



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150203	Staff Name:	Dennis Mutungi Kinyamasyo
ID Number:	13793659	Employee E-mail:	dennis.mutungi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	02-Kwale County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
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

1. To secure public institutional land.
2. 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 30 No. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2023 to 30th June,2024	No. of parcels identified and submitted to Land Administration & Management for processing.	Achieved 45 No. of undocumented parcels of land.		90	0
To conduct ground reports with aim of identifying 20No. of public institution for recovery from 1st July 2023 to 30th June,2024	• No. of public institutions identified for recovery • Ground status report	Achieved 19 No. of public institutions.		95	0



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Mainstream final survey in the vesting process for compulsorily acquired lands To identify and process 148No. of compulsorily acquired parcels of land for the purposes of final survey and vesting.	No. of Compulsory acquired Parcels identified and submitted for processing	Achieved 153 No. of compulsorily acquired parcels		103	0
To identify and process 10. No of Natural resources and Ecologically sensitive sites for documentation.	No. of sites identified and forwarded for documentation.	Achieved 8 No. of sites.		80	0
To receive ,review and recommend 8No. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July 2023 to 30th June,2024	No. of applications submitted to Land Administration& Administration Directorate	Achieved 7 No. of Applications for renewal/Extensi on of leases		88	0
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2023 to 30th June,2024	List and status reports on surrendered and reserved public lands	Achieved 56 No. surrendered reserved public lands		100	0
To update the county comprehensive public land inventory database from 1st July 2023 to 30th June,2024.	4 No. of reports on county comprehensive public land inventory database	Achieved 4 No. of reports on public land inventory		100	0
To develop a ground report of the status of urban centres from 1st July 2023 to 30th June,2024.	- 4 No. of Reports on the status of urban centres - No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County	Achieved 4 No. of reports on status of urban centres		100	0
To develop a Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) from 1st July 2023 to 30th June,2024.	Status report prepared and submitted.	Status report prepared and submitted.		100	0
To develop a report on 10No. of disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2023 to 30th June,2024.	No. Of disputes handled (rcvd and processed)	Received and processed 7 No. of disputes through ADR/TDR		70	0
To Resolve land disputes through effective Court Cases management.	-No. of Court User Committee sessions attended -No. of cause list submitted	Attended 4 No. of CUC sessions		100	0
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2023 to 30th June,2024.	No. of awareness forums/meetings held/ attended.	Held 4 No. of public awareness forums.		100	0
To attend 12No. of County engagement meetings between 1st July 2023 to 30th June,2024	No. of meetings attended.	Attended 14 No. of county engagement meetings		117	0



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To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2023 to 30th June,2024	No. of CEPA materials Requested, Received and distributed (Communication, Educational, Public Awareness)	No. CEPA materials were provided.		100	0
To ensure a prudent expenditure on imprest advanced from 1st July 2023 to 30th June,2024	Timely surrender of imprest	Imprest was surrendered timely.		100	0
To maintain an updated asset register of all the assets in the County from 1st July 2023 to 30th June,2024	Updated asset register.	Asset register is upto date		100	0
To develop County work plan for FY 2024/2025 between 1st – 15th June 2024	County work plan for 2024-2025	County work plan for 2024-2025 developed.		100	0
o prepare and submit quarterly reports on the performance of the County.	4No. of quarterly reports to be submitted.	4 No. of quarterly reports submitted.		100	0
To prepare and submit annual report for the FY 2023-2024 on the performance of the county.	County Annual Report	County annual report prepared and submitted		100	0
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	-Mid-Year Review Report -Annual Staff Appraisal Report	Mid year review and annual staff appraisal reports conducted.		100	0
To update the county comprehensive public land inventory database from 1st July 2023 to 30th June,2024.	4 No. of reports on county comprehensive public land inventory database	Achieved 4 No. of reports on public land inventory		100	0
0	0			0	0
Total Appraisee Score on Performance Targets				2043.00	0.00
Mean Appraisal Scores				92.86%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are SMART.	
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
Most targets were achieved despite the many financial challenges.	



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify 30 No. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2023 to 30th June,2024	No. of parcels identified and submitted to Land Administration & Management for processing.	Target Varied to No. 50	Mid year achievement is No. 35
To conduct ground reports with aim of identifying 20No. of public institution for recovery from 1st July 2023 to 30th June,2024	• No. of public institutions identified for recovery • Ground status report	Target not varied.	Mid year achievement is No. 8
Mainstream final survey in the vesting process for compulsorily acquired lands To identify and process 148No. of compulsorily acquired parcels of land for the purposes of final survey and vesting.	No. of Compulsory acquired Parcels identified and submitted for processing	Target not varied	Mid year achievement is No. 92
To identify and process 10. No of Natural resources and Ecologically sensitive sites for documentation.	No. of sites identified and forwarded for documentation.	Target not varied	Mid year achievement is No. 5
To receive ,review and recommend 8No. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July 2023 to 30th June,2024	No. of applications submitted to Land Administration& Administration Directorate	Target not varied	Mid year achievement is No. 4
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2023 to 30th June,2024	List and status reports on surrendered and reserved public lands	Target not varied.	Mid year achievement is No. 33
To update the county comprehensive public land inventory database from 1st July 2023 to 30th June,2024.	4 No. of reports on county comprehensive public land inventory database	Target not varied.	Mid year achievement is No. 2



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To develop a ground report of the status of urban centres from 1st July 2023 to 30th June,2024.	- 4 No. of Reports on the status of urban centres - No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County	Target Not varied.	Mid year achievement is No. 2
To develop a Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) from 1st July 2023 to 30th June,2024.	Status report prepared and submitted.	Target not varied.	Report under preparation.
To develop a report on 10No. of disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2023 to 30th June,2024.	No. Of disputes handled (rcvd and processed)	Target not varied.	Mid year achievement is No. 4
To Resolve land disputes through effective Court Cases management.	-No. of Court User Committee sessions attended -No. of cause list submitted	Target not varied.	Mid year No. of meetings attended is No. 2
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2023 to 30th June,2024.	No. of awareness forums/meetings held/ attended.	Target not varied.	Mid year No. of meetings/forums held is No. 2
To attend 12No. of County engagement meetings between 1st July 2023 to 30th June,2024	No. of meetings attended.	Target not varied.	Mid year No. of meetings attended is No. 7
To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2023 to 30th June,2024	No. of CEPA materials Requested, Received and distributed (Communication, Educational, Public Awareness)	Target not varied.	No CEPA materials received so far.
To ensure a prudent expenditure on imprest advanced from 1st July 2023 to 30th June,2024	Timely surrender of imprest	Target not varied.	No imprest received so far.
To maintain an updated asset register of all the assets in the County from 1st July 2023 to 30th June,2024	Updated asset register.	Target not varied.	Asset register is up to date.
To develop County work plan for FY 2024/2025 between 1st – 15th June 2024	County work plan for 2024-2025	Target not varied.	County work plan is under preparation.



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o prepare and submit quarterly reports on the performance of the County.	4No. of quarterly reports to be submitted.	Target not varied.	2 No of quarterly reports submitted.
To prepare and submit annual report for the FY 2023-2024 on the performance of the county.	County Annual Report	Target not varied.	Annual report under preparation.
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	-Mid-Year Review Report -Annual Staff Appraisal Report	Target not varied.	Mid year staff appraisal done.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Most targets were achieved. However financing of field and office activities was a challenge especially transport and stationery.	Strive to achieve set targets

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
The targets were smart and were therefore achievable.		

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This will improve my management skills at the work place to enable me handle complex matters.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations