



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140042	Staff Name:	Josephat Wasua Muendo
ID Number:	10799642	Employee E-mail:	josephat.wasua@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	12-Meru County	Job Grade:	NLC3
Dept/Directorate	CCO	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 secure public institutional land
- To enhance access to alienated and unalienated public land for development
- To develop a comprehensive public land inventory and data base
- To regularize urban land allocations
- To mainstream land use planning in the national and county development agenda
- To provide redress to land disputes
- To provide redress to Historical Land Injustices (HLI)
- To enhance corporate image of the Commission through County office
- To improve work environment
- To ensure financial sustainability
- To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Documentation of 525 No. of the surveyed and unsurveyed acquired public land	No. of parcels identified and submitted for processing	525	525No. of parcels identified and submitted for processing	100	100



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Submit 20 No. applications for extension/ renewal of lease	No. of applications submitted to Land Administration	6	6No. of applications submitted to Land Administration	30	30
Document 100 No. public land in Community/Groups/Company Lands and Settlement Schemes	No. of public land parcels identified	100	100No. of public land parcels identified	100	100
Document 156 No. public institution lands	Number of parcels identified and submitted to Land Administration for processing	81	81Number of parcels identified and submitted to Land Administration for processing	51	51
Recover 12 No. public institutional land	Number of public institution land parcels identified for recovery	12	12Number of public institution land parcels identified for recovery	100	100
Inventorize 400 public land in the county	updated ground verification county comprehensive public land inventory	400	updated ground verification county comprehensive public land inventory with 400 new entries	100	100
Inventorize the status of urban centres	Quarterly status reports on status of urban centres submitted	1	Status report submitted	100	100
Document rights in urban areas. Verify 200 No. of beneficiaries	No. of verified list of beneficiaries submitted	250	250No. of verified list of beneficiaries submitted	125	125
Report on Land Use Planning status in the County (CSP LPs and other planning projects)	Status report prepared and submitted.(Basis monitoring will be provided by HQ)	1	Status report prepared and submitted.(Basis monitoring will be provided by HQ)	100	100
Monitor and oversight preparation of 5 No. land use plans for land reserved and held by public agencies	No. of parcels identified and submitted to HQ	0	None	0	0



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Resolve 20 No. land disputes and conflicts through use of ADR/TDR (use of AJS) mechanisms	No. of disputes handled (received and processed)	42	42No. of disputes handled (received and processed)	200	200
Resolve 4 No. land disputes through effective court cases management	No. of court user committee sessions attended	4	4No. of court user committee sessions attended	100	100
Implement legal frameworks for HLI. (Reports on preliminary investigations of HLI matters)	No. of preliminary investigations conducted	1	1No. of preliminary investigations conducted	25	25
Sensitize public on NLC mandates, service delivery timeliness, Commission charter displayed	4 No. of public awareness forums/meetings. 12 No. of County engagement meetings	27	27 No. of public awareness forums/meeting s.	168	168
Improve visibility	No. of CEPA materials distributed.	100%	CEPA materials distributed.	100	100
Requisitions and maintain appropriate infrastructure and equipment	No of requisitions. An updated asset register.	4	4 requisitions made	100	100
Ensure prudent utilization of resources.	% utilization of office imprest	100%	IMPREST SURRENDERD	100	100
Preparation of workplan	Workplan prepared and in place	1	County Workplan prepared	100	100
4 Quarterly reports	No. of reports	4	4 Quarterly reports submitted	100	100
Annual reviews report	No. of report	1	Annual review report submitted	100	100
7 performance appraisal reports (PAS) for county staff	No. of PAS filled	7	7No. of PAS filled	100	100
Total Appraisee Score on Performance Targets				1999.00	1999.00
Mean Appraisal Scores				95.19%	95.19%

APPRAISEE'S COMMENTS ON TARGET SETTING

The targets set are achievable.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Targets set are agreeable



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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
Set targets were achieved/ surpassed. The unmet targets i.e documentation of public land and renewal of leases were due to limited number of applications received at the office.	Good performance

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Documentation of 525 No. of the surveyed and unsurveyed acquired public land	No. of parcels identified and submitted for processing	No target changed.	272 No. of parcels identified.
Submit 20 No. applications for extension/ renewal of lease	No. of applications submitted to Land Administration	No target changed.	4 No. of applications submitted to Land Administration.
Document 100 No. public land in Community/Groups/Company Lands and Settlement Schemes	No. of public land parcels identified	No target changed.	50 No. of public land parcels identified.
Document 156 No. public institution lands	Number of parcels identified and submitted to Land Administration for processing	No target changed.	43 No. of parcels identified and submitted to Land Administration.
Recover 12 No. public institutional land	Number of public institution land parcels identified for recovery	No target changed.	6 No. of public land parcels identified for recovery.
Inventorize 400 public land in the county	updated ground verification county comprehensive public land inventory	No target changed.	200 No. of public land parcels identified.
Inventorize the status of urban centres	Quarterly status reports on status of urban centres submitted	No target changed.	2 status reports submitted.
Document rights in urban areas. Verify 200 No. of beneficiaries	No. of verified list of beneficiaries submitted	No target changed.	150 No. of verified list of beneficiaries prepared.
Report on Land Use Planning status in the County (CSP LPs and other planning projects)	Status report prepared and submitted.(Basis monitoring will be provided by HQ)	No target changed.	1 status report prepared and submitted.
Monitor and oversight preparation of 5 No. land use plans for land reserved and held by public agencies	No. of parcels identified and submitted to HQ	No target changed.	No parcels have been identified and submitted to HQ.
Resolve 20 No. land disputes and conflicts through use of ADR/TDR (use of AJS) mechanisms	No. of disputes handled (received and processed)	No target changed.	3 No. of disputes received and processed.



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Resolve 4 No. land disputes through effective court cases management	No. of court user committee sessions attended	No target changed.	No court sessions attended.
Implement legal frameworks for HLI. (Reports on preliminary investigations of HLI matters)	No. of preliminary investigations conducted	No target changed.	1 preliminary investigation conducted.
Sensitize public on NLC mandates, service delivery timeliness, Commission charter displayed	4 No. of public awareness forums/meetings. 12 No. of County engagement meetings	No target changed.	5 No. of public awareness forums/meetings. 6 No. of County engagement meetings
Improve visibility	No. of CEPA materials distributed.	No target changed.	50% of CEPA materials distributed.
Requisitions and maintain appropriate infrastructure and equipment	No of requisitions. An updated asset register.	No target changed.	2 No of requisitions made. Asset register updated.
Ensure prudent utilization of resources.	% utilization of office imprest	No target changed.	100% utilization of imprest.
Preparation of workplan	Workplan prepared and in place	No target changed.	Work plan prepared.
4 Quarterly reports	No. of reports	No target changed.	2 quarterly reports prepared.
Annual reviews report	No. of report	No target changed.	1 annual review report submitted.
7 performance appraisal reports (PAS) for county staff	No. of PAS filled	No target changed.	7 PAS filled per quarter.

MID YEAR APPRAISEES'S COMMENTS

There is good progress in the achievement of set targets.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The mid-year performance is acceptable. Please strive to achieve the remaining targets by close of the fourth quarter.

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

I have the skills and competencies required to undertake my duties

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Strategic Leadership	4 weeks	Management



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I require training in strategic leadership	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance	None