



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150151	Staff Name:	Simon Kipkoech Chebii
ID Number:	12828862	Employee E-mail:	simon.chebii@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	26-Trans Nzoia County	Job Grade:	NLC5
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
- 3. To develop a comprehensive public land inventory and data base
- 4. To regularize urban land allocations
- 5. To mainstream land use planning in the national and county development agenda
- 6. To provide redress to land disputes
- 7. To provide redress to Historical Land Injustices (HLI)
- 8. To enhance corporate image of the Commission through County office
- 9. To improve work environment
- 10. To ensure financial sustainability
- 11. 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
To identify 10no. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	No. of parcels identified and submitted to Land Administration & Management for processing	90%	90%	100	90
To conduct ground reports with aim of identifying 4no. of public institution for recovery from 1st July 2021 to 30th June,2022	<ul style="list-style-type: none"> • No. of public institutions identified for recovery • Ground status report 	200%	100	100	100



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To receive ,review and recommend 10No. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	No. of applications submitted to Land Administration & Administration Directorate	80%	80%	100	80
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2021 to 30th June,2022	List and status reports on surrendered and reserved public lands.	100%	100%	100	100
To update the county comprehensive public land inventory database with 100No. of parcels from 1st July 2021 to 30th June,2022.	No of parcels updated in the county comprehensive public land inventory database.	100	Register updated	100	100
To develop a ground report of the status of urban centres from 1st July 2021 to 30th June,2022.	<ul style="list-style-type: none"> • Report on the status of urban centres • No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County 	100%	Report in place	100	100
To develop a Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) from 1st July 2021 to 30th June,2022.	Status report	100%	Status report in place	100	100
To develop a report on disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2021 to 30th June,2022.	No. Of disputes received, processed /handled through ADR/TDR	80%	Report in palce	100	100
To conduct 12No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021 to 30th June,2022.	No. of preliminary investigations conducted	100%	Investigations conducted	100	100
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June,2022.	No. of awareness forums/meetings	100%	Meetings/Forum s undertaken	100	100
Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter	100%	Requisitions done	100	100
To maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	Updated asset register	100%	Asset Register updated	100	100
To ensure a prudent expenditure on imprest advanced from 1st July 2021 to 30th June,2022	Timely surrender of imprest	100%	Imprest surrendered	100	100
To develop County work plan for FY 2022/2023 between 1st – 15th June 2022	County work plan for 2022-2023	100%	County workplan in place	100	100
To prepare and submit quarterly reports on the performance of the County.	No. of quarterly reports submitted.	100%	Quarterly reports submitted	100	100
To prepare and submit annual report for the FY 2021-2022 on the performance of the county.	County Annual Report	100%	County Annual Report in place	100	100



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To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	<ul style="list-style-type: none"> • Mid-Year Review Report • Annual Staff Appraisal Report. 	100%	Mid and Annual staff appraisal in place.	100	100
Total Appraisee Score on Performance Targets				1700.00	1670.00
Mean Appraisal Scores				100%	98.24%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable	

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
targets were achieved satisfactorily	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify 10no. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	No. of parcels identified and submitted to Land Administration & Management for processing	not changed	90%
To conduct ground reports with aim of identifying 4no. of public institution for recovery from 1st July 2021 to 30th June,2022	<ul style="list-style-type: none"> • No. of public institutions identified for recovery • Ground status report 	not changed	100%
To receive ,review and recommend 10No. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	No. of applications submitted to Land Administration & Administration Directorate	not changed	100%



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To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2021 to 30th June,2022	List and status reports on surrendered and reserved public lands.	not changed	99%
To update the county comprehensive public land inventory database with 100No. of parcels from 1st July 2021 to 30th June,2022.	No of parcels updated in the county comprehensive public land inventory database.	not changed	100%
To develop a ground report of the status of urban centres from 1st July 2021 to 30th June,2022.	<ul style="list-style-type: none"> • Report on the status of urban centres • No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County 	not changed	99%
To develop a Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) from 1st July 2021 to 30th June,2022.	Status report	not changed	98%
To develop a report on disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2021 to 30th June,2022.	No. Of disputes received, processed /handled through ADR/TDR	not changed	90%
To conduct 12No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021 to 30th June,2022.	No. of preliminary investigations conducted	not changed	90%
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June,2022.	No. of awareness forums/meetings	not changed	100%
Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter	not Changed	100%



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To maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	Updated asset register	not Changed	100%
To ensure a prudent expenditure on imprest advanced from 1st July 2021 to 30th June,2022	Timely surrender of imprest	not changed	100%
To develop County work plan for FY 2022/2023 between 1st – 15th June 2022	County work plan for 2022-2023	Not Changed	100%
To prepare and submit quarterly reports on the performance of the County.	No. of quarterly reports submitted.	not Changed	100%
To prepare and submit annual report for the FY 2021-2022 on the performance of the county.	County Annual Report	not changed	100%
To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	<ul style="list-style-type: none"> • Mid-Year Review Report • Annual Staff Appraisal Report. 	Not Changed	100%

MID YEAR APPRAISEES'S COMMENTS

No change in the targets

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Ensure you achieve all the agreed targets by close of the financial year.

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 posses planning and organizing skills that aids in managing staff under my supervision.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
senior supervisory skills	1 month	Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I request the commission to sponsor/facilitate the above training

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations