



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210561	Staff Name:	Ivy Wambui Kariuki
ID Number:	29648735	Employee E-mail:	ivy.kariuki@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	SCM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Mohamednoor Bashir Farah	Immediate Supervisor Designation:	Head Supply Chain Management
Second Supervisor:	Mohamednoor Bashir Farah	Supervisor Designation:	Head Supply Chain Management

DEPARTMENTAL OBJECTIVES
To ensure effective and efficient support to users
Create value for money and minimize waste
To synchronize supply with demands

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. To draft and submit statutory reports (5th of each subsequent month, Quarterly report submitted to PPRA and National Treasury by 14th day of the subsequent Quarter	a) Approved statutory reports by the CEO b) Copies of reports submitted to PPRA and National Treasury	All statutory reports are 100% complete and submitted	100	100	100
2. Upload complete tenders/ opening and evaluation reports/ professional opinions/ contracts/ LPOs& LSOs and Inspection reports in the PPIP Portal by 5th of every month	a) Uploaded reports in the PPIP Portal	All tenders are uploaded apart from framework contracts that are pending; signing of notifications and contracts	98	100	100
3. To draft SCM Procurement Plan for FY 2023-2024 by 8th May 2023	a) Submitted SCM Procurement Plan	The SCM procurement plan is 100% complete and approved	100	100	100



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4. To consolidate Procurement Plan for FY 2023-2024 for the Commission by 5th June 2023	a) Submitted Consolidated Procurement Plan to HSCM	The Procurement Plan was 100% achieved	95	100	100
5. To assist in drafting the Supply Chain Management Charter by 2nd October 2023	a) Submitted to HSCM	It was 100% completed successfully	95	100	100
6. To assist in developing the SCM Policy Manual by 2nd October 2023	a) Submitted to HSCM	It was 100% completed successfully	95	100	100
Total Appraisee Score on Performance Targets				600.00	600.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
These targets are achievable.	Good work

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
I managed to achieve the set targets successfully and there were no challenges whatsoever.	Good

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. To draft and submit statutory reports (5th of each subsequent month, Quarterly report submitted to PPRA and National Treasury by 14th day of the subsequent Quarter	a) Approved statutory reports by the CEO b) Copies of reports submitted to PPRA and National Treasury	Target not changed or added	All statutory reports were prepared and submitted for signing and were sent to National Treasury and PPRA on due time
2. Upload complete tenders/ opening and evaluation reports/ professional opinions/ contracts/ LPOs& LSOs and Inspection reports in the PPIP Portal by 5th of every month	a) Uploaded reports in the PPIP Portal	Target not changed or added	All required documents have been scanned and uploaded in the PPIP Portal
3. To draft SCM Procurement Plan for FY 2023-2024 by 8th May 2023	a) Submitted SCM Procurement Plan	Target not changed or added	The procurement plan was 100% complete



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4. To consolidate Procurement Plan for FY 2023-2024 for the Commission by 5th June 2023	a) Submitted Consolidated Procurement Plan to HSCM	Target not changed or added	Consolidated Procurement Plan was completed and submitted for approval
5. To assist in drafting the Supply Chain Management Charter by 2nd October 2023	a) Submitted to HSCM	Target not changed or added	The SCM charter was drafted and submitted to HSCM for review
6. To assist in developing the SCM Policy Manual by 2nd October 2023	a) Submitted to HSCM	Target not changed or added	The SCM policy Manual was drafted and submitted to HSCM

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets for 1st and 2nd Quarter were achievable	Make sure all targets are well achieved. Ensure any file you handle has the requisite support documents.

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I believe that professionalism will help me attain my targets	Ensure to observe set professional code of conduct and work ethics, respect to colleagues and supervisor

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory and managerial skills	4 weeks	Senior Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above course will help in supervisory and managerial skills	Your Training needs will be considered subject to availability of funds

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good work	Your training will be supported subject to availability of funds