



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210561	<b>Staff Name:</b>	Ivy Wambui Kariuki
<b>ID Number:</b>	29648735	<b>Employee E-mail:</b>	ivy.kariuki@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC6
<b>Dept/Directorate</b>	SCM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Mohamednoor Bashir Farah	<b>Immediate Supervisor Designation:</b>	Head Supply Chain Management
<b>Second Supervisor:</b>	Mohamednoor Bashir Farah	<b>Supervisor Designation:</b>	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
To draft SCM Procurement Plan FY 2022-2023 by May 2022	a) Submitted SCM procurement plan	SCM Procurement plan was submitted	100	100	100
To consolidate Procurement Plan FY 2022-2023 for the Commission by end of May 2022	a) Submitted Consolidated Procurement Plan FY 2022-2023	The Consolidated Procurement plan was completed and approved.	100	100	100
To upload completed tenders/opening and evaluation reports/Professional Opinion/Contracts/LPOs/LSOs and Inspection reports in the portal	a)Uploaded reports in the PPIP portal	All documents were uploaded successfully in the PPIP Portal	100	100	100
To draft Contracts and LPOs for allocated goods, works or services	a)Signed and stamped contracts and LPOs b) Signed notification letters	Contracts and LPOs were drafted and approved	100	100	100



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To reconcile suppliers' invoices and forward all contract merchandise vouchers for payment by end of year closure	a) Detailed report in the voucher movement book	All contract merchandise vouchers are forwarded for payment	100	100	80
To prepare RFQs, Tenders and Addendum	a) No. of RFQ/Tender documents b) No. of addendum documents when required c) Uploaded documents in the NLC and PPIP website	RFQ documents were prepared but no tenders were allocated during the Financial Year	100	100	90
To coordinate preparation of monthly framework contracts	a) Monthly framework reports	All monthly framework contracts are successfully prepared and submitted	100	100	100
To check store issuance for allocated items	a) Counter Stores requisition book (S11)	Allocated items were issued as per the (S11) book	100	100	90
Secretary/secretariat to allocated RFQs, Tenders and EOI	a) Opening minutes b) Evaluation reports	Opening minutes and evaluation reports were signed by all members and filed in their respective files	100	100	95
To conduct market survey	a) Market survey documents in their respective file	Market survey was conducted successfully	100	100	80
To draft all contract awards, Quarterly and Six months reports under preference and reservation scheme	a) Approved statutory reports by the CEO b) Submitted reports to National Treasury and PPRA	All reports are successfully done in due time and submitted to PPRA and National Treasury	100	100	100



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Sourcing for allocated goods/works/services in the IFMIS System	a) No. of sourced goods/works/services b) No. of responses from suppliers in the IFMIS System	All sourced goods/works and services received responses from suppliers.	100	100	100
To respond to allocated audit/compliance issues	a) Report of audit/compliance issues	A Report for audit/compliance issues was completed successfully	100	100	100
To inspect goods/works/services for allocated items manually and in the IFMIS System	a) Inspection reports for allocated items	Inspection reports were completed and signed by all members	100	100	100
To draft memos and letters on procurement correspondences and forward for review	a) Copies of Correspondence memos and letters in their respective file	All memos and correspondence s were drafted successfully and filed in the respective file	100	100	100
To draft Professional Opinions on RFQs and forward for review	a) No. of Professional Opinions	All professional Opinions were drafted and forwarded for review	100	100	95
To draft allocated notification letters to suppliers	a) Notification of award letters	Notification letters were drafted, approved and submitted to suppliers	100	100	100
To check that all Tenders/RFQs/EOI files are filed and labelled	a) Filed and labelled files on all Tenders/RFQs/EOI	All filed and labelled successfully	100	100	100
To update continuous supplier registration	a) Updated suppliers registration list	Successfully updated	100	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1900.00</b>	<b>1830.00</b>
<b>Mean Appraisal Scores</b>				<b>100%</b>	<b>96.32%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING		IMMEDIATE SUPERVISOR'S ON TARGET SETTING	
The targets are achievable.		Proceed to the next level and ensure to attain the targets as set	
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	
		Ensure to set SMART Targets for your next year appraisal	
MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To draft SCM Procurement Plan FY 2022-2023 by May 2022	a) Submitted SCM procurement plan	Target not changed or added	The procurement plan was 100% complete
To consolidate Procurement Plan FY 2022-2023 for the Commission by end of May 2022	a) Submitted Consolidated Procurement Plan FY 2022-2023	Target not changed or added	Consolidated Procurement Plan was completed and submitted for approval
To upload completed tenders/opening and evaluation reports/Professional Opinion/Contracts/LPOs/LSOs and Inspection reports in the portal	a)Uploaded reports in the PPIP portal	Target not changed or added	All the completed tenders and attached documents were uploaded in the PPIP Portal
To draft Contracts and LPOs for allocated goods, works or services	a)Signed and stamped contracts and LPOs b) Signed notification letters	Target not changed or added	All contracts and LPOs were signed, stamped and submitted to the winning bidders.
To reconcile suppliers' invoices and forward all contract merchandise vouchers for payment by end of year closure	a) Detailed report in the voucher movement book	Target not changed or added	All suppliers' invoices and contract merchandise vouchers for 1st and 2nd Quarter were forwarded for payment
To prepare RFQs, Tenders and Addendum	a) No. of RFQ/Tender documents b) No. of addendum documents when required c) Uploaded documents in the NLC and PPIP website	Target not changed or added	I prepared some RFQ documents and bidders were awarded for provision of goods/services
To coordinate preparation of monthly framework contracts	a) Monthly framework reports	Target not changed or added	All monthly framework reports were submitted timely to HSCM
To check store issuance for allocated items	a) Counter Stores requisition book (S11)	Target not changed or added	The process was successfully done
Secretary/secretariat to allocated RFQs, Tenders and EOI	a) Opening minutes b) Evaluation reports	Target not changed or added	I performed secretary and secretariat duties for both RFQs and Tenders and submitted reports for signing



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To conduct market survey	a) Market survey documents in their respective file	Target not changed or added	Market survey documents were prepared and placed in their respective file
To draft all contract awards, Quarterly and Six months reports under preference and reservation scheme	a) Approved statutory reports by the CEO b) Submitted reports to National Treasury and PPRA	Target not changed or added	All reports for 1st, 2nd Quarter and Six months reports were prepared and submitted for signing and sent to NT and PPRA
Sourcing for allocated goods/works/services in the IFMIS System	a) No. of sourced goods/works/services b) No. of responses from suppliers in the IFMIS System	Target not changed or added	No sourcing was done in IFMIS due to closure of the system, instead sourcing was done manually
To respond to allocated audit/compliance issues	a) Report of audit/compliance issues	Target not changed or added	All audit and compliance issues were addressed
To inspect goods/works/services for allocated items manually and in the IFMIS System	a) Inspection reports for allocated items	Target not changed or added	All inspection reports were 100% complete
To draft memos and letters on procurement correspondences and forward for review	a) Copies of Correspondence memos and letters in their respective file	Target not changed or added	Memos and correspondence letters were drafted and placed in their respective files
To draft Professional Opinions on RFQs and forward for review	a) No. of Professional Opinions	Target not changed or added	All professional opinions on RFQs were drafted and forwarded for review
To draft allocated notification letters to suppliers	a) Notification of award letters	Target not changed or added	All drafted notification of award letters were completed and submitted to suppliers
To check that all Tenders/RFQs/EOI files are filed and labelled	a) Filed and labelled files on all Tenders/RFQs/EOI	Target not changed or added	All files are well filed and labelled
To update continuous supplier registration	a) Updated suppliers registration list	Target not changed or added	Updating the list is still ongoing

### MID YEAR APPRAISEES'S COMMENTS

Targets for 1st and 2nd Quarter were achievable

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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	Good - Between 80% and 99%

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Good achievement



## INDIVIDUAL APPRAISAL REPORT

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 trainings will be considered subject to availability of funds
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The Officer is diligent, disciplined and committed to her work. She has achieved her targets	Ivy should be supported in undertaking short management courses like supervisory training.	