



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210648	<b>Staff Name:</b>	Brian Ntapayia Kasaine
<b>ID Number:</b>	27753430	<b>Employee E-mail:</b>	brian.kasaine@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	SCM	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Cyrus Nyaga Njue	<b>Immediate Supervisor Designation:</b>	Principal Supply Chain Management Officer
<b>Second Supervisor:</b>	Mohamednoor Bashir Farah	<b>Supervisor Designation:</b>	Head Supply Chain Management

### DEPARTMENTAL OBJECTIVES

- 1.To ensure effective and efficient support to users.
- 2.Create value for money and minimize waste.
- 3.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 2023-2024 by 8th May 2023	a) Approved SCM Procurement plan by HSCM			0	0
To draft procurement plan FY 2023-2024 for the commission by 5th June 2023	a) Submitted Procurement Plan to HSCM			0	0
To submit statutory documents for Rent and Electricity in the process of payment by 27th of every subsequent quarter.	a) Report for Rent and electricity payment status.			0	0
To Upload complete tenders/opening and evaluation reports/professional opinions/contracts/LPOs & LSOs and Inspection reports in the PPIP Portal by 5th of each subsequent month.	a) Uploaded reports in the PPIP Portal			0	0
To draft the annual Disposal plan FY 2023-2024 for the commission by 5th June 2023	a) Submitted Annual Disposal Plan to HSCM			0	0
To draft and Submit statutory reports for Motor Vehicle and Fuel by 5th of each subsequent month.	a) Submission of monthly Motor Vehicle and Fuel status Report.			0	0
Procurement of Fuel and Motor Vehicle repairs and maintenance	a)Approved memo b)Approved Opening/Evaluation committee c)Opening/Evaluation reports d)Professional Opinions. e)LPOs/LSOs f) Inspection reports.			0	0



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Secretariat services on Disposal of Asset Committee.	a)Submitted of Disposal Asset committees meetings Reports.			0	0
Secretariat services on various appointed committees on Opening/Evaluation Tenders, Disposal plan, Opening/Evaluation RFQs.	a)Number of Opening/Evaluation reports done. b)Number of Drafted Professional Opinions done. c)Number of Printed PO/ LPOs/LSOs done. d)Number of Inspection reports done.			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets Achievable.	Include item on procurement of fuel,serving of motor vehicles,Tender/quotation openings and evaluations which are key Also being in disposal team you need a target on 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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
Procurement and Contract Audit	2 weeks	Procurement and Contract Audit course
Contract and Supplier Relations Management skills	2 weeks	contract and management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training needed	



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations