



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140076	Staff Name:	Charles Kagama Maina
ID Number:	8206829	Employee E-mail:	charles.kagama@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC2
Dept/Directorate	LP&R	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

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Develop (100%) draft Guidelines for preparation of land use and management plans for land held by public agencies.	Draft Guidelines and List of public agencies.	List of public agencies that hold public land prepared, 1.No. Engagement session with public agencies held, and Draft Guidelines in place	List of public agencies that hold public land prepared, 1.No. Engagement session with public agencies held, and Draft Guidelines in place	120	100
2. Monitor & Oversee the preparation of 5 No. County Spatial Plans	No. of County spatial plans monitored	14 Counties monitored (Machakos, Muranga, Kajiado, Kiambu, Narok, Nyeri, Kirinyaga, West Pokot, Kwale, Bomet, Kilifi, Laikipia, Mandera, Tana River)	14 Counties monitored (Machakos, Muranga, Kajiado, Kiambu, Narok, Nyeri, Kirinyaga, West Pokot, Kwale, Bomet, Kilifi, Laikipia, Mandera, Tana River)	200	200



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3. Monitor and oversee the implementation of 2 No. County Spatial Plans	No. of County Spatial Plans on Implementation Monitored	5 Counties monitored on the status of the implementation of the approved CSP (Bomet, Narok, Lamu, Baringo & Makueni)	5 Counties monitored on the status of the implementation of the approved CSP (Bomet, Narok, Lamu, Baringo & Makueni)	150	150
4. Monitor & Oversee the implementation of the National Land Use Policy (NLUP) through launch/ dissemination of 1 No. Tool	No. of tools Launched and disseminated	1. No. (NLUP Implementation M&O) Tool launched and disseminated.	1. No. (NLUP Implementation M&O) Tool launched and disseminated.	100	100
5. Sensitize 5 No. NLUP implementing agencies.	No. of Implementing Agencies sensitized	14 No. implementing Agencies sensitized (during launching sessions)	14 No. implementing Agencies sensitized (during launching sessions)	120	120
6. Monitor & Oversee the implementation of the National Spatial Plan (NSP) through launch/ dissemination of 1 No. Tool	No. of tools launched and disseminated	1. No. (NSP Implementation M&O) Tool launched and disseminated.	1. No. (NSP Implementation M&O) Tool launched and disseminated.	100	100
7. Sensitize 5 No. NSP implementing Agencies	No of sensitized Implementing Agencies	14 No. implementing Agencies sensitized (during launching sessions)	14 No. implementing Agencies sensitized (during launching sessions)	120	120
8. Monitor and oversee preparation & implementation of 20 No. Local Physical/ Urban Land use Plans and PDPs	No. of Local/ Urban Physical & Land Use Plans and PDPs reviewed and monitored	26 No. of Plans been monitored ranging from Part Development Plans to Urban Land Use Plans	26 No. of Plans been monitored ranging from Part Development Plans to Urban Land Use Plans	200	130



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9. Prepare 20 No. Advisories on Local/ Urban Physical Land Use Plans and PDPs monitored/ reviewed.	No. of Advisories (letters/ correspondences) prepared and issued	27 No. of Planning Advisories issued (11) - 4 on LPDP in Mandera County, 1 for Kaloleni Kilifi County, 1 Konza Metropolis, (13) PDPs - 9 for Msa, 1 for Kenyatta University, 1 Garissa Airport, 1 Ngong Vet Farm, 2 request for authority to plan for Kwal	27 No. of Planning Advisories issued (11) - 4 on LPDP in Mandera County, 1 for Kaloleni Kilifi County, 1 Konza Metropolis, (13) PDPs - 9 for Msa, 1 for Kenyatta University, 1 Garissa Airport, 1 Ngong Vet Farm, 2 request for authority to plan for Kwal	135	135
10. Prepare 1 No. Status of Land Use Planning Report and Score card	No. of Annual Status of Land Use Planning Report	1 No. status of land Use prepared based on 35 Counties report Received	1 No. status of land Use prepared based on 35 Counties report Received	100	100
11. Create/Develop a Land Use Plans Depository of 20 No. Plans	No. of land use plans deposited	26 No. Plans reviewed and deposited against target of 13 No.	26 No. Plans reviewed and deposited against target of 13 No.	200	130
12. Prepare 1 No. Baseline Status Study Report of National Land Use Planning in Kenya	No. of Baseline Status Study report prepared	The target was dropped following lack of facilitation.	The target was dropped following lack of facilitation.	100	100
13. Sensitization of 47 No. County Governments on importance of Land use planning and management through advisory letters	No. of County governments sensitized	47 No. counties were sensitized advisory letters.	47 No. counties were sensitized advisory letters.	100	100
Total Appraisee Score on Performance Targets				1745.00	1585.00
Mean Appraisal Scores				134.23%	121.92%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target well set in line with directorate objectives.	The set targets are okay. Please go ahead and implement within the financial year.



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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
	Excellent performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Develop (100%) draft Guidelines for preparation of land use and management plans for land held by public agencies.	Draft Guidelines and List of public agencies.	No change	Mid-year target achieved (25%)
2. Monitor & Oversee the preparation of 5 No. County Spatial Plans	No. of County spatial plans monitored	No change	Mid-year target achieved. One (1 No.) CSP monitored
3. Monitor and oversee the implementation of 2 No. County Spatial Plans	No. of County Spatial Plans on Implementation Monitored	No change	No target set for mid-year for this performance activity.
4. Monitor & Oversee the implementation of the National Land Use Policy (NLUP) through launch/ dissemination of 1 No. Tool	No. of tools Launched and disseminated	No change	Target achieved.
5. Sensitize 5 No. NLUP implementing agencies.	No. of Implementing Agencies sensitized	No change	Target achieved and surpassed - 2 Agencies were sensitized instead of 1 agency.
6. Monitor & Oversee the implementation of the National Spatial Plan (NSP) through launch/ dissemination of 1 No. Tool	No. of tools launched and disseminated	No change	Target achieved.
7. Sensitize 5 No. NSP implementing Agencies	No of sensitized Implementing Agencies	No change	Target achieved and surpassed since two (2) agencies were sensitized instead of 1 agency
8. Monitor and oversee preparation & implementation of 20 No. Local Physical/ Urban Land use Plans and PDPs	No. of Local/ Urban Physical & Land Use Plans and PDPs reviewed and monitored	No change.	Mid year target (9) achieved and surpassed (11 plans reviewed/ monitored).
9. Prepare 20 No. Advisories on Local/ Urban Physical Land Use Plans and PDPs monitored/ reviewed.	No. of Advisories (letters/ correspondences) prepared and issued	No change.	Mid year target (9 No.) achieved and surpassed (13 No. advisories prepared).
10. Prepare 1 No. Status of Land Use Planning Report and Score card	No. of Annual Status of Land Use Planning Report	No change.	No mid year target set.



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11. Create/Develop a Land Use Plans Depository of 20 No. Plans	No. of land use plans deposited	Target changed from 20 No. depository plans to 13 No. of plans	Target not met (deficit of 4 No. Plans)
12. Prepare 1 No. Baseline Status Study Report of National Land Use Planning in Kenya	No. of Baseline Status Study report prepared	Target changed (dropped due to lack of funding)	Mid year target was 50%. Only Concept paper was done constituting 10%.
13. Sensitization of 47 No. County Governments on importance of Land use planning and management through advisory letters	No. of County governments sensitized	No change.	Target achieved.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Mid year performance was good. Achievement generally surpassed targets in result areas not affected by budget cut and other challenges. Only two targets were changed in view of prevailing financial constraints. Will endeavor to do better during 3rd &	Mid-year review is commendable. Please go ahead and strive to achieve all set targets by close of financial year.

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
Target archived and some surpassed. On overall targets were all achieved in spite of challenges including budget constraints and shortage of staff.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management	3 months	Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I have not been given any form of training during the period under review	The training requested will be undertaken subject to availability of funds.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Excellent performance	None