



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20140057	<b>Staff Name:</b>	Olindo Ndeda Eric
<b>ID Number:</b>	10694784	<b>Employee E-mail:</b>	eric.ndeda@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>	Male
<b>Work Station</b>	40-Busia County	<b>Job Grade:</b>	NLC3
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Tache Kabale Arero	<b>Immediate Supervisor Designation:</b>	Acting Chief Executive Officer
<b>Second Supervisor:</b>	Tache Kabale Arero	<b>Supervisor Designation:</b>	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
11. To strengthen internal systems and processes for efficient service delivery

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Document 70 No public institutions lands	Number of parcels identified and submitted to Land Administration for processing	22	Documented 22 No public institutions lands	110	100
Recover 20 No public institutional land	Number of public institution land parcels identified for recovery	12	Recovered 12 No public institutional land	80	80



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Documentation of the 250 No surveyed and unsurveyed acquired public land	No. of Parcels identified	340	Documented of the 340 No surveyed and unsurveyed acquired public land	120	100
Conduct natural resource inventory and establish databases for 40 No. sites	No. of sites identified	11	Conducted natural resource inventory and establish databases for 40 No. sites	100	100
Strengthen processes for 10 No Renewal and Extension of leases on public land	Applications for extension/renewal of lease submitted.	2	Strengthened processed for 2 No Renewal and Extension of leases on public land	70	70
Inventorize public land in the county with 4. No reports	Quarterly status reports produced	4	Inventorised public land in the county with 4. No report	90	90
Inventorize the status of urban centres	Quarterly status reports on status of urban centres submitted	1	Inventorised the status of urban centres	90	90
Document rights in 4 No urban areas	No. of Verified list of beneficiaries submitted	1	Documented rights in 4 No urban areas	100	100
Monitor and oversight land use planning throughout the country	Status report prepared and submitted(Basis of monitoring will be proided by HQ)	1	Monitored and oversight land use planning throughout the country	60	60
Monitor and oversight preparation of land use plans for 20 No land reserved and held by public agencies	No. of parcels identified and submitted to HQ	3	Monitored and oversight preparation of land use plans for 20 No land reserved and held by public agencies	70	70



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Resolve 12 No Land Disputes and Conflicts through Use of ADR /TDR(Use of AJS) mechanisms.	No. Of disputes handled (rcvd and processed)	10	Monitored and oversight preparation of land use plans for 20 No land reserved and held by public agencies	100	100
Resolve 4 No land disputes through effective Court Cases management	No. of Court User Committee sessions attended	8	Resolved 4 No land disputes through effective Court Cases management	100	100
Resolve 30 No land disputes through effective Court Cases management	Timely submission of Cause List ( Weekly)	8	Resolved 8 No land disputes through effective Court Cases management	90	90
Implement legal framework for 6 No HLI	No. of preliminary investigations conducted	1	Implemented legal framework for 6 No HLI	70	70
strengthen communication with stakeholders through 4 No awareness forums	No. of public awareness forums/meetings	5	strengthened communication with stakeholders through 4 No awareness forums	110	100
strengthen communication with stakeholders in 8 NO county engagement forums	No. of County engagement meetings	5	strengthened communication with stakeholders in 5 NO county engagement forums	100	100
Improve visibility	No. Of CEPA materials distributed (Communication, Educational, Public Awareness)	1	Improved visibility	90	90



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4 No Requisitions and maintain appropriate infrastructure & equipment	No. of requisitions	1	1 NO Requisitions and maintain appropriate infrastructure & equipment	100	100
Requisitions and maintain appropriate infrastructure & equipment	An updated asset register	1	1 NO Requisitions and maintain appropriate infrastructure & equipment	100	100
Ensure prudent utilization of resources	% utilization of office imprest	100	Ensured prudent utilization of resources	100	100
Establish effective performance management, monitoring and reporting frameworks	Workplan prepared and in place	1	Established effective performance management, monitoring and reporting frameworks	90	90
Establish effective performance management, monitoring and reporting frameworks	No. of Quarterly reports prepared	4	Established effective performance management, monitoring and reporting frameworks	100	100
Establish effective performance management, monitoring and reporting frameworks	No. Of report	1	Established effective performance management, monitoring and reporting frameworks	90	90
Establish effective performance management, monitoring and reporting frameworks	No. Of PAS filled	4	Established effective performance management, monitoring and reporting frameworks	110	100



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<b>Total Appraiser Score on Performance Targets</b>		<b>2240.00</b>	<b>2190.00</b>
<b>Mean Appraisal Scores</b>		<b>93.33%</b>	<b>91.25%</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
The targets as agreed are Specific, Measurable, Accurate, Realistic within the available time lines. Further, if sufficient resources, both human and financial are availed on time and optimally, the achievement could exceed indicated targets.	Please go ahead and implement the agreed targets.

