



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|---|
| Staff Number: | NLC20150184 | Staff Name: | Silla Ojwang Odhiambo |
| ID Number: | 26101932 | Employee E-mail: | silla.odhiambo@landcommission.go.ke |
| Appraisal Type: | MID FINANCIAL YEAR | Appraisal Period: | 2021-2022 |
| Terms of Service: | Permanent and Pensionable | Gender: | Male |
| Work Station | 47-Nairobi City County | Job Grade: | NLC7 |
| Dept/Directorate | SCM | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | Cyrus Nyaga Njue | Immediate Supervisor Designation: | Principal Supply Chain Management Officer |
| Second Supervisor: | Mohamednoor Bashir Farah | Supervisor Designation: | Head Supply Chain Management |

DEPARTMENTAL OBJECTIVES

1. Timely procurement of goods, works and services to the Commission cost effectively
2. Disposal of assets that have no utility value to the Commission
3. To promote economy, efficiency and transparency in procurement and stores management
4. To Procure required goods, services and works at the right quantity, quality, time and price

AGREED PERFORMANCE TARGETS

| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|---|--|--|--------------------------------|--------------------|---------------|
| Uploading of Annual Procurement Plan in the IFMIS | Uploaded and approved Procurement Plan in IFMIS | Procurement Plan uploaded and approved | 100 | 100 | 100 |
| Creation of Procurement Requisition in IFMIS | Number of Requisitions Created and approved on IFMIS | All Assigned Procurement Requisitions created on IFMIS | 100 | 100 | 100 |
| Sourcing of Suppliers and Service providers of goods and services respectively on IFMIS | Number of Negotiations created on IFMIS | All assigned Negotiation/Sourcing Numbers fully executed in IFMISs respectively on IFMIS | 100 | 100 | 100 |



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|---|---|--|-----|---------------|---------------|
| Evaluation of negotiations on IFMIS | Number of evaluated Negotiations submitted Evaluation by the Evaluation Committee. | All assigned Negotiation/Sou rcing Numbers fully evaluated in IFMISs respectively on IFMIS | 100 | 100 | 100 |
| Creation of Purchase orders on IFMIS | Number of Purchase Orders | 50 POs created on IFMIS | 100 | 100 | 100 |
| Coordinating booking of Air tickets to Commission Staff | Number of Air tickets booked for staff | All assigned Air ticket assignments booked as required | 100 | 100 | 100 |
| Secretariat to various Committee | Number of reports submitted for each task assigned | Reports on Various Committee assignments submitted to HSCM | 100 | 100 | 100 |
| Total Appraiser Score on Performance Targets | | | | 700.00 | 700.00 |
| Mean Appraisal Scores | | | | 100% | 100% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| | Target achieved .Next time check and verify item codes |

| 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 achieved the set targets. | |

| MID YEAR REVIEW | | | |
|---|--|-----------------------------|---|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| Uploading of Annual Procurement Plan in the IFMIS | Uploaded and approved Procurement Plan in IFMIS | Target not changed or added | The Plan was uploaded and approved |
| Creation of Procurement Requisition in IFMIS | Number of Requisitions Created and approved on IFMIS | Target not changed or added | Assigned Requisitions were created and approved |
| Sourcing of Suppliers and Service providers of goods and services respectively on IFMIS | Number of Negotiations created on IFMIS | Target not changed or added | Negotiations created on all requisitions assigned |



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| Evaluation of negotiations on IFMIS | Number of evaluated Negotiations submitted Evaluation by the Evaluation Committee. | Target not changed or added | All created negotiations fully evaluated |
| Creation of Purchase orders on IFMIS | Number of Purchase Orders | Target not changed or added | Purchase orders resulting from assigned RQs and RFQs created |
| Coordinating booking of Air tickets to Commission Staff | Number of Air tickets booked for staff | Target not changed or added | All assigned Ticket Requisitions done |
| Secretariat to various Committee | Number of reports submitted for each task assigned | Target not changed or added | Reports signed and submitted |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|----------------------------------|--|
| I believe I met all set targets. | Please ensure all targets are achieved and report all challenges |

| 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 |
|---|--|
| I achieved the set targets. | Indicate above |

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|--------------------------------------|----------|-------------------------------------|
| Training & Development Needs | Duration | Type of Training |
| Training on the new tender documents | 14 days | Continuous Professional Development |
| Senior management course | 14 days | Supervisory |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|--|---|
| | SMC COURSE FOR ONE MONTH HIGHLY RECOMMENDED |

| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | |
|--|-----------------------------------|
| Second Supervisor Comments | Second Supervisor Recommendations |
| | |