



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140039	Staff Name:	Ben Tuwai Bett
ID Number:	11575267	Employee E-mail:	ben.bett@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:	NLC3
Dept/Directorate	HRA	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

To strengthen the Human Resources capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To attract, recruit and retain sixty(60)competent staff in the Commission between 1st July 2022 to 30th June 2023	No. of staff recruited, interview minutes, Job advert, Appointment letters	<ul style="list-style-type: none"> Recruitment of Secretary/CEO was initiated and finalised in June 2023. Placed Job adverts for 21 Positions which will result in recruitment of 51 No. of new staff Long listing Report for the 21No. of positions advertised is in place. 		90	0



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To develop Career Progression Guidelines between 1st October 2022 to 31st March 2023.	HRAC/Commission Papers Career Progression Guidelines Commission Approval Minutes	Final Career Progression Guidelines in place and forwarded to Commission for approval		100	0
To develop a Succession Plan for the Commission 1st October 2022 to 31st March 2023	Succession Plan Commission Approval Minutes	Target Dropped. It was to be undertaken in FY2023-2024		100	0
To develop a staff retention strategy for the Commission 1st October 2022 to 31st March 2023	Staff retention strategy report Commission Approval Minutes	The staff retention strategy is being developed by the State Department for Public Service alongside the HR Strategy		90	0
To review performance management system in the Commission between 1st July 2022 to 30th June 2023	Reviewed performance management system (PMS), Performance contracts and Performance appraisal reports	<ul style="list-style-type: none"> • Mid-Year Performance appraisal for FY 2022-2023 was conducted. • Final Staff performance Appraisals for FY 2021-2022 was done and report on scores generated. • Final Staff performance appraisals for FY 2022-2023 was initiated and will be concluded 		100	0



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To train 500 No. of Commissioners and staff in identified thematic areas between 1st November 2022 to 30th June 2023	Approved budgets, Attendance list, Training program, Nomination letter	<ul style="list-style-type: none"> • Training Plan was approved by the Commission. • 707 No. of staff trained in various thematic areas 		141	0
To develop a policy/framework on training revolving fund between 1st August 2022 to 31st December,2022	Training Revolving Fund Policy Commission Approval Minutes	A draft training revolving fund policy/framework is in place..		95	0
To train twenty(20) using the established training revolving fund between 2nd January 2023 to 30th June,2023	Budget approval, staff circular, No. of employees funded through the scheme	Target dropped awaiting finalization of revolving fund policy/framework		100	0
To disburse two(2)Mortgages and Car loans to staff between 1st July, 2022 to 30th June, 2023	Loan award letters, Sale agreements, Copies of House titles and Car log books	<ul style="list-style-type: none"> • Two (2) no. of staff were allocated house mortgage. One (1) no. of staff was allocated car loan. • The Staff house mortgage and Car loan committee held its quarterly meeting on 28.03.2023. 		100	0



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To maintain a robust staff insurance covers between 1st July, 2022 to 30th June, 2023	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	<ul style="list-style-type: none"> • The four insurance covers are in place and operational i.e medical, group life, group personal Accident and Work Injury Benefits Act (WIBA) • Procurement for Group Life Insurance cover was initiated and finalised by 30.06.2023 		100	0
To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2023	Staff Satisfaction Survey Report Work Environment Survey Report	Survey questionnaire has been developed. • Staff were sensitized on how to fill/respond to baseline survey questionnaires on 04.04.2023 • Procurement of survey software wasnot concluded due to unavailability of funds.		80	0



