget approvals, Attendance list, Training program, Memos	Staff were sensitized on the wealth declaration forms between October and November, 2019	Staff were sensitized on the wealth declaration forms between October and November, 2019	100	100



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To develop a health and safety policy statement for the Commission between 1st July, 2019 to 30th June, 2020	Memos to staff, Staff circular	Health and safety statement was developed in 4th quarter	Health and safety statement was developed in 4th quarter	100	100
To train members of the various Human Resources Committees on cross cutting issues i.e. OSHA, HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st January to 30th June, 2020	Budget approvals, Attendance list, Training program, Certificates of attendance	Target was dropped due to financial constraints	Target was dropped due to financial constraints	100	100
To carry out a baseline survey on crosscutting issues i.e. HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st to 30th June, 2020	Budget approvals, Questionnaire, Memos, Staff circular	Target was dropped due to financial constraints	Target was dropped due to financial constraints	100	100
To review appointments to the various Human Resource related Committees between 1st October to 31st December, 2019	Staff circular, Memos	Target was dropped until when the new Commissioners settle in office to give further guidance on the same		100	0
To recruit 59 additional staff to the Commission between 1st July, 2019 to 30th June, 2020	No of staff recruited, Interview minutes, Job advert, Appointment letters	Advert for vacancies was sent out on 3rd March, 2020 to 31st March, 2020. Long listing took place in May/June 2020. Process has been delayed due to COVID - 19 pandemic		100	0
To recruit 100 interns between 1st July, 2019 to 30th June, 2020	No of interns recruited, Internship advert, Appointment letters	130 interns were recruited during the period		130	0
To recruit 52 students on attachment between 1st July, 2019 to 31st June, 2020	No of students on attachment recruited, Students on attachment advert, Appointment letters	72 students were recruited on attachment during the year		138.46	0
Total Appraisee Score on Performance Targets				3611.46	3183.00



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Mean Appraisal Scores		106.22%	93.62%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable if the necessary resources are availed and on time.	Targets were set as agreed

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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Carry out a training needs analysis (TNA) between 1st August to 5th September, 2019	Questionnaire, Memos	Target not changed or added	None
To train staff in identified thematic areas between 1st July, 2019 to 30th June, 2020	Approved budgets, Attendance list, Training program, Nomination letter	Target not changed or added	None
To benchmark with best industry practice between 1st October to 31st December, 2019	Memos, Questionnaire, Budget approvals	Target not changed or added	None
To carry out induction of the new Commissioners between 1st October to 31st December, 2019	Attendance list, Timetable, Budget approvals, induction report	Target not changed or added	None
To establish and operationalize a training revolving fund between 1st October to 31st December, 2019	Budget approvals, Staff circular	Target not changed or added	None
To develop the Directorate work plan between 13th May to 31st May, 2020	Circulation of work plan, Memos	Target not changed or added	None
To assist staff in developing individual work plans/targets between 20th June to 30th June, 2020	Circulation of individual work plans, Memos	Target dropped	Target dropped due to COVID-19 pandemic
Assist staff in conducting mid-year reviews between 2nd January to 15th January, 2020.	Circulation of mid-year review reports, Memos	Target not changed or added	None



