



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150165	Staff Name:	Clementine Kisangau Wavinya
ID Number:	23680224	Employee E-mail:	clementine.wavinya@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2018-2019
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	LP&R	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Mary Wandia Macharia	Immediate Supervisor Designation:	Deputy Director Research
Second Supervisor:	Mary Macharia Wandia	Supervisor Designation:	Deputy Director Research

DEPARTMENTAL OBJECTIVES
Improved Knowledge base on Secure Land Rights
Enhanced understanding of elimination of discrimination against women, vulnerable , indigenous groups and other minorities
Increase in research partnership
Public land inventory mapping

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Conduct at least 1 desktop research project per year	1. Literature Review on Dominion farm in Yala swamp in the 1st quarter. 2.Data analysis and update on Dominion Farms between March -April 2019.	Report on Dominion Farm completed and presented to Senior Research Officer	Draft report available	120	80
Conduct at least 2 research on land conflict	1.Background information on Land conflicts in 1st quarter. 2.Literature review on Land Conflicts in 2nd quarter. 3.Tool Development for data collection in 3rd quarter. 4. Data collection in 4th quarter 5. Data analysis in 4th quarter	Fieldwork, Data Collection and analysis completed. Working on second draft of the publication.	Draft report available	130	90
Participate in at least 2 stakeholder meetings over the year.	1. Reports and attendance lists of stakeholder meetings attended.	Participated in more than 2 stakeholder forums.	Done	120	120



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Analyzing data on public land in the counties	1. Background & literature review on public land in counties in 1st quarter. 2. Updating data on public land in 1st, 2nd and 3rd quarters. 3. Data analysis on public land in Counties -3rd quarter. 4. Writing reports on public land in the counties	Completed Public land data in Siaya, Tharaka Nithi and Kwale counties.	Target surpassed	120	120
Support to other Commission activities.	1. Summaries on HLI claims in 1st quarter. 2. Minutes during HLI hearings throughout the year. 3. Writing of HLI determinations in the 3rd quarter. 4. Report writing through out the year on HLI Claims. 5. Fieldwork & ground visits throughout the year.	Work allocated complete	target surpassed	180	150
Total Appraiser Score on Performance Targets				670.00	560.00
Mean Appraisal Scores				134%	112%

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

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
Conduct at least 1 desktop research project per year	1. Literature Review on Dominion farm in Yala swamp in the 1st quarter. 2. Data analysis and update on Dominion Farms between March -April 2019.	Target not changed	Ongoing
Conduct at least 2 research on land conflict	1. Background information on Land conflicts in 1st quarter. 2. Literature review on Land Conflicts in 2nd quarter. 3. Tool Development for data collection in 3rd quarter. 4. Data collection in 4th quarter 5. Data analysis in 4th quarter	Target not changed	Background and literature review on land conflicts in Kilifi County done. Ongoing analysis and tool development for data collection
Participate in at least 2 stakeholder meetings over the year.	1. Reports and attendance lists of stakeholder meetings attended.	Target not changed.	One meeting attended - Stakeholder Validation Workshop on Comprehensive Programme on Registration of Title to Land throughout Kenya.



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Analyzing data on public land in the counties	1. Background & literature review on public land in counties in 1st quarter. 2. Updating data on public land in 1st, 2nd and 3rd quarters. 3.Data analysis on public land in Counties -3rd quarter. 4. Writing reports on public land in the counties	Target not changed	Data entry done - Ongoing data analysis and report writing
Support to other Commission activities.	1.Summaries on HLI claims in 1st quarter. 2.Minutes during HLI hearings throughout the year. 3.Writing of HLI determinations in the 3rd quarter. 4.Report writing through out the year on HLI Claims. 5.Fieldwork & ground visits throughout the year.	Target added.	Work done. Summaries on HLI Claims done, minutes and reports written and Gazette notice on HLI Claims heard published. Ongoing ground visits and further research.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Qualitative Data analysis	2 weeks	Research related
Advanced Excel and Data Modelling	2 weeks	Research related
Project Proposal Writing	3 weeks	Research related
Project Development and and Management	4 weeks	Research related
Senior Management Course	4 weeks	Supervisory related

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Courses relevant for greater efficiency in work of the officer.	I recommend facilitation to the courses requested.



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Achieved targets and worked professionally	Training in the research software.