



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150301	Staff Name:	Bishar Maalim Ahmed
ID Number:	30292245	Employee E-mail:	ahmed.bishar@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	F&CP	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Silas Odindo Mutsune	Immediate Supervisor Designation:	Senior Monitoring and Evaluation Officer
Second Supervisor:	Timothy Kariuki Kanyua	Supervisor Designation:	Head Monitoring and Evaluation

DEPARTMENTAL OBJECTIVES
To lead the formulation of the Commission's corporate strategy
To ensure that all Directorates and Departments develop their workplans and in compliance with the Strategic Plan
To monitor, evaluate and Report progress on all activities undertaken by the commission in accordance with M& E framework
To ensure that Mid and End Term Reviews are undertaken and reported to the management for appropriate action
To Ensure the Commission's Budget is prepared within the agreed timelines in compliance with National Treasury guidelines
To Document and manage minutes, memos and other records for the department
To Coordinate the preparation and submission of project concept notes for consideration by the EOP and National

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
collate,review,analyze,report and submit quarterly report	periodic performance reports submitted	4 quarterly reports in place	Target achieved	110	100
develop work plans templates	work plans template developed	workplans developed	Target achieved	100	100
coordination in the preparation of Annual Report	Annual Report Prepared	annual report developed and submitted to relevant authorities	Target achieved	150	100
Track in the implementation of SP	Implementation of SP on course	implementation of SP Tracked during FY 2023/2024	Target achieved	105	100



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participate in the preparation of MTEF Budget	MTEF Budget prepared	MTEF budget prepared	Target achieved	101	100
participate in the development of performance contracting guidelines.	developed performance contracting guidelines.	performance contracting on going	Target achieved	75	75
participate in the development of commission paper.	commission papers developed	developed	Target achieved	96	95
participate in the preparation of M&E framework	M&E framework developed	M&E Framework developed	Target achieved	170	100
participate in the preparation of FY 2024/25 Commission annual workplan.	Annual workplan	workplan in place	Target achieved	140	100
monthly departmental meeting	minutes meeting in place	minutes inplace	Target achieved	150	100
Total Appraisee Score on Performance Targets				1197.00	970.00
Mean Appraisal Scores				119.7%	97%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets setting was a participatory exercise with the head of the department taking lead and close supervision with my immediate supervisor.	The target set are Specific, Measurable, Achievable and Realistic

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
Did the ratings with close supervision with my immediate supervisor Mr. Silas who was really helpful in me achieving my Targets.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
collate,review,analyze,report and submit quarterly report	periodic performance reports submitted	targets not changed.	quarterly reports submitted on quarterly basis hence acheivable
develop work plans templates	work plans template developed	targert not changed	workplans in place
coordination in the preparation of Annual Report	Annual Report Prepared	targert not changed	annual report printed and circulated
Track in the implementation of SP	Implementation of SP on course	targert not changed	review of SP on-going
participate in the preparation of MTEF Budget	MTEF Budget prepared	targert not changed	MTEF on progress
participate in the development of performance contracting guidelines.	developed performance contracting guidelines.	Target not changed	performance contracting now in HR for review



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participate in the development of commission paper.	commission papers developed	target not changed	developed in place
participate in the preparation of M&E framework	M&E framework developed	target not changed	M&E framework developed
participate in the preparation of FY 2024/25 Commission annual workplan.	Annual workplan	target not changed.	workplan in place and in use
monthly departmental meeting	minutes meeting in place	target not changed	meeting done monthly basis

MID YEAR APPRAISEES'S COMMENTS

so far, no targets were changed and did these with the close supervision with my immediate supervisor.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The targets not changed

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

two weeks training for executing performance delivery in Kenya School of Government

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The apraisee needs further training on data analysis

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
supervisory	2weeks	managerial training
supervisory	2weeks	managerial training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

This will enable me to further my skills in solving matters related to my work growth.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The highlighted professional Course will greatly impact positively on the appraisee's' productivity

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
The appraisee made significant progress towards achieving his set targets	The appraisee will also need further training in data analysis