



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210553	Staff Name:	Christine Chelagat
ID Number:	25343190	Employee E-mail:	christine.chelagat@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:	NLC6
Dept/Directorate	F&CP	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Silas Odindo Mutsune	Immediate Supervisor Designation:	Senior Monitoring and Evaluation Officer
Second Supervisor:	Timothy Kariuki Kanyua	Supervisor Designation:	Head Monitoring and Evaluation

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Assist in the preparation of FY 2024/25 Commission's MTEF budget by 30th June 2024	Sub-sector Report Prepared and submitted to National Treasury	FY 2024/25 Commission's MTEF budget prepared. This was through being part of the team that: Attended meetings, Prepared PPR, PBB and Sub sector Report, and taking part in the budget preparation workshop in Naivasha in November 2023	Target achieved	100	100



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Assist in preparation and submission of (4) quarterly non-financials reports for Valuation & Taxation, Communication & Advocacy Directorates	No of Quarterly non-financial reports prepared	Four (4) quarterly non financial reports submitted by each directorate/ department supported (Q1, 2,3 and 4). These are: Valuation and Taxation Directorate, Human Resource and Administration and Corporate Communication	Target Achieved	100	100
Assist in the preparation of the FY 2024/25 annual work plans for Valuation & Taxation, Communication & Advocacy Directorates by 30th June 2024	Commission's work plan developed and submitted	FY 2024/25 workplans prepared and submitted for approval	Target Achieved	100	100
To assist in conducting mid-year performance review for FY 2023/24 work plans for Valuation & Taxation, Communication & Advocacy Directorates by 15th January 2024	A performance review report	FY 2023/24 mid-year report in place for Valuation and Taxation, Communication and Advocacy and Human Resource Directorate	Target Achieved	90	90
To review of the Commission's Strategic Plan (2021-2026) by 31st March 2024	Strategic Plan review report in place	This is ongoing. Took part in populating the Strategic plan evaluation matrix for data analysis in the review process	Target met partially. not achieved fully	50	50
To assist in the development of the Commission's annual report FY 2022/23 by 30th September 2023	Annual report FY 2022/23 developed and published	FY 2022/23 annual report prepared and published	Target Achieved	100	100



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To assist in preparation of (3) M&E frameworks by 31st December 2023	No. of M&E frameworks developed	This is ongoing. The M& E frameworks and prepared and submitted for approval	Target not fully achieved	70	70
Total Appraisee Score on Performance Targets				610.00	610.00
Mean Appraisal Scores				87.14%	87.14%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets to be achieved as planned	The targets set are Specific, Measurable, Achievable and Realistic
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
Assist in the preparation of FY 2024/25 Commission's MTEF budget by 30th June 2024	Sub-sector Report Prepared and submitted to National Treasury	Target not changed	This was achieved in quarter 1
Assist in preparation and submission of (4) quarterly non-financials reports for Valuation & Taxation, Communication & Advocacy Directorates	No of Quarterly non-financial reports prepared	Target not changed.	1st and 2nd quarter reports in place.
Assist in the preparation of the FY 2024/25 annual work plans for Valuation & Taxation, Communication & Advocacy Directorates by 30th June 2024	Commission's work plan developed and submitted	Target not changed	To be finalized in fourth quarter
To assist in conducting mid-year performance review for FY 2023/24 work plans for Valuation & Taxation, Communication & Advocacy Directorates by 15th January 2024	A performance review report	Target not changed	Mid year performance review ongoing



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To review of the Commission's Strategic Plan (2021-2026) by 31st March 2024	Strategic Plan review report in place	Target not changed	To be initiated in 3rd quarter
To assist in the development of the Commission's annual report FY 2022/23 by 30th September 2023	Annual report FY 2022/23 developed and published	Target not changed	Target achieved
To assist in preparation of (3) M&E frameworks by 31st December 2023	No. of M&E frameworks developed	Target not changed	ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I continue to work towards the achievement of all the set targets as agreed.	The targets haven't been changed.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Planning and Organizing	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
This was well executed in the performance of my everyday tasks	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management Course	1 month	Management skills training
Result Based Monitoring and Evaluation	2 weeks	Monitoring and Evaluation course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
During the FY 2023/24, I attended the Senior Management Course as requested. The course significantly enhanced the skills I had hence improving my efficiency and effectiveness at the work place.	The highlighted professional course has greatly improved the appraisee's productivity.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Appraisee had made tremendous strides towards achieving the set target. However, there is room for improvement.	The appraisee could still be considered for further training on Monitoring and Evaluation