



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210523	Staff Name:	Mohamednoor Bashir Farah
ID Number:	20263473	Employee E-mail:	m.farah@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	SCM	Appraisal Status	Approved/Closed/HR
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

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Prepare consolidated annual procurement plan for the commission by 30-08-2023	a) Fin, Planning and Supply chain board paper for sub-committee b) Minute of sub-committee on finance, ICT & Supply chain c) Commissioners plenary minute d) Report of the consolidated procurement plan	The Annual Consolidated procurement plan was approved by the finance and SCM Committee and subsequently approved by the Commission Plenary	The Annual Consolidated procurement plan was approved by the finance and SCM Committee and subsequently approved by the Commission Plenary	100	100
To come up with updated Commission's asset register by 30-05-2023	a) Report of updated asset register b) Appointment Memo of asset register committee c) Updated asset register list	The Asset register has been updated, however tagging was not done as planned due to budgetary constraint. This vote was targeted during budget cut	The Asset register has been updated, however tagging was not done as planned due to budgetary constraint. This vote was targeted during budget cut	100	100



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To develop individual work plan for the supply chain staffs by 30-10-2022	a) Developed work plan	SCM Staffs individual work plan was done and derived from the main departmental targets	SCM Staffs individual work plan was done and derived from the main departmental targets	100	100
To Update PPIP Statutory reports	a) Quarterly report to PPRA b) Six (6) Report to PPRA c) No of contract /LPO/LSO completed	PPIP Portal is continuously updated and reviewed every month as required by PPADA 2020	PPIP Portal is continuously updated and reviewed every month as required by PPADA 2020	100	100
Conduct Registration and continuous updating of suppliers list for the commission by Mid November 2022	a) Report / Minutes of pre-qualified suppliers	Suppliers list updated continuously as required and up to date	Suppliers list updated continuously as required and up to date	100	100
To Secure half of 6th floor for leasing to ensure current experienced space challenge is sorted for staffs at HQ by 30-12-2022	a) Request Memo for office space b) Commissioners resolution minutes c) Advert d) Memo for appointment of Opening / evaluation committees e) Lease agreement signed	This target was not achieved due budget cut. The process was done up to professional Opinion but due to austerity measures introduced by the government, the allocated budget was deducted at the National Treasury	This target was not achieved due budget cut. The process was done up to professional Opinion but due to austerity measures introduced by the government, the allocated budget was deducted at the National Treasury	100	100
To procure office partitioning for the procured half of 6th floor at 316 Upper chambers by 30-05-2023	a) Approved memo b) Advert c) Opening / evaluation reports d) Acceptance letter / agreement	The Space to be Partitioned could not be secured due to budget cut hence the target could not be achieved	The Space to be Partitioned could not be secured due to budget cut hence the target could not be achieved	100	100



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To organize for IFMIS training for at least 10 SCM staffs that are critical in Ifmis at KSG and at least one other professional course for the entire team by 30-04-2023	a) Approved Request memo b) Invitation letter from ksg c) LPO / Invoice	The target was achieved and SCM Officers trained at KSG by National Treasury officers	he target was achieved and SCM Officers trained at KSG by National Treasury officers	100	100
To procure 5 new vehicles for the commission as captured in the annual procurement plan by 30 March 2023	a) Request memo approved b) Committed LPO	Target not achieved due to budget cuts on this vote	Target not achieved due to budget cuts on this vote	100	100
To conduct staffs appraisals for all Supply chain staffs in NLC by end of May 2023	a) Filled performance appraisal forms by all staffs in the department	All SCM Staffs were appraised pending final close-out	All SCM Staffs were appraised pending final close-out	100	100
To prepare and send statutory reports to PPRA and Management (Jul-Dec) for 2021 and Jan-Jun 2022)	a) Report of preferences and reservations b) Board paper presented and approved	All statutory reports were done and sent to CEO's office, Internal Audit office and Updated online on PPIP as required by the Act and Regulations	All statutory reports were done and sent to CEO's office, Internal Audit office and Updated online on PPIP as required by the Act and Regulations	100	100
To prepare Supply Chain annual budget for 2022/2023	a) Report of supply chain annual budget prepared for 2022-2023	SCM Budget for 2022-2023 was prepared and shared with Finance and Corporate Planning	SCM Budget for 2022-2023 was prepared and shared with Finance and Corporate Planning	100	100
To Prepare end of year pending bills for 2022-2023 by 30-09-2023	a) List of pending bills b) IFMIS Encumbrance report on pending bills for 2022-2023	Pending bills for FY 2022-2023 was prepared and shared with finance for record	Pending bills for FY 2022-2023 was prepared and shared with finance for record	100	100



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To Continuous respond to audit and compliance in regards to supply chain matters on need basis on behalf of the management for 2022-2023	a) Auditors request lists b) Auditor Management responses & annexes	Audit queries pertaining to internal and external audits were responded and cleared as required from time to time	Audit queries pertaining to internal and external audits were responded and cleared as required from time to time	100	100
To procure group Life medical insurance for the Commission staffs by 30-10-2022	c) Approved memo d) Advert e) Reports	Group Life medical insurance was done. Target achieved	Group Life medical insurance was done	100	100
To procure / renew medical insurance for the Commission staffs by 30-01-2022	f) Approved memo g) Advert	Medical Insurance cover for Commissions and staffs was procured and in place	Medical Insurance cover for Commissions and staffs was procured and in place	100	100
To procure GLA and WIBA insurance for the Commission staffs by 30-08-2022	a) Approved Memo	Both GLI and WIBA medical services were procured as planned	Both GLI and WIBA medical services were procured as planned	100	100
Total Appraisee Score on Performance Targets				1700.00	1700.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I have set Main target for the supply chain department for your concurrence	Please go ahead and implement the agreed targets.
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 with budget were achieved as planned however some targets were not achieved due to budgetary cuts by the National Treasury (Austerity measures)	Good performance



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Prepare consolidated annual procurement plan for the commission by 30-08-2023	a) Fin, Planning and Supply chain board paper for sub-committee b) Minute of sub-committee on finance, ICT & Supply chain c) Commissioners plenary minute d) Report of the consolidated procurement plan	Target remains the same	The Consolidated procurement was done and approved - Target achieved
To come up with updated Commission's asset register by 30-05-2023	a) Report of updated asset register b) Appointment Memo of asset register committee c) Updated asset register list	Target not changed, remains the same	Asset Management and Disposal Committee appointed and approved
To develop individual work plan for the supply chain staffs by 30-10-2022	a) Developed work plan	Target Remains the same	The Departments overall work plan and subsequent Individual staffs work plan was developed. This was achieved
To Update PPIP Statutory reports	a) Quarterly report to PPRA b) Six (6) Report to PPRA c) No of contract /LPO/LSO completed	Target Remains the same	All statutory Monthly and Quarterly reports are updated on the PPIP Portal. Target achieved
Conduct Registration and continuous updating of suppliers list for the commission by Mid November 2022	a) Report / Minutes of pre-qualified suppliers	No Change of Target. Remains the same	The Suppliers registration was successfully done and uploaded on the Commissions portal. Professional Opinion for the same approved
To Secure half of 6th floor for leasing to ensure current experienced space challenge is sorted for staffs at HQ by 30-12-2022	a) Request Memo for office space b) Commissioners resolution minutes c) Advert d) Memo for appointment of Opening / evaluation committees e) Lease agreement signed	Target remains the same however, there is budgetary constraint for this commitment as of now	The Procurement process has been done and completed however, the contract has not been signed yet due to inadequate budget. Negotiation committee formed and ongoing. Professional Opinion with alternative options has been shared with CEO for final dir
To procure office partitioning for the procured half of 6th floor at 316 Upper chambers by 30-05-2023	a) Approved memo b) Advert c) Opening / evaluation reports d) Acceptance letter / agreement	Target suspended due to Funding gap	This process could not be achieved due inadequate budget that is hindering securing of the space before partitioning can be done. It is pegged on budget availability.
To organize for IFMIS training for at least 10 SCM staffs that are critical in Ifmis at KSG and at least one other professional course for the entire team by 30-04-2023	a) Approved Request memo b) Invitation letter from ksg c) LPO / Invoice	Target suspended due to budget cuts. Only 5 staffs out of the 12 staffs could be trained so far.	5 staffs trained against 12 staffs targets due to budget cuts



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To procure 5 new vehicles for the commission as captured in the annual procurement plan by 30 March 2023	a) Request memo approved b) Committed LPO	Target changed due to Austerity measure / Budget cut by the National Treasury.	The Target could not be achieved since the budget for procurement of the motor vehicles was cut.
To conduct staffs appraisals for all Supply chain staffs in NLC by end of May 2023	a) Filled performance appraisal forms by all staffs in the department	Target Remains the same.	The staffs have filled their individual performance appraisal.
To prepare and send statutory reports to PPRA and Management (Jul-Dec) for 2021 and Jan-Jun 2022)	a) Report of preferences and reservations b) Board paper presented and approved	Target remains the same.	The PPRA and Management reports were prepared in time and shared. PPRA have changed manual receipt of reports and are receiving the statutory reports via PPIP Portal. Target achieved.
To prepare Supply Chain annual budget for 2022/2023	a) Report of supply chain annual budget prepared for 2022-2023	Target remains the same.	Supply Chain Budget was prepared and shared with Director Finance as required. Target achieved.
To Prepare end of year pending bills for 2022-2023 by 30-09-2023	a) List of pending bills b) IFMIS Encumbrance report on pending bills for 2022-2023	Target remains the same	List of Pending bills prepared and shared. Target achieved.
To Continuous respond to audit and compliance in regards to supply chain matters on need basis on behalf of the management for 2022-2023	a) Auditors request lists b) Auditor Management responses & annexes	Target remains the same	Response to Audit queries done. Target achieved
To procure group Life medical insurance for the Commission staffs by 30-10-2022	c) Approved memo d) Advert e) Reports	Target remains the same	Group life medical services renewed. Target achieved
To procure / renew medical insurance for the Commission staffs by 30-01-2022	f) Approved memo g) Advert	Target remains the same	The renewal memo done. Negotiation committee appointed. Budget and other pertinent issues agreed. Target achieved
To procure GLA and WIBA insurance for the Commission staffs by 30-08-2022	a) Approved Memo	Target remains the same	GLA and WIBA services procured. Target achieved

MID YEAR APPRAISEES'S COMMENTS

Majority of the targets achieved as planned however, there some targets that I did not achieve due to budget cuts that affected implementation of the targets.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Kindly work towards achieving your targets.

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	
I met all targets that had financial support and budget however, some targets were affected due budgetary constraint			
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
1. Corporate Planning and Management, Leadership training	4 weeks	Management Courses	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The Indicated two trainings will be of great help to acquire more skills		Training requested will be undertaken subject to availability of funds	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		
Good performance	None		