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To develop Anti-corruption policy and framework for the Commission between 1st July,2022 to 30th June,2023	Commission Anti-Corruption Policy Corruption Prevention Committee(CPC) Integrity Assurance Committee	<ul style="list-style-type: none"> • Code of conduct for Public Officers in NLC developed and approved • Draft Corruption Prevention Policy is in place • Corruption Prevention Committee(CPC) in place • Integrity Assurance Committee in place 		100	0
To review HR policy and procedure manual between 1st July,2022 to 30th June,2023	Reviewed HR policy and procedures Manual	<ul style="list-style-type: none"> • Human Resources Policies and Procedures Manual in place 		100	0
To standardize HR processes and procedures 1st July,2022 to 30th June,2023	HR standard procedure manual	<ul style="list-style-type: none"> • Target Dropped due to budgetary constraints 		100	0
Formation and operationalization of various committee members on crosscutting issues i.e. OSHA, HIV and AIDS, Gender, Persons living with disability and Alcohol and Substance abuse between 1st October and 31st December, 2022	Appointment letters Attendance list, Training program, Certificates of attendance	<ul style="list-style-type: none"> • OSHA, HIV/AIDS, Gender, Persons living with disability and Alcohol and Substance abuse committees has been constituted • Draft policy in OSHA, HIV/AIDS, Gender, Persons living with disability and Alcohol and Substance abuse is in place. • Quarterly 		100	0



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To Carry out baseline survey on crosscutting issues. HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st January,2023 and 31st March, 2023	Questionnaires, Memos, Staff circulars	<ul style="list-style-type: none"> The HRA Directorate partnered with Land Use & Research Directorate and the survey questionnaire has been developed. Staff were sensitized on how to fill/respond to baseline survey questionnaires on 04.04.2023 		100	0
To acquire additional HQ office space for the commission (8,000 sq. feet)between 1st July 2022 and 31st Decemeber,2022	Lease Agreement Tender Documents Commission Approval	<ul style="list-style-type: none"> The procurement processs of acquiring 8243 sq.ft space at 316 Upperhill Chambers was initiated and completed. The Commission was not able to acquire the 8243 sq.ft space at 316 Upperhill Chambers due to unavoidable circumstances. 		100	0
To construct two(2) county offices between 1st July 2022 to 30th June,2023	Status Reports Payment of Contractors Approved Budget	Target dropped due to budgetary constraints		100	0
To acquire sixteen (16) motor vehicles between 1st July 2022 to 30th June,2023	Payment Vouchers Log Books	The Funds allocated to purchase 16No of vehicles was utilized to pay for the vehicles procured in FY 2021-2022		100	0



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To develop and maintain a records management infrastructure in the Commission between 1st July 2022 to 30th June,2023	Records Management Status Report	<ul style="list-style-type: none"> Reviewed file classification scheme/indexing. Carried out file inventory for Historical Land Injustices files and put in place tracking tools for the movement of files Carried out streamlining and processing of 2400 files for review and regula 		150	0
To develop and maintain one hundred(100)epidemic mitigation tools/infrastructure between 1st July 2022 to 30th June,2023	No. of epidemic mitigation tools developed Memos to Staff Payment Vouchers	<ul style="list-style-type: none"> The Commission has contracted a Cleaning Services Company to offer thorough cleaning of the Offices and washrooms Issued 313No. of detergents for washing hands in all washrooms 		200	0
To asses and maintain security in the Commission between 1st July 2022 to 30th June,2023	Security Assessment Report	Terms of Reference (ToR) for procurement of a consultant to undertake security assessment in the Commission is in place.		90	0
Total Appraisee Score on Performance Targets				2336.00	0.00
Mean Appraisal Scores				106.18%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING		IMMEDIATE SUPERVISOR'S ON TARGET SETTING	
Targets are as per the approved workplan for FY 2022-2023		Targets set are agreeable	
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	
Agreed targets were achieved despite budgetary constraints experienced.			
MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To attract, recruit and retain sixty(60)competent staff in the Commission between 1st July 2022 to 30th June 2023	No. of staff recruited, interview minutes, Job advert, Appointment letters	Target not changed	Target not changed
To develop Career Progression Guidelines between 1st October 2022 to 31st March 2023.	HRAC/Commission Papers Career Progression Guidelines Commission Approval Minutes	Target not changed	Target not changed
To develop a Succession Plan for the Commission 1st October 2022 to 31st March 2023	Succession Plan Commission Approval Minutes	Target dropped	It set to be acted upon in the next FY
To develop a staff retention strategy for the Commission 1st October 2022 to 31st March 2023	Staff retention strategy report Commission Approval Minutes	Target not changed	Target not changed
To review performance management system in the Commission between 1st July 2022 to 30th June 2023	Reviewed performance management system(PMS), Performance contracts and Performance appraisal reports	Target not changed	Target not changed
To train 500 No. of Commissioners and staff in identified thematic areas between 1st November 2022 to 30th June 2023	Approved budgets, Attendance list, Training program, Nomination letter	Target not changed	Target not changed
To develop a policy/framework on training revolving fund between 1st August 2022 to 31st December,2022	Training Revolving Fund Policy Commission Approval Minutes	Target not changed	Target not changed
To train twenty(20) using the established training revolving fund between 2nd January 2023 to 30th June,2023	Budget approval, staff circular, No. of employees funded through the scheme	Target dropped	Due to financial constraints. To be implemented once the TRF regulations are approved.



