



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210582	Staff Name:	Abdub Waqo Guyo
ID Number:	32214389	Employee E-mail:	abdub.guyo@landcommission.go.ke
Appraisal Type:	MID FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LP&R	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Saida Mohammed Isak	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Saida Isak Mohammed	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

- To Secure Public Institutional Land
- To enhance access to alienated and unalienated public land for development
- To develop comprehensive County public land inventory database
- To provide redress to Land Dispute
- To provide redress to Historical Land Injustices (HLI)
- To improve work environment
- To regularize Urban Land Allocation
- To mainstream Land Use Planning in National and County Development Agenda

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Management and administration of public land. (A) to regularize urban land allocation by documenting land rights in urban areas (1 report for an urban per year)	Report of an urban centre documented after planning and survey	Prepared a comprehensive report of Olekasasi A plot regularization exercise.	A report was submitted	100	100



INDIVIDUAL APPRAISAL REPORT

(b) securing public institutional land (4per year)	number of public institutional land identified for recovery	Demarcation and identification of the extent of riparian reserve in Olekasasi A for recovery alongside Water Resource Management Authority officers.	ongoing to be completed	100	100
(c) status report of ongoing planning and surveying for the urban centres (1 status report per year)	status report prepared and submitted	Prepared one report on the status of Land Use Planning in the County	Report submitted	100	100
(d) provide list and details of urban centres undergoing planning and surveying (1 report per year)	No. of urban centres undergoing planning and surveying/Urban Centres Planning and surveying status report in county	There are about 34 trading centres undergoing planning and surveying in Kajiado, among the centres are Ololoitikoshi, Emali, Sultan, Masimba, Kimana, Kumpa, and Ngatataek.	a report has been given on the trading centers	150	150
Use of Land and security of land rights (a) Report on Land use planning status in the county (CSP, LPS and other planning projects)	Status report prepared and submitted	Prepared one status report and submitted	A report was submitted in August 2021	100	100
Mapping/geo-referencing of public utilities in the county (1 map per year)	map of public utilities prepared	Intension to map all the public utilities have been made. The next step will be collection of the relevant data.	Actively participates in Verification of county assets and intents to capture public assets during the exercise	150	150



INDIVIDUAL APPRAISAL REPORT

Institutional Strengthening. (a) to enhance corporate image of the commission (4 public awareness meetings per year)	number of public sensitization/awareness/meetings held on NLC mandate	Participated and attended 6 public barazas and awareness meetings on NLC mandate	attended 6 meetings against 2 for mid year (4 per year)	200	200
Filing/Completing of Annual/Mid financial year performance Appraisals	Online Performance Appraisal filled	Filled Performance Appraisal as required	appraisal for mid year completed	100	100
Attend monthly staff meeting and taking minutes	submission of minutes a week after the meeting	Prepared and submitted minutes of the meetings as required	Attends and actively participates in staff meetings	100	100
Reporting to the office as per the working hours (8am - 5pm)	signing of the attendance register	Signed attendance register as required	clocks in and out as required	100	100
Total Appraisee Score on Performance Targets				1200.00	1200.00
Mean Appraisal Scores				120%	120%

APPRAISEE'S COMMENTS ON TARGET SETTING

The above set targets are smart and achievable.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Well done job Abdub

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

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Management and administration of public land. (A) to regularize urban land allocation by documenting land rights in urban areas (1 report for an urban per year)	Report of an urban centre documented after planning and survey	Target not changed	Took part in plot regularization exercise of olekasasi A and prepared a comprehensive report on the riparian reserve
(b) securing public institutional land (4per year)	number of public institutional land identified for recovery	Target not changed	Recovered the riparian reserve in Olekasasi A. The exercise to demarcate the extent of the riparian reserve is still ongoing.



INDIVIDUAL APPRAISAL REPORT

(c) status report of ongoing planning and surveying for the urban centres (1 status report per year)	status report prepared and submitted	Target not changed	prepared one report on the status of planning in Kajiado County. The report indicated that out of the total 170 trading centres only 34 trading centres have got plans that are pending approval. The County has 22 informal settlements but only 3 have
(d) provide list and details of urban centres undergoing planning and surveying (1 report per year)	No. of urban centres undergoing planning and surveying/Urban Centres Planning and surveying status report in county	Target not changed	among the trading centres undergoing planning and surveying are Ololoitikoshi, Emali, Sultan, masimba, kimana, kumpa, Ngatataek among many others
Use of Land and security of land rights (a) Report on Land use planning status in the county (CSP, LPS and other planning projects)	Status report prepared and submitted	Target not changed	1 report prepared and this is the summary: County Spatial Plan for Kajiado was prepared by a consultant but not approved. Integrated Urban Development Plan for Kitengela Municipality and Ngong Town were prepared by Nairobi Metropolitan Service
Mapping/geo-referencing of public utilities in the county (1 map per year)	map of public utilities prepared	Target not changed	Actively participated in desktop review and verification of county assets which included public parcels and utilities during IGRTC meetings but failed to map them because field exercise was never done by Kajiado County and IGRTC
Institutional Strengthening. (a) to enhance corporate image of the commission (4 public awareness meetings per year)	number of public sensitization/awareness/meetings held on NLC mandate	Target not changed	Attended 4 Environment and Lands Court Users Committee meetings Attended public awareness baraza at Olekasasi A and Mile 46 Attended 4 IGRTC meetings Attended public and stakeholder awareness meeting on National Land Surveying and Mapping Policy
Filing/Completing of Annual/Mid financial year performance Appraisals	Online Performance Appraisal filled	Target not changed	Performance appraisal filled
Attend monthly staff meeting and taking minutes	submission of minutes a week after the meeting	Target not changed	Attended all staff meetings and submitted the minutes
Reporting to the office as per the working hours (8am - 5pm)	signing of the attendance register	Target not changed	Showed consistency in signing the attendance register as required

MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Keep up the good work .

VALUES AND STAFF COMPETENCIES APPRAISAL

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



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Advanced Arc-GIS	4months	Technical course
SPSS	3months	Data analysis course
Environmental Impact Assessment	3months	Environmental Management
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Proactive staff ,Takes up tasks assyned seriuosly and completes task in time .Lives the values of NLC .he is a team player and always take up extra task given .	Requires training in GIS ARC to assist in mapping Public parcels	