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To Assist in conducting end term performance evaluations between 6th July to 20th July, 2019	Circulation of end term review reports, Memos	Target dropped	Target dropped due to COVID-19 pandemic
To sensitize staff on performance appraisals in 4 forums	Attendance list, Training notes, Time table	Target not changed or added	None
To carry out the staff performance appraisal moderation exercise for the FY 2018/2019 between 1st July to 31st October, 2019	Attendance list for moderation committee, Budget approvals	Target dropped	Target dropped due to financial constraints
To carry out a skills audit/ inventory between 1st January to 30th June 2020	Approved budgets, Memos, Staff circular	Target dropped	Target dropped due to financial constraints
To develop a reward policy between 1st October to 31st December, 2019	Budget approvals, Memos, Staff circular	Target dropped.	Target dropped due to financial constraints
To undertake team building exercises for staff between 1st July, 2019 to 30th June, 2020	Identified consultant, Team building report, Attendance list, Memos, Staff profiling report, Team building report	Target dropped	Target dropped due to financial constraints and COVID-19 pandemic
To conduct a staff satisfaction and work survey between 1st May to 31st May, 2020	Budget approval, Questionnaire, Memos	Target not changed or added	None
To Procure a staff medical cover between 1st October and 31st December, 2019	Memos, Tender documents, Minutes of tender meeting, Attendance list	Target not changed or added	None
To Procure a Group Personal Accident (GPA) cover & WIBA between 1st October to 31st December, 2019	Memos, Tender documents, Minutes of tender meeting, Attendance list	Target not changed or added	None
To re-new the Group Life Assurance (GLA) cover between 1st January, to 31st March, 2020	Memos	Target changed to between 1st April to 30th June, 2020	Current cover expiring on 30th June, 2020
To disburse staff Mortgages and Car loans to staff between 1st July, 2019 to 30th June, 2020	Loan award letter, Sale agreements, Copies House titles and Car log books	Target not changed or added	None
To identify and equip a Lactation room for breast feeding mothers between 1st July to 31st December, 2019	Memos, Purchase of furniture and fittings, Staff circular	Target not changed or added	None



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To facilitate payment of service gratuity to staff between 1st October to 31st December, 2019	Memo, Staff circular, Payment advice	Target changed to between 1st April to 30th June, 2020	Still pursuing payment of the same from the National Treasury
To develop a succession planning policy, employee wellness policy, diversity policy and Human Resource Strategy between 1st January to 31st March, 2020	Memos, Budget approvals, Staff circular	Target dropped	Target dropped due to financial constraints
To review the NLC organizational structure and staffing, review of career progression guidelines for NLC staff, review of the Human Resource Policy and procedures manual, review terms and conditions of service of NLC staff, review of NLC payroll	Budget approvals, Memos, Staff circular	Target dropped	Target dropped due to financial constraints
To train the appointed Board of Trustees on pension matters between 1st October to 31st December 2019	Approved budgets, Training attendance certificates, Training nomination letters, Training program	Target dropped.	Target dropped due to financial constraints and COVID-19 pandemic
To hold the pension scheme AGM and conduct the staff awareness training on pension matters between 1st October to 31st December, 2019	Attendance list, Budget approvals, Training notes, Minutes of AGM	Target changed	Target changed to between 1st January to 31st March, 2020
To remit the annual FKE membership subscriptions between 1st January to 31st March, 2020	Remittance schedules, Memos	Target not changed or added	None
To sensitize staff on the completion of wealth declaration forms as per the Public Officer Ethics Act (POEA) of 2003 between 1st July to 30th November, 2019.	Budget approvals, Attendance list, Training program, Memos	Target not changed or added	None
To develop a health and safety policy statement for the Commission between 1st July, 2019 to 30th June, 2020	Memos to staff, Staff circular	Target not changed or added	None



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To train members of the various Human Resources Committees on cross cutting issues i.e. OSHA, HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st January to 30th June, 2020	Budget approvals, Attendance list, Training program, Certificates of attendance	Target dropped	Target dropped due to financial constraints
To carry out a baseline survey on crosscutting issues i.e. HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st to 30th June, 2020	Budget approvals, Questionnaire, Memos, Staff circular	Target dropped	Target dropped due to financial constraints

MID YEAR APPRAISEES'S COMMENTS

Will strive to achieve the remaining targets as stated.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The mid-year evaluation is fine. Proceed to final review

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
HR Annual Conference	4 days	Professional Training
Strategic Human Resource Management Course	seven (7) days	Management Course
Management Development Course	five (5) days	Management Training Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I need the training to assist me in delivering on the targets set.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Excellent performance	None