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To disburse two(2)Mortgages and Car loans to staff between 1st July, 2022 to 30th June, 2023	Loan award letters, Sale agreements, Copies of House titles and Car log books	Target not changed	Target not changed
To maintain a robust staff insurance covers between 1st July, 2022 to 30th June, 2023	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Target not changed	Target not changed
To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2023	Staff Satisfaction Survey Report Work Environment Survey Report	Target not changed	Target not changed
To develop Anti-corruption policy and framework for the Commission between 1st July,2022 to 30th June,2023	Commission Anti-Corruption Policy Corruption Prevention Committee (CPC) Integrity Assurance Committee	Target not changed	Target not changed
To standardize HR processes and procedures 1st July,2022 to 30th June,2023	HR standard procedure manual	Rename the target to Business processes Re-engineering	To be in line with the SP
Formation and operationalization of various committee members on crosscutting issues i.e. OSHA, HIV and AIDS, Gender, Persons living with disability and Alcohol and Substance abuse between 1st October and 31st December, 2022	Appointment letters Attendance list, Training program, Certificates of attendance	Target not changed	Target not changed
To Carry out baseline survey on crosscutting issues. HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st January,2023 and 31st March, 2023	Questionnaires, Memos, Staff circulars	Target not changed	Target not changed
To acquire additional HQ office space for the commission (8,000 sq. feet)between 1st July 2022 and 31st Decemeber,2022	Lease Agreement Tender Documents Commission Approval	Target not changed	Target not changed
To construct two(2) county offices between 1st July 2022 to 30th June,2023	Status Reports Payment of Contractors Approved Budget	Target Dropped	Due to financial constraints
To acquire sixteen (16) motor vehicles between 1st July 2022 to 30th June,2023	Payment Vouchers Log Books	Change the target to 2 vehicles	Due to financial constraints



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To develop and maintain a records management infrastructure in the Commission between 1st July 2022 to 30th June,2023	Records Management Status Report	Target not changed	Target not changed
To develop and maintain one hundred(100)epidemic mitigation tools/infrastructure between 1st July 2022 to 30th June,2023	No. of epidemic mitigation tools developed Memos to Staff Payment Vouchers	Change to KPIs to : 1. Acquisition of records management software 2.Streamline the physical records by re-arranging for easy access and retrieval= 10 department/directorates 3. Develop and implement Records management policy 4. Review of FCS	To make the target SMART
To asses and maintain security in the Commission between 1st July 2022 to 30th June,2023	Security Assessment Report	Target not changed	Target not changed

MID YEAR APPRAISEES'S COMMENTS

I agree with the mid year review

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The mid-year performance is acceptable. Please strive to achieve the remaining targets by close of the fourth quarter.

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

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations