



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|----------------------------------|
| Staff Number: | NLC20150308 | Staff Name: | Vallary Gor Amondi |
| ID Number: | 26607873 | Employee E-mail: | vallary.gor@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2023-2024 |
| Terms of Service: | Permanent and Pensionable | Gender: | Female |
| Work Station | 47-Nairobi City County | Job Grade: | NLC8 |
| Dept/Directorate | SCM | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | Mohamednoor Bashir Farah | Immediate Supervisor Designation: | Head Supply Chain Management |
| Second Supervisor: | Mohamednoor Bashir Farah | Supervisor Designation: | 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 do bookings of Conferences/Venues/Catering Services, from 1st July 2023 to 30th June 2024 | No. of requisitions from user departments received and filed in their various files. Quotation Files/Framework contract files. | Booked Conferences/Venues/Catering Services, from 1st July 2023 to 30th June 2024 | 92 | 95 | 100 |
| To receive Invoices for preparation of payments for the items under my responsibilities e.g Invoices for Catering Services/Conferences and Venues, from 1st July 2023 to 30th June 2024 | 1. No. of Invoices received, prepared, registered and forwarded to Accounts for payment. 2. Invoice Movement Register/Voucher Movement Register FY 2023/2024 | Received Invoices for preparation of payments for the items under my responsibilities e.g Invoices for Conferences/Venues. From 1st July 2023 to 30th June 2024 | 94 | 90 | 100 |



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|---|--|---|-----|---------------|----------------|
| Secretariat to various RFQ Committees | Reports and Minutes | Offered secretariat services to various RFQ committees i was appointed for the Financial year 2023/2024 | 92 | 100 | 95 |
| Secretariat to Tender opening Committees | Minutes and Reports for the Committees | Offered secretariat services to Tender opening committees i was appointed for the Financial year 2023/2024 | 95 | 95 | 100 |
| Secretariat to Tender Evaluation Committees | Evaluation reports | Offered secretariat services to Tender Evaluation committees i was appointed for the Financial year 2023/2024 | 95 | 95 | 100 |
| To file all RFQ and Tender Documents from 1st July 2023 to 30th June 2024 | Serialized Files and Documents | All RFQ and Tender Documents from 1st July 2023 to 30th June 2024 filed and serialized | 100 | 95 | 100 |
| Total Appraisee Score on Performance Targets | | | | 570.00 | 595.00 |
| Mean Appraisal Scores | | | | 95% | 99.17 % |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| I will try to achieve the set targets to the best of my knowledge and abilities. | Achieve the set targets as agreed |

| 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 |
|--|---|
| | |



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| MID YEAR REVIEW | | | |
|---|---|-------------------------|---|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| To do bookings of Conferences/Venues/Catering Services, from 1st July 2023 to 30th June 2024 | No. of requisitions from user departments received and filed in their various files. Quotation Files/Framework contract files. | Not changed | Ensures No. of requisitions from user departments received and filed in their various files. Quotation Files/Framework contract files |
| To receive Invoices for preparation of payments for the items under my responsibilities e.g Invoices for Catering Services/Conferences and Venues, from 1st July 2023 to 30th June 2024 | 1. No. of Invoices received, prepared, registered and forwarded to Accounts for payment. 2. Invoice Movement Register/Voucher Movement Register FY 2023/2024 | Not changed | To ensure Invoices are received, prepared, registered and forwarded to Accounts for payment. |
| Secretariat to various RFQ Committees | Reports and Minutes | Not changed | To ensure reports and minutes are done |
| Secretariat to Tender opening Committees | Minutes and Reports for the Committees | Not changed | To ensure Minutes and Reports for the Committees are done |
| Secretariat to Tender Evaluation Committees | Evaluation reports | Not changed | To ensure Evaluation reports done |
| To file all RFQ and Tender Documents from 1st July 2023 to 30th June 2024 | Serialized Files and Documents | Not changed | To ensure Files and Documents are Serialized |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|--------------------------------|---|
| Targets are achievable | Make sure all the set targets are achieved before final appraisal |

| 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 |
|---|--|
| This is noted | Ensure you achieve your set targets for the final year |

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|---|----------|----------------------------------|
| Training & Development Needs | Duration | Type of Training |
| 1.New Public Procurement & Disposal Act training. 2.Training on IFMIS | 7 | continuous professional training |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|--|---|
| | Your training needs will be supported subject to funds availability |



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| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | |
|---|--|
| Second Supervisor Comments | Second Supervisor Recommendations |
| Good work. Ensure timely completion of assigned tasks especially hotels and caterings. Don't wait for your seniors to ask for status report but learn how to be proactive and move a head of the pack | Well noted training needs. You will be supported on the same subject to funds availability |