



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150150	Staff Name:	John Gabriel Mule
ID Number:	4415668	Employee E-mail:	john.mule@landcommission.go.ke
Appraisal Type:	MID FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	18-Nyandarua County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES
1. To secure public institutional land.
2. To enhance access to alienated and unalienated public land for development
3. To develop a comprehensive public land inventory and data base
4. To regularize urban land allocations
5. To mainstream land use planning in the national and county development agenda
6. To provide redress to land disputes
7. To provide redress to Historical Land Injustices (HLI)
8. To enhance corporate image of the Commission through County office
9. To improve work environment
10. To ensure financial sustainability
To secure public institutional land

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To identify 6 undocumented parcels of land for public institutions and submit to Land Admin & Managt Directorate for processing within the year	No of parcels identified and submitted to Land Admin & Managt for processing	22	22No of parcels identified and submitted to Land Admin & Managt for processing	200	200



INDIVIDUAL APPRAISAL REPORT

2. To conduct ground reports with aim of identifying 2 no. of public institution for recovery from 1st July 2021 to 30th June,2022	<ul style="list-style-type: none"> No. of public institutions identified for recovery Ground status report No. of public institutions identified for recovery 	26	Conducted 26No. of ground reports with aim of identifying public institution for recovery	200	200
3.To receive ,review and recommend 6 No. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	No. of applications submitted to Land Administration & Administration Directorate	9	9No. of applications submitted to Land Administration & Administration Directorate	150	150
4. To develop an inventory of 10 public land parcels in Community and Settlements schemes from 1st July 2021 to 30th June,2022	List and status reports on surrendered and reserved public lands.	55	Developed an inventory of 55 public land parcels in Community and Settlements schemes	200	200
5. To update the county comprehensive public land inventory database with 50 No. of parcels from 1st July 2021 to 30th June,2022.	No of parcels updated in the county comprehensive public land inventory database.	266	266No of parcels updated in the county comprehensive public land inventory database.	200	200
6. To develop a ground report on the status of 1 urban centres from 1st July 2021 to 30th June, 2022.	<ul style="list-style-type: none"> Report on the status of urban centres No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County 	1	A Report on the status of urban centres was developed	100	100
7. To develop 1 Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) from 1st July 2021 to 30th June,2022.	Status report	1	Status report in place	100	100
8. To develop a report on 6 disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2021 to 30th June,2022.	No. Of disputes received, processed /handled through ADR/TDR	472	472No. of disputes received, processed /handled through ADR/TDR	200	200



INDIVIDUAL APPRAISAL REPORT

9. To conduct 2 No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021 to 30th June,2022.	No. of preliminary investigations conducted	6	6No. of preliminary investigations conducted	200	200
10. To hold/attend 3 No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June,2022	No. of awareness forums/meetings	2	Attended 2No. of awareness forums/meetings	100	66
11. To requisition, receive and distribute Communication, Educational, Public Awareness to the public (100%) from 1st July 2021 to 30th June,2022.	No. of CEPA materials distributed(Communication, Educational, Public Awareness)	25	Requisition of CEPA Materials done	25	100
12. Preparation of 4 requisition forms for office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis (100 %)	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter	3	3No. of requisitions done	75	75
13. To maintain1 updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	Updated asset register	1	Updated asset register in place	100	100
14. To ensure a 100% prudent expenditure on imprest advanced from 1st July 2021 to 30th June,2022	Timely surrender of imprest	100	Imprest advanced surrendered	100	100
15. To develop 1 County work plan for FY 2022/2023 between 1st – 15th June 2022	County work plan for 2022-2023	1	County work plan for 2022-2023 in place	100	100
16.To prepare and submit 4 quarterly reports on the performance of the County.	No. of quarterly reports submitted.	4	4No of quarter reports submitted.	100	100
17. To prepare and submit 1 annual report for the FY 2021-2022 on the performance of the county.	County Annual Report	1	County Annual Report prepared and submitted	100	100
18. To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines as per the Commission Performance Management Cycle	<ul style="list-style-type: none"> Mid-Year Review Report Annual Staff Appraisal Report. 	6	Conducted mid-year and annual staff performance appraisal for all staff in the County	100	100
Total Appraisee Score on Performance Targets				2350.00	2391.00
Mean Appraisal Scores				130.56%	132.83%



