



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|-------------------------------------|
| Staff Number: | NLC20210574 | Staff Name: | Josiah Mutua Laibuni |
| ID Number: | 25151937 | Employee E-mail: | laibuni.josiah@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2022-2023 |
| Terms of Service: | Permanent and Pensionable | Gender: | Male |
| Work Station | 47-Nairobi City County | Job Grade: | NLC6 |
| Dept/Directorate | LV&T | Appraisal Status | Supervisor |
| Immediate Supervisor: | Jacob Kipaa Lemasika | Immediate Supervisor Designation: | Chief Valuation and Taxation O |
| Second Supervisor: | Joycelyn Kaaria Makena | Supervisor Designation: | Director Valuation And Taxation |

| DEPARTMENTAL OBJECTIVES |
|--|
| 1. Avail land through compulsory acquisition |
| 2. To strengthen human resource capacity |
| 3. To assess land and property taxes |

| AGREED PERFORMANCE TARGETS | | | | | |
|---|--|--|--------------------------------|--------------------|---------------|
| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
| 1. Undertake valuation for advisory purposes | 3 signed valuation reports | 3 signed valuation reports | 3 | 100 | 100 |
| 2. Undertake valuation for determination of Stand Premium and Annual Ground Rent upon Alienation of land and renewal of leases. | 10 signed valuation reports/Stand Premium and Annual Rent files from Land Administration Directorate | 10 signed valuation reports/Stand Premium and Annual Rent files from Land Administration Directorate | 10 | 100 | 100 |
| 3. Bill professional fees for Advisory Valuations done | 3 signed valuation fee notes | 3 signed valuation fee notes | 3 | 100 | 100 |
| 4. Prepare facilitation budgets for approval | 3 approved facilitation requests | 4 approved facilitation requests | 4 | 120 | 100 |
| 5. Participate in project reconnaissance, site visits and public sensitization by the Commission | 3 Signed attendance lists or site visit reports | 3 Signed attendance lists or site visit reports | 3 | 100 | 100 |



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|---|---|---|------------|----------------|----------------|
| 6. Facilitate publication of gazette notices of intention to acquire and inquiry notices | 3 gazette notices | 3 gazette notices | 3 | 100 | 100 |
| 7. Undertake inspections, data collection and due diligence for assigned Compulsory Acquisition Projects | 3 signed valuation reports | 3 signed valuation reports | 3 | 100 | 100 |
| 8. Attend/Hold inquiry exercise | 3 signed inquiry reports | 3 signed inquiry reports | 3 | 100 | 100 |
| 9. Prepare valuation schedules | 3 signed valuation schedules | 3 signed valuation schedules | 3 | 100 | 100 |
| 10. Prepare and serve letters of awards to Project Affected Persons | 100 received copies of award by PAPs | 150 received copies of award by PAPs | 150 | 150 | 100 |
| 11. Issue notices of taking possession/early entry | 30 received copies by project affected persons | 30 received copies by project affected persons | 30 | 100 | 95 |
| 12. Participate in preparation of valuation standards manual to align with IVSC and ISK requirements, and existing laws | Finalized valuation standards manual | Finalized valuation standards manual | Report | 100 | 100 |
| 13. Draft correspondences and respond to inquiries from government agencies, stakeholders and project affected persons | 3 delivered response letters | 6 delivered response letters | 6 | 200 | 100 |
| 5. Participate in project reconnaissance, site visits and public sensitization by the Commission | 3 Signed attendance lists or site visit reports | 3 Signed attendance lists or site visit reports | 3 | 100 | 100 |
| 12. Participate in preparation of valuation standards manual to align with IVSC and ISK requirements, and existing laws | Finalized valuation standards manual | | Report | 0 | 100 |
| 12. Participate in preparation of valuation standards manual to align with IVSC and ISK requirements, and existing laws | Finalized valuation standards manual | | A document | 0 | 100 |
| Total Appraiser Score on Performance Targets | | | | 1570.00 | 1595.00 |
| Mean Appraisal Scores | | | | 98.12% | 99.69% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|---|--|
| The targets set were achieved with some achieved above expectation. | These targets are achievable |



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| 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 set were achieved. | Serial Numbers 5 and 12 were repeated. Kindly ignore these repetitions. The officer is excellent in executing his duties. |

| MID YEAR REVIEW | | | |
|---|--|-------------------------|---|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| 1. Undertake valuation for advisory purposes | 3 signed valuation reports | Target did not change | 2 signed valuation reports |
| 2. Undertake valuation for determination of Stand Premium and Annual Ground Rent upon Alienation of land and renewal of leases. | 10 signed valuation reports/Stand Premium and Annual Rent files from Land Administration Directorate | Target did not change | 6 signed valuation reports/Stand Premium and Annual Rent files from Land Administration Directorate |
| 3. Bill professional fees for Advisory Valuations done | 3 signed valuation fee notes | Target did not change | 1 signed valuation fee notes |
| 4. Prepare facilitation budgets for approval | 3 approved facilitation requests | Target did not change | 3 approved facilitation requests |
| 5. Participate in project reconnaissance, site visits and public sensitization by the Commission | 3 Signed attendance lists or site visit reports | Target not changed | 2 Signed attendance lists or site visit reports |
| 6. Facilitate publication of gazette notices of intention to acquire and inquiry notices | 3 gazette notices | Target not changed | 2 gazette notices |
| 7. Undertake inspections, data collection and due diligence for assigned Compulsory Acquisition Projects | 3 signed valuation reports | Target did not change | 2 signed valuation reports |
| 8. Attend/Hold inquiry exercise | 3 signed inquiry reports | Target not changed | 2 signed inquiry reports |
| 9. Prepare valuation schedules | 3 signed valuation schedules | Target not changed | 2 signed valuation schedules |
| 10. Prepare and serve letters of awards to Project Affected Persons | 100 received copies of award by PAPs | Target did not change | 100 received copies of award by PAPs |
| 11. Issue notices of taking possession/early entry | 30 received copies by project affected persons | Target not changed | 0 received copies by project affected persons |



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|---|--------------------------------------|--------------------|--------------------------------------|
| 12. Participate in preparation of valuation standards manual to align with IVSC and ISK requirements, and existing laws | Finalized valuation standards manual | Target not changed | Finalized valuation standards manual |
| 13. Draft correspondences and respond to inquiries from government agencies, stakeholders and project affected persons | 3 delivered response letters | Target not changed | 4 delivered response letters |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|---|---|
| No target has been changed or added Mid year target achieved | targets are achievable. |

| VALUES AND STAFF COMPETENCIES APPRAISAL | | |
|---|-------------------------------------|-------------------------------|
| Criteria Cluster | Appraisee's Values and Competencies | Immediate Supervisor Comments |
| Core Competencies | Professionalism | Excellent - Higher Than 100% |

| APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES | IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE |
|---|--|
| Intends to carry out duties and responsibilities professionally and effectively | These targets are achievable |

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|--------------------------------------|----------|---------------------------------|
| Training & Development Needs | Duration | Type of Training |
| Strategic Management skills | 2 months | Strategic management course |
| Customer care skills | 2 months | Customer care management course |
| Managerial & Supervisory skills | 2 months | Supervisory management course |
| Leadership skills | 2 months | Leadership course |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|---|---|
| The skills are required to improve my project management skills and improve competence in dealing with clients and stakeholders | These skills and training will impact knowledge |

| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | |
|---|--|
| Second Supervisor Comments | Second Supervisor Recommendations |
| The targets need to be dis-aggregated to show the actual work SMART-ly and aid objective assessment. Please review. | Please review the targets as guided during our performance management meeting on 30th November 2022. |