



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210523	Staff Name:	Mohamednoor Bashir Farah
ID Number:	20263473	Employee E-mail:	m.farah@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC3
Dept/Directorate	SCM	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 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
Conduct Registration and continuous updating of suppliers list for the commission	a) Advert for pre-qualification b) Report / Minutes of pre-qualified suppliers	The supplier registration process was done and approved by the Accounting Officer.	Approved list of suppliers in place	100	100
To Secure sufficient leasing of office space for the Commissioners and staffs at HQ by 30-01-2022	a) Request Memo for office space b) Commissioners resolution minutes c) Advert d) Memo for appointment of Opening / evaluation committees e) Lease agreement signed	The office space for the Commission and staffs have been secured and in occupation.	Office space aquired	100	100
To procure office partitioning for the procured commission office space by 28-02-2022	a) Approved memo b) Advert c) Opening / evaluation reports d) Acceptance letter / agreement	Office Partitioning successfully done / completed	Office Partitioning successfully done / completed	100	100



INDIVIDUAL APPRAISAL REPORT

Training of supply chain management staffs at KSG and at least 2 other professional courses for the entire team by 31-12-2021	a) Approved Request memo b) Invitation letter from ksg c) LPO / Invoice	10 staffs trained in IFMIS E-procurement at KSG and mapped in IFMIS. All staffs trained on New standard tender documents first phase as allowed by budgetary provision. All staffs also attended KRA sensitization training, Lastly but not the least, 3 s	Relevant trainings undertaken	100	100
To ensure all new staffs are captured and mapped in the IFMIS System to help them do their work using the IFMIS system by end of August 2021	a) Approved request memo to National Treasury	All new staffs are captured and mapped with their own credential in IFMSI	All new staffs are captured and mapped with their own credential in IFMSI	100	100
Procure 16 vehicles (10 for commissioners & 6 for Administration in line with the approved budget by 30-01-2022	a) Approved request memo b) Suppliers agreement c) LPO d) Inspection and Delivery note	10 New TXL Landcruiser Prado for commissioners procured. 6 new vehicles double and one small saloon vehicles procured . Also procured is 3 new Palisade 4x4 vehicles	20No of vehicles procured	100	100
Prepare consolidated annual procurement plan for the commission by 30-08-2021	a) Fin, Planning and Supply chain board paper for sub-committee b) Minute of sub-committee on finance, ICT & Supply chain d) Report of the consolidated procurement plan	Annual Consolidated Procurement Plan prepared and approved by the Commission Plenary and the accounting officer	Annual procurement report in place	100	100



INDIVIDUAL APPRAISAL REPORT

To conduct staffs appraisals for all Supply chain staffs in NLC by end of May 2022	a) Filled performance appraisal forms by all staffs in the department	All Supply Chain staffs have been appraised. and closed	All Staff appraised	100	100
To prepare and send statutory reports to PPRA and Management (Jul-Dec) for 2021 and Jan-Jun 2022)	a) Report of preferences and reservations b) Board paper presented and approved	Monthly, Quarterly and half yearly statutory prepared and shared with regulatory body's	Monthly, Quarterly and half yearly statutory prepared and shared with regulatory body's	100	100
To prepare Supply Chain annual budget for 2022/2023	a) Report of supply chain annual budget prepared for 2022-2023	Annual supply chain department budget prepared and shared with Director FCP	Annual supply chain department budget prepared and shared with Director FCP	100	100
Prepare end year pending bills for 2019-2021 by 30-09-2021	a) List of pending bills b) IFMIS Encumbrance report on pending bills for 2019-2020	2019-2021 Pending bills prepared and uploaded on to National treasury portal for ease of payment	2019-2021 Pending bills prepared and uploaded on to National treasury portal for ease of payment	100	100
Continuous respond to audit and compliance in regards to supply chain matters on need basis on behalf of the management	a) Auditors request lists b) Auditor Management responses & annexes	Successfully responded to all issues related to supply chain both in internal and external Audit queries	Successfully responded to all issues related to supply chain both in internal and external Audit queries	100	100
Maintain updated departments registers (Delivery register, invoice register, requisition register)	a) Evidence of the registers	Invoice register, stock issues register and requisition registers fully updated	Invoice register, stock issues register and requisition registers fully updated	100	100



INDIVIDUAL APPRAISAL REPORT

To come up with comprehensive stock list of store items in the commission by 30-05-2022	a) Stock taking reports b) S11, 13 and stock cards all updated	Two stock taking, thus at the beginning of the financial year and end of the financial year done	wo stock taking, thus at the beginning of the financial year and end of the financial year done	100	100
To procure group medical insurance (GPA and WIBA) for the Commission staffs by 15-07-2021	c) Approved memo d) Advert e) Reports	GPA, WIBA AND GLA have all been procured and currently running	GPA, WIBA AND GLA have all been procured and currently running	100	100
To procure medical insurance for the Commission staffs by 30-01-2022	f) Approved memo g) Advert	Staffs Medical Insurance cover successfully procured and with current running contract	Staffs Medical Insurance cover successfully procured and with current running contract	100	100
To ensure vouchers are inspected in IFMIS on continuous basis	h) No of vouchers presented to accounts as per voucher register	All Vouchers forwarded to finance directory have been inspected and filed	All Vouchers forwarded to finance directory have been inspected and filed	100	100
Total Appraisee Score on Performance Targets				1700.00	1700.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set as agreed	Target set are agreeable. Go ahead and implement the same.

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
	Very good performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Conduct Registration and continuous updating of suppliers list for the commission	a) Advert for pre-qualification b) Report / Minutes of pre-qualified suppliers	None	Target remains the same and achieved



INDIVIDUAL APPRAISAL REPORT

To Secure sufficient leasing of office space for the Commissioners and staffs at HQ by 30-01-2022	a) Request Memo for office space b) Commissioners resolution minutes c) Advert d) Memo for appointment of Opening / evaluation committees e) Lease agreement signed	None	Target achieved
To procure office partitioning for the procured commission office space by 28-02-2022	a) Approved memo b) Advert c) Opening / evaluation reports d) Acceptance letter / agreement	None	Target achieved as planned
Training of supply chain management staffs at KSG and at least 2 other professional courses for the entire team by 31-12-2021	a) Approved Request memo b) Invitation letter from ksg c) LPO / Invoice	There were no target changed or added	All staff trained for their professional course and trained at KSG on IFMIS Modules
To ensure all new staffs are captured and mapped in the IFMIS System to help them do their work using the IFMIS system by end of August 2021	a) Approved request memo to National Treasury	No change of target	Staff trained and mapped in the IFMIS System
Procure 16 vehicles (10 for commissioners & 6 for Administration in line with the approved budget by 30-01-2022	a) Approved request memo b) Suppliers agreement c) LPO d) Inspection and Delivery note	The target remains the same	procurement process for 6 Vehicles completed awaiting dealers delivery. Procurement process for 10 vehicles for Commissioners not done due to delay in getting concurrence from the National treasury
Prepare consolidated annual procurement plan for the commission by 30-08-2021	a) Fin, Planning and Supply chain board paper for sub-committee b) Minute of sub-committee on finance, ICT & Supply chain d) Report of the consolidated procurement plan	No target changed	Target achieved
To conduct staffs appraisals for all Supply chain staffs in NLC by end of May 2022	a) Filled performance appraisal forms by all staffs in the department	No change of target	The performance appraisal exercise is on course as per the performance cycle
To prepare and send statutory reports to PPRA and Management (Jul-Dec) for 2021 and Jan-Jun 2022)	a) Report of preferences and reservations b) Board paper presented and approved	Target remains the same	Target achieved
Prepare end year pending bills for 2019-2021 by 30-09-2021	a) List of pending bills b) IFMIS Encumbrance report on pending bills for 2019-2020	None	Report on pending bills prepared and shared with finance and corporate planning as required



INDIVIDUAL APPRAISAL REPORT

Continuous respond to audit and compliance in regards to supply chain matters on need basis on behalf of the management	a) Auditors request lists b) Auditor Management responses & annexes	None	Complied as requested
Maintain updated departments registers (Delivery register, invoice register, requisition register)	a) Evidence of the registers	Same targets	Achieved
To come up with comprehensive stock list of store items in the commission by 30-05-2022	a) Stock taking reports b) S11, 13 and stock cards all updated	No change of target	Process on course
To procure group medical insurance (GPA and WIBA) for the Commission staffs by 15-07-2021	c) Approved memo d) Advert e) Reports	No change on target	WIBA and GPA Insurance were procured. Target achieved
To procure medical insurance for the Commission staffs by 30-01-2022	f) Approved memo g) Advert	Target remains the same	Medical Insurance for Commissioners and staff procured. Target achieved
To ensure vouchers are inspected in IFMIS on continuous basis	h) No of vouchers presented to accounts as per voucher register	None	Achieved continuously

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Mid Year review competed as per the above.	Strive to achieve all the set targets by close of FY 2021-2022

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
---	--

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Ethics, Values and Integrity Development Program for Policy Makers	one week	Management
Public Procurement and Contract Management Course	one week	Professional Course



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
These training are relevant to my work	Your training requests will be considered subject to availability of funds
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations