



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150288	Staff Name:	Geoffrey Sang Kipkemoi
ID Number:	20992513	Employee E-mail:	geoffrey.sang@landcommission.go.ke
Appraisal Type:		Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	27-Uasin Gishu County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Andrew Cheruiyot Rotich	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Andrew Rotich Cheruiyot	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

To secure public institutional Land
To enhance access to alienated and unalienated public land for development
To mainstream land use planning in the national and county development agenda
To develop a comprehensive public land inventory and data base
To provide redress to Historical Land injustices (HLI)
To provide redress to land disputes
To provide redress to land disputes
To enhance corporate image of the Commission through the County Office
To improve work environment
To ensure financial sustainability
To strengthen internal systms and processes for efficient service delivery

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Four public institutions identified for recovery, ten ground status reports	3 Public Institutions	List & status reports on surrendered and reserved public land	2 reports	100	100



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To receive,review & recommend number 10 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	Number of applications submitted to Land Administration & Administration Directorate.	14 applications for renewal./ extension of leases	14 application received and processed	100	100
To develop an inventory of public land parcels in community & Settlement schemes from 1st July 2021 to 30th June,2022	List & status reports on surrendered & reserved public lands	one public land inventory in place	one inventory ddveloped	100	100
To update the county comprehensive inventory database with 100 parcels from 1st July 2021 to 30th June, 2022.	Number of parcels updated in the county comprehensive public land inventory database	Availability of an inventory on public land database	one data base developed	100	100
To develop 4 ground reports status of urban centers from 1st July 2021 to 30th June 2022	Number of ground reports on the status of the urban centres undergoing planning and surveying status report	No change because there is no request for ground reports for urban areas	three urban centre report done on ready planned center	100	100
To develop a report on land use planning status in the county (CSP, LPs and other planning projects) from July 2021 to 30th June, 2022.	Number of status report	No applications received during the period	no urban center readied fo assessment	100	100
To develop 4 reports on disputes handled through the use of ADR/TDR in the county(received and processed) from 1st July to 30th June,2022	Number of disputes received, processed/handled through ADR/TDR	4 disputes received,process ed/handled through ADR/TDR	4 received and processed	100	100
To requisite, receive and distribute Communication, Educational, Public Awareness to the public biannually from 1st July 2021 to 30th June,2022	CEPA materials distributed (Communication,Educational,Public awareness)	100% public awareness	Acicievded planned awareness activitei	100	100
To maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	An updated asset register	one updated asset register in place	1 updated register	100	100
To prepare and submit quarterly reports on the performance of the County	Number of quarterly reports submitted	4 quarterly reports prepared and submitted	Contributed to production of 4 quarterly reports	100	100
To conduct mid-year and annual performance appraisal within the stipulated timelines in the Commission Performance management Cycle	.Mid Year Review Report .Annual Staff Appraisal Report	100% mid year review report. Annual Staff appraisal report	set target and reviewed mid term	100	100
To identify 10 of undocumented parcels of land for public institutions & submit to Land Administraton & Management Directorate for processing from 1st July 2012 to 30th June,2022	Number of parcels identified & submitted to Land Administration & Management for processing	3 public institutions with undocumented parcels.	identified 3 public institution and starte documentation	100	100



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To hold/attend 4 forums/meetings to sensitize public on NLC mandates,service delivery timeliness,Commission charter between 1st July 2021 to 30th June,2022	Number of awareness forums/meetings	4 awareness forums/meeting s	4 meeting arranged and achieved	100	100
To develop County work plan for FY 2022/2023 between 1st -15th June 2022	County work plan in place	availability of work plan in place	developed county worfplan inplace	100	100
To conduct ground reports with aim of identifying four public institutions for recovery from 1st July 2021 to 30th June,2022	Number of public institutions identified for recovery and ground status reports	3 Public Institutions	identified 3 institution with issue on land ownership	100	100
Total Appraisee Score on Performance Targets				1500.00	1500.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are realistic and achievable	The officer need to really correlate targets and achievements, the statement on target and statement on actual achievements. Need to learn more on targeting and indicators

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
Targets set are realistic and achievable	The officer is cpable of performing better if he does proper targeting and capture properly the actual achievement

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Four public institutions identified for recovery, ten ground status reports	3 Public Institutions	Targets changed from 4 to 2	Target changed because there was no application received on public institution recovery.
To receive,review & recommend number 10 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	Number of applications submitted to Land Administration & Administration Directorate.	Target changed from 10 to 20	Target changed due to increased number of field visits,ground status reports,photos & work tickets.
To develop an inventory of public land parcels in community & Settlement schemes from 1st July 2021 to 30th June,2022	List & status reports on surrendered & reserved public lands	The target was maintained	there was no received applications on surrendered & reserved public land.



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To update the county comprehensive inventory database with 100 parcels from 1st July 2021 to 30th June, 2022.	Number of parcels updated in the county comprehensive public land inventory database	The target was maintained.	The target was maintained because there was no parcels updated in the comprehensive public inventory.
To develop 4 ground reports status of urban centers from 1st July 2021 to 30th June 2022	Number of ground reports on the status of the urban centres undergoing planning and surveying status report	No target changed or added	There was no ground reports on urban centres.
To develop a report on land use planning status in the county (CSP, LPs and other planning projects) from July 2021 to 30th June, 2022.	Number of status report	Target maintained.	There was no applications received.
To develop 4 reports on disputes handled through the use of ADR/TDR in the county(received and processed) from 1st July to 30th June,2022	Number of disputes received, processed/handled through ADR/TDR	Target maintained.	Target maintained due to minimum ADR/TDR solved within the period.
To requisite, receive and distribute Communication, Educational, Public Awareness to the public biannually from 1st July 2021 to 30th June,2022	CEPA materials distributed (Communication,Educational,Public awareness)	Target maintained.	Target maintained because of lack of CEPA materials to distribute.
To maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	An updated asset register	Neither target changed nor added.	The target was maintained because there were no new asset received.
To prepare and submit quarterly reports on the performance of the County	Number of quarterly reports submitted	No target changed or added.	4 quarterly reports were prepared & submitted on time
To conduct mid-year and annual performance appraisal within the stipulated timelines in the Commission Performance management Cycle	.Mid Year Review Report .Annual Staff Appraisal Report	Target changed from 2 to 3	Target setting,mid year review & annual staff appraisal report was done within stipulated timelines.
To identify 10 of undocumented parcels of land for public institutions & submit to Land Administration & Management Directorate for processing from 1st July 2012 to 30th June,2022	Number of parcels identified & submitted to Land Administration & Management for processing	No target changed or added	There were no undocumented parcels of land for public institutions apart from the database available



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To hold/attend 4 forums/meetings to sensitize public on NLC mandates,service delivery timeliness,Commission charter between 1st July 2021 to 30th June,2022	Number of awareness forums/meetings	No target changed or added	There was no sensitization forums/meetings on NLC mandate.
To develop County work plan for FY 2022/2023 between 1st -15th June 2022	County work plan in place	No target changed or added	County work-plan was developed for the year 2021& 2022
To conduct ground reports with aim of identifying four public institutions for recovery from 1st July 2021 to 30th June,2022	Number of public institutions identified for recovery and ground status reports	No target changed or added	No public institutions identified for recovery.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets set are realistic and achievable.	The revised agreed targets are feasible

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
The trainings asked will enable effective delivery of services if offered	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Record Management	3 weeks	Administrative course
Effective office Administration skills course	2 weeks	Administrative course
Ethics values & Integrity development course	3 weeks	Administrative
Records and Asset Management course	3 weeks	ADMINISTRATIVE

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Need training for effective service delivery	I recommend appropriate training and urgently

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Rework on comment and targets	No training on book keeping