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable with commensurate and conducive working environment.	Targets set are agreeable

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
Performance was affected by inadequate facilitation and coordination within the Commission as well covid-19 challenges. Cooperation levels with the County Government was not facilitatory.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify 6 undocumented parcels of land for public institutions and submit to Land Admin & Managt Directorate for processing within the year	No of parcels identified and submitted to Land Admin & Managt for processing	Target not changed	14 Identified parcels not yet submitted due to uncompleted survey work.
2. To conduct ground reports with aim of identifying 2 no. of public institution for recovery from 1st July 2021 to 30th June,2022	<ul style="list-style-type: none"> No. of public institutions identified for recovery Ground status report No. of public institutions identified for recovery 	Targets changed to 4	There is ongoing verification of public land in squatter villages and company firms. 3 done already.
3.To receive ,review and recommend 6 No. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	No. of applications submitted to Land Administration & Administration Directorate	Target not changed.	county Government recommendations(PPA 2 forms) are not readily being processed and submitted to my office. 7 recommendations done by the office but pending PPA 2.
4. To develop an inventory of 10 public land parcels in Community and Settlements schemes from 1st July 2021 to 30th June,2022	List and status reports on surrendered and reserved public lands.	Target changed to 20.	There is an ongoing squatters programme implementation. 14 already done.
5. To update the county comprehensive public land inventory database with 50 No. of parcels from 1st July 2021 to 30th June,2022.	No of parcels updated in the county comprehensive public land inventory database.	Target changed to 60	there is ongoing squatter resettlement implementation programme. 44 done already.



INDIVIDUAL APPRAISAL REPORT

6. To develop a ground report on the status of 1 urban centres from 1st July 2021 to 30th June, 2022.	<ul style="list-style-type: none"> • Report on the status of urban centres • No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County 	Target not changed	Evaluation of urban centers planning status is ongoing in liaison with County Government
7. To develop 1 Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) from 1st July 2021 to 30th June,2022.	Status report	Target not changed	Combination of the report is ongoing.
8. To develop a report on 6 disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2021 to 30th June,2022.	No. Of disputes received, processed /handled through ADR/TDR	Target changed to 4	Limited facilitation and logistical land parcels data from County Land Registry. 1 done.
9. To conduct 2 No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021 to 30th June,2022.	No. of preliminary investigations conducted	Target not changed.	No application are expected because of the expired constitutional time line. 6 done
10. To hold/attend 3 No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June,2022	No. of awareness forums/meetings	Target changed to 2.	the office is experiencing inadequate facilitation in terms of finance and logistics.
11. To requisition, receive and distribute Communication, Educational, Public Awareness to the public (100%) from 1st July 2021 to 30th June,2022.	No. of CEPA materials distributed (Communication, Educational, Public Awareness)	Target changed to 2.	Two more to be done in compliance with the public procurement.
13. To maintain1 updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	Updated asset register	Target not changed .	updating in progress.
14. To ensure a 100% prudent expenditure on imprest advanced from 1st July 2021 to 30th June,2022	Timely surrender of imprest	Target not changed.	The imprest issued is already surrendered but not yet re-imbursed.
15. To develop 1 County work plan for FY 2022/2023 between 1st – 15th June 2022	County work plan for 2022-2023	Target not changed.	compilations in progress.



INDIVIDUAL APPRAISAL REPORT

17. To prepare and submit 1 annual report for the FY 2021-2022 on the performance of the county.	County Annual Report	Target not changed.	compilation in progress
18. To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines as per the Commission Performance Management Cycle	<ul style="list-style-type: none"> Mid-Year Review Report Annual Staff Appraisal Report. 	Target changed to 6	So far 6 mid-year reviews done.

MID YEAR APPRAISEES'S COMMENTS

my performance in this first half of the period is affected of inadequate facilitation and coordination levels with the stakeholders both public and non- public, lack of records and the COVID pandemic have also diminished my ability to achieve and su

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve set targets

VALUES AND STAFF COMPETENCIES APPRAISAL

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

The achievements made were good but mostly through collaboration with other land sector players in the county.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
managerial skills	1 month	Transformative management skills
Professional skills	2 months	GIS

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The required trainings will help me in planning and implementation of land management matters

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training requested will be undertaken subject to availability of funds

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Excellent performance	Excellent performance