



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150216	Staff Name:	Cyrus Nyaga Njue
ID Number:	22000603	Employee E-mail:	cyrus.nyaga@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:	NLC4
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 Supply Chain support to users
Ensure 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
Coordinate consolidated annual procurement plan for the commission by 30-08-2023	100% consolidated procurement plan	100%	100	105	100
Approver 1 role for Annual Procurement plan in IFMIS Module	Approved procurement plan in IFMIS Module	100%	100	100	100
To check accuracy of updated Commission's asset register by 30-04-2023	100% Accurate Updated Asset register in place	100%	85	100	100
Preparation of Departmental work plan for the supply chain Department by 30-06-2022	Departmental work plan in place	100%	100	100	100
Setting performance targets for allocated supply chain officers and conducting appraisals and monitoring	100% appraisal report on allocated staff	100%	100	100	100
Timely updating of tenders in PPIP Portal and any addendums or/clarifications	Number of tenders uploaded	100	100	100	100
Check accuracy of Statutory SCM reports and forward to HSCM for concurrence and forwarding to CEO	100% checking of reports	100%	100	100	100
Check and coordinate Registration and continuous updating of suppliers list for the commission	100% Updated Registration of suppliers report by 30.06.2022	100	100	100	100



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To coordinate, evaluate, Evaluate Secure half of 6th floor for leasing to ensure current experienced space challenge is sorted for staffs at HQ by 30-12-2022	100% Signed evaluation and negotiation minutes reports/minutes in place	101	80	101	100
TO Prepare Supply Chain annual budget for 2022/2023	100% prepared budget proposal submitted to HSCM	101	100	101	100
Coordinate response to audit and compliance in regards to supply chain matters on need basis on behalf of the management	100% responses and clarifications made on queries raised	105	100	105	100
To approval S13 cards and check delivery	100% approved deliveries and s13 cards signed	100	100	100	100
Approve store issuance manually on s13 and online	100% approvals done on allocated items	100	100	100	100
To renew Group Life insurance for the Commission staffs by 30-07-2022	100% signed negotiation minutes	101	100	101	100
Coordinate renewal of Medical and GPA/WIBA Covers by 15-01-2023	100% renewed covers in place	101	100	101	100
Timely Approval of sourcing on allocated items in IFMIS	100% approved sourcing approvals done	101	100	101	90
Timely Evaluation of allocated Tenders, EOIs and RFPS	100% Signed evaluation reports prepared and submitted to HSCM concurrence and for Professional Opinions	100	100	100	100
Participation in allocated Procurement Negotiations meetings	100% minutes signed and filled as required	100	100	100	100
Representing SCM Department in allocated meetings	100% attendance in all meetings	100	100	100	100
Total Appraisee Score on Performance Targets				1915.00	1890.00
Mean Appraisal Scores				100.79%	99.47%

APPRAISEE'S COMMENTS ON TARGET SETTING

This is well noted. As agreed meetings are set from time to time. Most meetings e.g on Finance, C.P and SCM always require more representation and support as a team. When you are not at a position to attend meetings is my duty or any other senior offi

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

This ok for now however, you need to set SMART Targets on your next appraisal. Good Job

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

Targets achieved although challenges encountered due to huge budget cuts. This affected procurement of office space, Low levels of procurable items sourced, Asset management consultant and asset tagging Check and coordinate Registration and continu

IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

Targets achieved



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Coordinate consolidated annual procurement plan for the commission by 30-08-2023	100% consolidated procurement plan	Not changed	Finalized
Approver 1 role for Annual Procurement plan in IFMIS Module	Approved procurement plan in IFMIS Module	Not changed	Activity in progress
To check accuracy of updated Commission's asset register by 30-04-2023	100% Accurate Updated Asset register in place	Not changed	Updating by relevant officers in progress
Preparation of Departmental work plan for the supply chain Department by 30-06-2022	Departmental work plan in place	done	Finalized
Setting performance targets for allocated supply chain officers and conducting appraisals and monitoring	100% appraisal report on allocated staff	Targets set	appraisals continuous
Timely updating of tenders in PPIP Portal and any addendums or/clarifications	Number of tenders uploaded	Not changed	Tenders on ICT uploaded. Others ongoing
Check accuracy of Statutory SCM reports and forward to HSCM for concurrence and forwarding to CEO	100% checking of reports	Not changed	Continuous
Check and coordinate Registration and continuous updating of suppliers list for the commission	100% Updated Registration of suppliers report by 30.06.2022	Checking of continuous updating of suppliers list by 30.06.2023	50%
To coordinate, evaluate, Evaluate Secure half of 6th floor for leasing to ensure current experienced space challenge is sorted for staffs at HQ by 30-12-2022	100% Signed evaluation and negotiation minutes reports/minutes in place	To coordinate tendering and evaluation of 6th floor half at UHC by December 2022	80%
TO Prepare Supply Chain annual budget for 2022/2023	100% prepared budget proposal submitted to HSCM	Done	Finalized assignment
Coordinate response to audit and compliance in regards to supply chain matters on need basis on behalf of the management	100% responses and clarifications made on queries raised	External audit responses done	Internal responses done although reviews and implementation pending



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To approval S13 cards and check delivery	100% approved deliveries and s13 cards signed	Not changed	Continuous assignment
Approve store issuance manually on s13 and online	100% approvals done on allocated items	Not changed	Continuous
To renew Group Life insurance for the Commission staffs by 30-07-2022	100% signed negotiation minutes	No Change	Completed assignment
Coordinate renewal of Medical and GPA/WIBA Covers by 15-01-2023	100% renewed covers in place	Not changed	In Progress
Timely Approval of sourcing on allocated items in IFMIS	100% approved sourcing approvals done	Not Changed	Continuous
Timely Evaluation of allocated Tenders,EOIs and RFPS	100% Signed evaluation reports prepared and submitted to HSCM concurrence and for Professional Opinions	Not changed	ICT and Furnitures tenders completed. Others ongoing
Participation in allocated Procurement Negotiations meetings	100% minutes signed and filled as required	No change	Two negotiations completed.Others continuous
Representing SCM Department in allocated meetings	100% attendance in all meetings	Not changed	Continuous

MID YEAR APPRAISEES'S COMMENTS

Two targets changed. Others remain the same

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Implementation of the agreed targets are fairly done however, Ensure two of the targets which are critical are implemented and achieved. updating of Asset Register and Tagging are achieved by end of April 2023. Supply Chain Manual update and SOP for

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Confidentiality	-1

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

Check and coordinate Registration and continuous updating of suppliers list for the commission- not scored

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
SLDP TRAINING	6 weeks	SUPERVISORY



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CPD TRAININGS	4 weeks	CPD Trainings
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
CPD training was done but SLDP Course was not done due to Insufficient funds		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The Officer has fulfilled his assigned duties	Dependent on funds availability	