



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150165	Staff Name:	Clementine Kisangau Wavinya
ID Number:	23680224	Employee E-mail:	clementine.wavinya@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	LP&R	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Mary Wandia Macharia	Immediate Supervisor Designation:	Deputy Director Research
Second Supervisor:	Mary Macharia Wandia	Supervisor Designation:	Deputy Director Research

DEPARTMENTAL OBJECTIVES
To promote Research on land and use of Natural Resources
To Increase partnerships in land management and governance through research.
To improve service delivery in management of land nad natural resources.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Undertake themed research on land and use of natural resources.	Research proposals, Concept notes and research reports.	Researches on Blue economy and Tenants at will fieldwork done and draft reports prepared. Desk research on Public land fraud. 6 Research proposals and Concept notes prepared;	Delivered as agreed	120	90
Organizing and participate in the National Research Conference	Planning meeting minutes, conference attendance registers and conference certificate.	2nd Regional Conference successfully held on 24-25 May 2023.	Supported the conference planning.	120	110



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Prepare Research Department Quarter and Annual reports.	Research Department Quarter and Annual reports.	Quarter reports for the FY22/23 done and submitted to the M&E Department. Annual report for FY22/23 prepared.	All reports ready	130	100
Participate in 4 land related conferences, workshops and seminars (virtual and physical) for purposes of building and strengthening partnerships.	Number of conferences, workshops and seminars attended.	Participation and attendance in 7 (physical) workshops/ and more than 6 online seminars/webinars on land matters.	Actively participated in the conferences	130	110
Undertake at least 2 trainings for capacity development and strengthening.	Number of trainings attended and certificates issued.	4 trainings attended in the FY22/23; 1 by NLC ICT department and 3 sponsored by external organizations	Attended trainings	140	110
Take part in organizing and rapporteur in the IGAD Land Commissions' workshop on Strengthening land governance	Workshop Report, Attendance register	Workshop report and IGAD Regional Agenda prepared and submitted.	Report available	120	100
Review of department job descriptions	Reviewed and submitted job descriptions.	Department job descriptions reviewed and submitted.	Done	130	80
Organize the quarterly research seminars.	Attendance registers, seminar posters and invitation emails.	6 online seminars held in the reporting period.	We need to improve here	70	50
Total Appraisee Score on Performance Targets				960.00	750.00
Mean Appraisal Scores				120%	93.75%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set in line with Department FY22/23 Workplan.	

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
Budgetary constraints hindered research work and planned fieldwork was not done.	Funding is a big issue, lets focus on desktop studies.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Undertake themed research on land and use of natural resources.	Research proposals, Concept notes and research reports.	Target has not changed.	Targets are on course however, Challenges of inadequate funds for data collection were experienced in the 1st and 2nd quarters.
Organizing and participate in the National Research Conference	Planning meeting minutes, conference attendance registers and conference certificate.	Target has not changed.	On course.
Prepare Research Department Quarter and Annual reports.	Research Department Quarter and Annual reports.	Target not changed	Quarter reports done and submitted.
Participate in 4 land related conferences, workshops and seminars (virtual and physical) for purposes of building and strengthening partnerships.	Number of conferences, workshops and seminars attended.	IGAD Land Commissions workshop hosted by NLC through the research department added.	Targets are on course.
Undertake at least 2 trainings for capacity development and strengthening.	Number of trainings attended and certificates issued.	Target has not changed.	Training identified has not yet been undertaken due to lack of funds and government austerity measures.
Take part in organizing and rapporteur in the IGAD Land Commissions" workshop on Strengthening land governance	Workshop Report, Attendance register	Target Added	Draft report prepared
Review of department job descriptions	Reviewed and submitted job descriptions.	Target added	Ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
On course to achieve set targets by end of financial year.	Good effort with limited resources, lets improve on desktop research in the next financial year.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Efficiency and effective.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Advanced Excel and Data Modelling	4 weeks	Research related
Proposals, Concepts and Grant writing	4 weeks	Research related
GPS and Mobile Mapping for General Applications	2 weeks	Research related
Senior management course	4 weeks	Supervisory

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training needed to enhance the capacity of the staff for efficient service delivery.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations