



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140095	Staff Name:	Saida Isak Mohammed
ID Number:	11660659	Employee E-mail:	saida.isak@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	34-Kajiado 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

To regularize urban land allocation

To promote good land governance

To develop a comprehensive public land inventory and data base in the county

To mainstream land use planning in the county development agenda

To provide redress to land disputes

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 1.100 Parcels identified and submitted for processing..	A list of public parcels identified.	Submitted 414 plots to be regularized in five centers in Kajiado against a target of 100 given at the beginning of the year .	Submitted 414 plots to be regularized in five centers in Kajiado against a target of 100 given at the beginning of the year .	200	200
Recover public institutional land 4 Public institutional land parcels identified for recovery	No of Public institutional land parcels identified for recovery.	Identified 8 centers to be recovered from Osilalei group ranch	Identified 8 centers to be recovered from Osilalei group ranch	200	200



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Mainstream final survey in the vesting process for compulsorily acquired lands . 100 Parcels identified and submitted for processing	No. of Parcels identified	Identified 646 parcels in Ngong acquired for SGR 2nd phase to be vested against a target of 100 given	Identified 646 parcels in Ngong acquired for SGR 2nd phase to be vested against a target of 100 given	200	200
To sustainably manage natural resources . Natural resources and 10 Ecologically sensitive areas identified	No. of sites identified	Matasia water ways opened with the help of a multistakeholder s team,Amboseli Wildlife corridor identified as critical resource to be protected and attended 2 stakeholders engagements,Tr ained village administrators on strategies of restoration of natu	Matasia water ways opened with the help of a multistakeholder s team,Amboseli Wildlife corridor identified as critical resource to be protected and attended 2 stakeholders' engagements, Trained village administrators on strategies of restoration of na	150	100
8 Applications for extension/renewal of lease submitted.	No. of applications submitted to Land Administration	5 applications handled, this is dependent on walk in clients Achievement	5 applications handled, this is dependent on walk in clients Achievement	100	100
Document public land in Community/Groups/Company Lands and Settlements schemes 47	No. of public land parcels identified	Identified 1100 parcels in various parts of Kajiado against 100 given.Conducted sessions in sub counties in Kajaido to achieve	Identified 1100 parcels in various parts of Kajiado against 100 given. Conducted sessions in sub counties in Kajiado to achieve	200	100



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To develop a comprehensive public land inventory and data base	Updated ground verification county comprehensive public land inventory	Updated the existing inventory of Public land. proceeding to Geo reference data collected.Obtain ed raw data from Chiefs in the entire Kajiado	Updated the existing inventory of Public land. proceeding to Geo reference data collected.Obtain ed raw data from Chiefs in the entire Kajiado	150	100
To regularize urban land allocations	List and details of urban centres	7 centers have been planned and surveyed.Namanga ,Kajiado Town,Isinya ,Noonkopir and Bulbul are centers which have now been planned and surveyed .List of 414 beneficiaries was submitted to Land administration for processing .	7 centers have been planned and surveyed.Namanga ,Kajiado Town,Isinya ,Noonkopir and Bulbul are centers which have now been planned and surveyed .List of 414 beneficiaries was submitted to Land administration for processing .	200	100



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To mainstream land use planning in the national and county development agenda	Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects)	The County spatial plan was launched in July 2023 and a CSP implementation team constituted. The team has held two meetings so far with action points for each institution. Shompole community is preparing a land use plan where NLC was given a slot.	The County spatial plan was launched in July 2023 and a CSP implementation team constituted. The team has held two meetings so far with action points for each institution. Shompole community is preparing a land use plan where NLC was given a slot.	150	100
To provide redress to land disputes Report on disputes handled (rcvd and processed)	No. Of disputes handled (rcvd and processed) 100	Supports both ADR committee who concluded 187 cases and 10 AJS autonomous units that have done more than 20 cases against a target given of 27.	Supports both ADR committee who concluded 187 cases and 10 AJS autonomous units that have done more than 20 cases against a target given of 27.	200	100



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Enhance case management system for land disputes. Court User Committee sessions attended	No. of Court User Committee sessions attended	Attended 4 ELC cuc meetings ,@ high court CUC meetings ,Efilling training at kajiado law courts ,Virtual launch of e filling by Chief justice ,Assisted NLC legal counsel to be mapped on judiciary system...Attended AJS conference in Nakuru kabarak	Attended 4 ELC cuc meetings ,@ high court CUC meetings ,Efilling training at kajiado law courts ,Virtual launch of e filling by Chief justice ,Assisted NLC legal counsel to be mapped on judiciary system...Attended AJS conference in Nakuru kabarak	200	100
To enhance corporate image of the Commission through County office. Sensitize public on NLC mandates	4 No. of public awareness forums/meetings	Attended 10 forums to enhance corporate image in kajiado against a target of 4 given	Attended 10 forums to enhance corporate image in Kajiado against a target of 4 given	200	200
To enhance corporate image of the Commission. strengthen communication with stakeholders (12)	No. of County engagement meetings	Attended more than 15 meetings to enhance the image of the commission.	Attended more than 15 meetings to enhance the image of the commission.	200	100
To improve work environment. Requisitions of infrastructure, vehicle and office space, clean office space	No. of requisitions (4)	5 requisition submitted	5 requisition submitted	200	100
To ensure financial sustainability Prudent expenditure,	% utilization of office imprest	Imprest utilized well for office use	Imprest utilized well for office use	100	100
To strengthen internal systems and processes for efficient service delivery. a)Establish effective performance management, monitoring and reporting frameworks	Workplans in place	work plan in place	work plan in place	100	100
b) Quaterly Reports	No of reports submitted 4	Reports submitted as required	Reports submitted as required	100	100



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Annual Reviews report	No of reviews conducted.	Annual reviews done as required	Annual reviews done as required	100	100
Performance Appraisals (PAS) reports for county staff. (8)	No of PAS done	All staff completed their appraisals	All staff completed their appraisals	100	100
Regularize 100 parcels in various centers	Letters ,plans maps and ground status reports ,stakeholders meetings	Regularized 414 plots in various towns	Regularized 414 plots in various towns	200	200
Total Appraisee Score on Performance Targets				3250.00	2500.00
Mean Appraisal Scores				162.5%	125%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Please review.	

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 1.100 Parcels identified and submitted for processing..	A list of public parcels identified.	Target not changed	70 parcels in Olekasasi A Center submitted to land administration for processing. 414 plots regularized at 5 centers in Kajiado,NamangaNoonkopir,Isinya and Bulbul .Documents submitted to Head office for processing .
Recover public institutional land 4 Public institutional land parcels identified for recovery	No of Public institutional land parcels identified for recovery.	Target not Changed	4 public schools in Kibiko PCEA Church identified, Maasai Technical Institute, Moi Girls Isinya, Namelok secondary school, Ildamat Boys Secondary school
Mainstream final survey in the vesting process for compulsorily acquired lands . 100 Parcels identified and submitted for processing	No. of Parcels identified	Target not changed.	334 Parcels identified. For vesting on Compulsory acquisition of parcels for construction of Isinya ,Malili konza road .2 parcels acquired by Kenya Railways for construction of an overpass at Twala.



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To sustainably manage natural resources . Natural resources and 10 Ecologically sensitive areas identified	No. of sites identified	Target not changed	3 sites identified ,Kandisi River Ongata Rongai/Ngong in Kajiado North,Mashurie springs in Kajiado South and in Rombo a spring flowing from Mt Kilimanjaro which is a cause of Dispute in Rombo group Ranch .
8 Applications for extension/renewal of lease submitted.	No. of applications submitted to Land Administration	Target not changed	2 applications
Document public land in Community/Groups/Company Lands and Settlements schemes 47	No. of public land parcels identified	Target not changed	130 parcels identified
To develop a comprehensive public land inventory and data base	Updated ground verification county comprehensive public land inventory	Target not changed	Public land mapping exercise ongoing. Sensitization of NGAO Chiefs conducted, and raw data was collected from 8 sub counties in Kajiado .
To regularize urban land allocations	List and details of urban centres	Target not changed	Survey of 4 centers already undertaken .
To mainstream land use planning in the national and county development agenda	Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects)	Target not changed.	Kajiado County Spatial Plan was approved and Launched. The CPS implementation committee formed where i gave a detailed presentation on implementation Strategy .
To provide redress to land disputes Report on disputes handled (rcvd and processed)	No. Of disputes handled (rcvd and processed)100	Target not Changed.	over 70 disputes handled by the AJS Kajiado Panels are heavily supported by the NLC Kajiado office. ADR county committee has handled 50 disputes.
Enhance case management system for land disputes. Court User Committee sessions attended	No. of Court User Committee sessions attended	Target not changed	3 Court user committee meetings attended 1 high court cuc meeting at Tumaini accompanied by NLC Legal Council ,2 ELC cuc meetings attended at Kajiado Law courts
To enhance corporate image of the Commission through County office. Sensitize public on NLC mandates	4 No. of public awareness forums/meetings	Target not changed	6 meetings attended 10 public land mapping barazas in Kajiado,3 court related meetings 3 day session at Amboseli Mada Hotel on consultation of expanding Kajiado Model ,3 days at Amboseli oltukai to encourage AJS Kisongo panel to address land related
To enhance corporate image of the Commission. strengthen communication with stakeholders (12)	No. of County engagement meetings	Target not changed.	Participated in 7 engagements ;Formulation of Roadside station Act by KENHA,KURa meeting on tarmacing of mile 46 road,2 County Development implementation committe meeting,The not more than 2/3 Gender Bill formulation launch at AIC Primary school ,Co



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To improve work environment. Requisitions of infrastructure, vehicle and office space, clean office space	No. of requisitions (4)	Target not changed	Submitted 2 requisitions
To ensure financial sustainability Prudent expenditure,	% utilization of office imprest	Target the same	100% Imprest utilized.
To strengthen internal systems and processes for efficient service delivery. a) Establish effective performance management, monitoring and reporting frameworks	Workplans in place	on track	Workplan in place
b) Quaterly Reports	No of reports submitted 4	target the same	2 reports submitted
Annual Reviews report	No of reviews conducted.	target not changed	mid year reviews conducted for staff in Kajiado
Performance Appraisals (PAS) reports for county staff. (8)	No of PAS done	Target not changed	All 8 county staff have been appraised .
Regularize 100 parcels in various centers	Letters ,plans maps and ground status reports ,stakeholders meetings	Target not changed	414 plots regularized in various centers .Namanga,Kajiado,Isinya,Noonkopir and Bulbul .

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target achieved	The mid-year performance is acceptable. Please strive to achieve the remaining targets by close of the fourth quarter.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
	Very professional staff	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior leadership course	6 weeks	Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
I request that i be considered for the senior leadership course at KSG	The training will be considered subject to availability of funds	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations
Excellent performance	None