



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:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC5
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 consolidation of annual procurement and disposal plan for the commission by 30-07-2023	100% consolidated annual procurement plan and disposal plan forward to HSCM for submission to sub committee	100%	100.00	100	100
Coordinate uploading of Annual Procurement Plan in IFMIS after approval by Commission by August 2023	100% Procurement plan uploaded in the IFMIS module	100%	100.00	100	100
Preparation of Draft Departmental work plan for the supply chain Department by 30-06-2024	100% Draft SCM Department Work plan submitted to HSCM	100%	100.00	100	100
Review of Departmental quarterly work plan performance for the supply chain Department by 5th of each after each quarter of year.	4 Reports reviewed and submitted to HSCM for onward submission to DF&CP	105%	100.00	105	100
Timely conducting midyear reviews for allocated supply chain staff by 15th January,2024 staff appraisals for financial year 2022-23 by 10-07-2023	100% review on targets done 100% appraisal on 6 SCMOs done	100%	100.00	100	95
Prepare and Review SCM Departmental Budget estimates for FY 2024-25 by 30-06-2024	100% draft SCM budget submitted to HSCM	100%	100.00	100	100
To approval S13 cards and confirm items delivered, inspected and accepted delivery and Approve store issuance manually on s11 on allocated items	100% approved s13 cards signed 100% approvals done on allocated items	100%	100.00	100	90



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Evaluation of Group Life insurance for the Commission staff by July 2023	100% signed Evaluation report submitted by July 2023	101%	100.00	101	100
Coordinate tender document preparation and Evaluation of Tender documents on Medical and GPA/WIBA Covers For Period January 2024-26	Tender document uploaded in NLC website and PPIP Portal 100% signed Evaluation report submitted to HSCM	101%	100.00	101	100
Timely Evaluation of other allocated Tenders, EOIs and RFPS	100% Signed evaluation reports prepared and submitted to HSCM	100%	100.00	100	100
Timely review of contracts on allocated Tenders, EOIs and RFPS	Number of contracts prepared and submitted to HSCM for concurrence and forwarding to CEO for signature	100%	100.00	0	100
Timely review of Professional Opinions on allocated RFQs, Tenders, EOIs and RFPS	100% reviewed POs submitted to HSCM for concurrence and forwarding to CEO for signature	100%	100.00	100	95
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	100%	100.00	101	100
Timely updating of tenders in PPIP Portal and any addendums or/clarifications	100% uploading of tenders for the FY 2023/24	100%	100.00	100	100
Check and coordinate Registration of suppliers list for the commission for 2023-2025 period	100% Evaluation report on Supplier registration forwarded by end of December 2023	100%	100.00	100	100
Total Appraisee Score on Performance Targets				1408.00	1480.00
Mean Appraisal Scores				93.87%	98.67%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
All target achieved. In additional target on disposal of items introduced and handled 100%	Some targets cannot be verified and thus are ambiguous, remove them as they are normal process e.g Meetings. The rest are ok and ensure to achieve as set.

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
All targets achieved. Additional target on disposal and achieved 100%	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Coordinate consolidation of annual procurement and disposal plan for the commission by 30-07-2023	100% consolidated annual procurement plan and disposal plan forward to HSCM for submission to sub committee	None	Target achieved



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Coordinate uploading of Annual Procurement Plan in IFMIS after approval by Commission by August 2023	100% Procurement plan uploaded in the IFMIS module	None	Achieved
Preparation of Draft Departmental work plan for the supply chain Department by 30-06-2024	100% Draft SCM Department Work plan submitted to HSCM	None	Target achieved
Review of Departmental quarterly work plan performance for the supply chain Department by 5th of each after each quarter of year.	4 Reports reviewed and submitted to HSCM for onward submission to DF&CP	None	Two quarters done. Other quarters futuristic
Timely conducting midyear reviews for allocated supply chain staff by 15th January, 2024 staff appraisals for financial year 2022-23 by 10-07-2023	100% review on targets done 100% appraisal on 6 SCMOs done	None	Activity in progress
Prepare and Review SCM Departmental Budget estimates for FY 2024-25 by 30-06-2024	100% draft SCM budget submitted to HSCM	None	Future target
To approval S13 cards and confirm items delivered, inspected and accepted delivery and Approve store issuance manually on s11 on allocated items	100% approved s13 cards signed 100% approvals done on allocated items	None	Continuous target
Evaluation of Group Life insurance for the Commission staff by July 2023	100% signed Evaluation report submitted by July 2023	None	Target achieved
Coordinate tender document preparation and Evaluation of Tender documents on Medical and GPA/WIBA Covers For Period January 2024-26	Tender document uploaded in NLC website and PPIP Portal 100% signed Evaluation report submitted to HSCM	None	Target achieved
Timely Evaluation of other allocated Tenders, EOIs and RFPS	100% Signed evaluation reports prepared and submitted to HSCM	None	Continuous target
Timely review of contracts on allocated Tenders, EOIs and RFPS	Number of contracts prepared and submitted to HSCM for concurrence and forwarding to CEO for signature	none	Continuous target



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Timely review of Professional Opinions on allocated RFQs, Tenders, EOIs and RFPS	100% reviewed POs submitted to HSCM for concurrence and forwarding to CEO for signature	none	Reviews done.Continuous target
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	none	OAG responses done
Timely updating of tenders in PPIP Portal and any addendums or/clarifications	100% uploading of tenders for the FY 2023/24	none	Target achieved for all prior tenders
Check and coordinate Registration of suppliers list for the commission for 2023-2025 period	100% Evaluation report on Supplier registration forwarded by end of December 2023	None	Target achieved

MID YEAR APPRAISEES'S COMMENTS

All targets are achievable.Others are continuous and shall be finalized in second half of Financial year

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Ensure the set targets are achieved before final appraisal period in May 2024

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

Targets were achievable

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Ensure you adhere to office rules and protocols.

STAFF TRAINING AND DEVELOPMENT NEEDS

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

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training not done due to lack of budget

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Your Training needs will be considered subject to availability of funds.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Targets achieved as set. This is also advise you to follow chain of command and protocol. Generally the officer has done well in his assigned duty.	I recommend SLDP and other leadership training as requested for the officer to upscale his skills.