



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210658	<b>Staff Name:</b>	Dorothy Okoth Atieno
<b>ID Number:</b>	20495253	<b>Employee E-mail:</b>	dorothy.okoth@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	F&CP	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Silas Odindo Mutsune	<b>Immediate Supervisor Designation:</b>	Senior Monitoring and Evaluation Officer
<b>Second Supervisor:</b>	TIMOTHY KARIUKI KANYUA	<b>Supervisor Designation:</b>	Head Monitoring and Evaluation

## DEPARTMENTAL OBJECTIVES

- Ensure that all Directorates and Departments develop their workplans and in compliance with the Strategic Plan.
- Monitoring, Evaluation and Reporting progress on all activities undertaken by the commission in accordance with M& E framework
- Ensure that Mid and End Term Reviews are undertaken and reported to the management for appropriate action.
- Ensure the Commission's Budget is prepared within the agreed timelines in compliance with National Treasury guidelines.
- Coordinate the preparation and submission of project concept notes for consideration by the EOP and National Treasury.
- Document and manage minutes, memos and other records for the department.

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Preparation of M&E Frameworks & workplans	M&E and Workplan templates developed	Prepared and submitted M&E Frameworks (Quarterly reporting templates)& workplans for approval.	Target Achieved	100	100
Collate, review, analyse, report & Submit Quarterly & Annual reports	Periodic Performance reports submitted	All the 4 Quarterly and Annual reports submitted.	Target Achieved	100	100



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Coordinate the preparation of the Commission's Annual Report.	Annual Report prepared.	Worked with the supported Department (NRM) and HLI Secretariat to compile and analyse relevant data for the Annual report.	Target Achieved	100	100
Coordinate and Participate in Directorate/ Departmental Mid and End year performance reviews to help track the Strategic Plan.	Mid & End Year Performance reports submitted	Prepared performance trackers and presentations and shared with supported Departments (NRM & HLI) Mid-year and End-year performance reviews. M&E framework updated too.	Target Achieved	100	100
Coordinate & Participate in Preparation of Commission's Sub-Sector report.	Commission's Sub-Sector report prepared.	Participated in generation of data from NRM and HLI for the respective sections of the sub-sector report	Target Achieved	100	100
Prepare concept notes for considering for funding for the Commission.	Concept notes prepared.	Participated in the write-up of concept notes for HLI for funding from various Implementing Partners	Target Achieved	100	100
Prepare and maintain an updated register of office records & departmental correspondences.	An updated departmental filing system in place.	The Department's memo/letters folders are well filed.	Target Achieved	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>700.00</b>	<b>700.00</b>



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<b>Mean Appraisal Scores</b>		<b>100%</b>	<b>100%</b>
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<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
The set Targets agreed on with supervisor.	

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
The year saw an improvement in my execution of the activities in the Department due to improved mentorship and familiarization with the Commission and its functions.	

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
Preparation of M&E Frameworks & workplans	M&E and Workplan templates developed	No	Workplan templates for FY 2022/23 developed. M&E Reporting templates revised.
Collate, review, analyse, report & Submit Quarterly & Annual reports	Periodic Performance reports submitted	No	All Periodic Performance reports submitted in a timely fashion i.e Q1 & Q2.
Coordinate the preparation of the Commission's Annual Report.	Annual Report prepared.	No	Collated and reviewed with team sections of the annual report which was finally prepared and submitted.
Coordinate and Participate in Directorate/ Departmental Mid and End year performance reviews to help track the Strategic Plan.	Mid & End Year Performance reports submitted	No	Participated in the review and submission of the Mid-year performance of the Directorates supported i.e NRM and HLI.
Coordinate & Participate in Preparation of Commission's Sub-Sector report.	Commission's Sub-Sector report prepared.	No	Commission's Sub-Sector report prepared.
Prepare concept notes for considering for funding for the Commission.	Concept notes prepared.	No	Participated in the drafting and preparation of Concept notes like HLI concept note to FAO.
Prepare and maintain an updated register of office records & departmental correspondences.	An updated departmental filing system in place.	No	An updated register of correspondences and other office records in place.



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The period under review was marked with a lot of personal & professional growth as a result of on-job lessons. The second half of the year will even be better with your support.	The Appraisee is on track to achieving her targets.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Set targets were agreed on with my supervisor. I did my best to execute my prescribed duties and any others as by assigned by my supervisor.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management Course	4 weeks	Supervisory
Results-Based Monitoring & Evaluation Course	2 week	Supervisory Management Course
Program Based Budgeting Training	1 week	Supervisory Management Course
Performance Contracting in the Public Service Course	1 week	Supervisory Management Course
Senior Management Course	4 weeks	Supervisory

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I wish to request to get trained to acquire skills in the areas above to help me work optimally.	The training needs identified suffices. The management to consider supporting the staff to undertake the training.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Overall performance was excellent.	Officers to be offered recommended training to further improve performance skills.