<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>
Target performance and achievement is very good. More would have been delivered if there was adequate resources throughout the year. Most of the targets were reduced due to limited resources	

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
Document 70 No public institutions lands	Number of parcels identified and submitted to Land Administration for processing	Changed from 70 to 20	Inadequate resources for identification and mapping
Recover 20 No public institutional land	Number of public institution land parcels identified for recovery	Changed from 20 to 15	Limited resources to meet the original target
Documentation of the 250 No surveyed and unsurveyed acquired public land	No. of Parcels identified	Changed from 250 to 300	More parcels are being identified across the county
Conduct natural resource inventory and establish databases for 40 No. sites	No. of sites identified	Changed from 40 to 10	Limited resources for more targets
Strengthen processes for 10 No Renewal and Extension of leases on public land	Applications for extension/renewal of lease submitted.	Changed from 10 to 3	Reduced numbers of applicants
Inventorize public land in the county with 4. No reports	Quarterly status reports produced	Not changed	Still on course
Inventorize the status of urban centres	Quarterly status reports on status of urban centres submitted	No change	Still achievement
Document rights in 4 No urban areas	No. of Verified list of beneficiaries submitted	Reduced from 4 to 1	County government has not prioritized verification of beneficiaries



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Monitor and oversight land use planning throughout the country	Status report prepared and submitted(Basis of monitoring will be provided by HQ)	Not changed	Still on course
Monitor and oversight preparation of land use plans for 20 No land reserved and held by public agencies	No. of parcels identified and submitted to HQ	Changed from 20 to 5	Most public agencies are not undertaking plans
Resolve 12 No Land Disputes and Conflicts through Use of ADR /TDR(Use of AJS) mechanisms.	No. Of disputes handled (rcvd and processed)	Reduced from 12 to 9	Challenges resulting from financial limitations
Resolve 4 No land disputes through effective Court Cases management	No. of Court User Committee sessions attended	No change	Still on course to be achieved
Resolve 30 No land disputes through effective Court Cases management	Timely submission of Cause List ( Weekly)	Changed from 30 to 8	Court take long to conclude cases
Implement legal framework for 6 No HLI	No. of preliminary investigations conducted	Changed from 6 to 2	Limited resources to collect information from various stakeholders
strengthen communication with stakeholders through 4 No awareness forums	No. of public awareness forums/meetings	Retained at 4 meetings	Still on course to be achieved
strengthen communication with stakeholders in 8 NO county engagement forums	No. of County engagement meetings	Reduced to 5	Delays in constituting the new county government
Improve visibility	No. Of CEPA materials distributed (Communication, Educational, Public Awareness)	1 CEPA	Prepared and Produced on renewal and extension of leases
4 No Requisitions and maintain appropriate infrastructure & equipment	No. of requisitions	Reduced to 1	Delays in response to requests
Requisitions and maintain appropriate infrastructure & equipment	An updated asset register	1 asset register	Achievable
Ensure prudent utilization of resources	% utilization of office imprest	100 %	Still On course
Establish effective performance management, monitoring and reporting frameworks	Workplan prepared and in place	One work plan prepared and in place	Achievable
Establish effective performance management, monitoring and reporting frameworks	No. of Quarterly reports prepared	4 reports	Achievable



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Establish effective performance management, monitoring and reporting frameworks	No. Of report	Retained at 1	Still on course to be achieved
Establish effective performance management, monitoring and reporting frameworks	No. Of PAS filled	Retained at 4	Still on course to be achieved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Please do approve the SMART changes as proposed that could easily be achieved considering prevailing circumstances	Strive to achieve set targets by close of financial year

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
I have competence in planning, organizing and implementation at my level of operation and management.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Strategic Leadership Development Programme	6 weeks	Strategic Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
To strengthen my managerial and administrative skills and competence, strategic leadership development training will be very important.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance	Be exposed to relevant trainings