



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210531	Staff Name:	Lucy Kyalo
ID Number:	32821834	Employee E-mail:	lucy.kyalo@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LP&R	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Bonventure Musyoka Kaliti	Immediate Supervisor Designation:	Administration Officer
Second Supervisor:	Ally Munira Jadeed	Supervisor Designation:	Chief Land Use Planning Officer

DEPARTMENTAL OBJECTIVES
To monitor and oversee land use planning throughout the country
To develop tools for Monitoring and Overseeing Land Use Planning throughout the Country
To oversee the implementation of various tools and guidelines for quality assurance

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To assist in developing Guidelines for Preparation of Land Use and Management Plans for land held by public agencies	1. Completed guidelines prepared 2. Budgets 3. Attendance lists 3. Work Session 4. Reports	First Draft report prepared. Budgets prepared, internal workshops conducted, desktop review done	The officer assisted in drafting report the report	100	100
To assist in monitoring & Overseeing the preparation of 12 No. County Spatial Plans	1. 12 No. of CSPs under preparation monitored and oversighted 2. Monitoring reports 3. Budget 4. Notification letters 5. Checklists	15 counties monitored	The officer assisted in monitoring and oversighting 15 No. of CSPs.	125	125



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To assist in monitoring and overseeing the implementation of 10 No. County Spatial Plans	<ol style="list-style-type: none"> 1. 10 No. of CSPs' under implementation monitored and oversighted 2. Monitoring reports 3. Budget 4. Notification letters 5. Checklists 	5 counties monitored	The officer assisted in monitoring and oversighting 5 No. of CSPs.	100	100
To assist in Monitoring & Overseeing 10 No. Agencies implementing the National Land Use Policy (NLUP)	<ol style="list-style-type: none"> 1. 10 No. of Agencies Implementing NLUP monitored and oversighted 2. Workshop program 3. Budget 4. Notification letters 6. Attendance list 7. Report 	7 agencies monitored	The officer assisted in monitoring 7 No. of implementing agencies.	140	140
To assist in Monitor & Oversee 10 No. Agencies implementing the National Spatial Plan (NSP)	<ol style="list-style-type: none"> 1. 10 No. of Agencies Implementing NSP monitored and oversighted 2. Workshop program 3. Budget 4. Notification letters 6. Attendance list 7. Report 	7 agencies monitored	The officer assisted in monitoring and oversighting 7 No. of NSP implementing agencies.	140	140
To assist M&O preparation & implementation of 20 No. Local Physical & Land use Plans (Urban Plans/PDPs)	<ol style="list-style-type: none"> 1. 20 No. of LP&LUPs (Urban/PDPs) monitored and oversighted 2. Copies of plans 3. Budget 4. Notification letters 	35 LPDPS monitored	The officer assisted in monitoring 35 LPDP/Urban plans.	175	175
To assist in preparing and issuing 20 No. Advisories Letters to planning authorities on land use plans	<ol style="list-style-type: none"> 1. 20 No. of Advisories issued to planning authorities 	26 advisories issued	The officer assisted in preparing 26 advisories	130	130
To assist in preparing Annual Status of land use planning report for the country	<ol style="list-style-type: none"> 1. Complete annual status of land use planning report prepared 2. Request of land use planning reports from counties 3. Compilation of land use planning status report 	Status of LUP report prepared	The officer assisted in preparation of SLUP	100	100
To assist in Sensitizing County Governments on importance of land use planning through 20 No. Workshops	<ol style="list-style-type: none"> 1. 20 No. of Workshops conducted 2. Workshop program 3. Attendance lists 4. Training materials 	50 sensitization workshops conducted	The officer assisted in conducting and sensitizing 40 workshops	200	200
To assist in coordinating preparation of NLC recommendations report on reviewed National Land Policy	<ol style="list-style-type: none"> 1. Final Report 2. Budgets 3. Attendance lists 4. Work Sessions 	Achieved at quarter 1 (one)	The officer assisted in preparation of the report	100	100



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Total Appraiser Score on Performance Targets		1310.00	1310.00
Mean Appraisal Scores		131%	131%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set as agreed	targets well set

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
The targets achieved. However, there was a challenge on funding.	The officer performed well during the year under review.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To assist in developing Guidelines for Preparation of Land Use and Management Plans for land held by public agencies	1. Completed guidelines prepared 2. Budgets 3. Attendance lists 3. Work Session 4. Reports	Target not changed	Target ongoing
To assist in monitoring & Overseeing the preparation of 12 No. County Spatial Plans	1. 12 No. of CSPs under preparation monitored and oversighted 2. Monitoring reports 3. Budget 4. Notification letters 5. Checklists	Target Not Changed	58% of the target achieved
To assist in monitoring and overseeing the implementation of 10 No. County Spatial Plans	1. 10 No. of CSPs' under implementation monitored and oversighted 2. Monitoring reports 3. Budget 4. Notification letters 5. Checklists	Target changed from 10 to 5 counties	20% achieved
To assist in Monitoring & Overseeing 10 No. Agencies implementing the National Land Use Policy (NLUP)	1. 10 No. of Agencies Implementing NLUP monitored and oversighted 2. Workshop program 3. Budget 4. Notification letters 6. Attendance list 7. Report	Target changed from 10 to 5 agencies	Target ongoing



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To assist in Monitor & Oversee 10 No. Agencies implementing the National Spatial Plan (NSP)	1. 10 No. of Agencies Implementing NSP monitored and oversighted 2. Workshop program 3. Budget 4. Notification letters 6. Attendance list 7. Report	Target changed from 10 to 5 agencies	Target ongoing
To assist M&O preparation & implementation of 20 No. Local Physical & Land use Plans (Urban Plans/PDPs)	1. 20 No. of LP&LUPs (Urban/PDPs) monitored and oversighted 2. Copies of plans 3. Budget 4. Notification letters	Target not changed	65% achieved
To assist in preparing and issuing 20 No. Advisories Letters to planning authorities on land use plans	1. 20 No. of Advisories issued to planning authorities	Target not changed	55% achieved
To assist in preparing Annual Status of land use planning report for the country	1. Complete annual status of land use planning report prepared 2. Request of land use planning reports from counties 3. Compilation of land use planning status report	Target not changed	50% achieved
To assist in Sensitizing County Governments on importance of land use planning through 20 No. Workshops	1. 20 No. of Workshops conducted 2. Workshop program 3. Attendance lists 4. Training materials	Target not changed	Target achieved
To assist in coordinating preparation of NLC recommendations report on reviewed National Land Policy	1. Final Report 2. Budgets 3. Attendance lists 4. Work Sessions	Target not changed	Target achieved

MID YEAR APPRAISEES'S COMMENTS

Targets reviewed as agreed

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets well reviewed

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Professional conduct is one of my key competencies		The officer is does her assignments with professionalism.
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory Management Course	4 weeks	Supervisory Management Course
Supervisory Management Course	4	Supervisory Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The course will help in professional development		The officer was not able to attend the select courses in the year under review. This resulted due to lack of funding.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	