



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210549	<b>Staff Name:</b>	Vincent Onyango Wandayi
<b>ID Number:</b>	25763512	<b>Employee E-mail:</b>	vincent.wandayi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	SCM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Cyrus Nyaga Njue	<b>Immediate Supervisor Designation:</b>	Principal Supply Chain Management Officer
<b>Second Supervisor:</b>	Mohamednoor Bashir Farah	<b>Supervisor Designation:</b>	Head Supply Chain Management

### DEPARTMENTAL OBJECTIVES

To ensure effective and efficient support to users.

To synchronize supply with Demands.

Create value for money and minimize waste.

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.Procurement planning for common user items for Supply Chain Management Department.	1.Report of consolidated list of common user items. 2.Complete procurement plan of list of consolidated common user items. 3.Approved common user items requisition from C.E.O.	1.Ensured that the Reports of consolidated list of common user items was completed and done 2.List of common user items was consolidated in procurement plan .3.List of common user items requisition from C.E.O. was approved.	100	180	100



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2.Draft budget for common user items.	<ol style="list-style-type: none"> <li>1. Budget draft.</li> <li>2.Approved budget draft for eventual implementation.</li> <li>3. Approved budget lines guidelines.</li> </ol>	<ol style="list-style-type: none"> <li>1. Indicative market prices given..</li> <li>2.Indicative market prices incorporated in the financial year 2023/2024 plan.</li> <li>3.Incorporated market survey pricing guidelines for the financial year 2023/2024 procurement plan.</li> </ol>	100	195	100
3.To reconcile delivery of goods and services and validate suppliers' invoices before passing over to accounts.	<ol style="list-style-type: none"> <li>1.Delivery Notes received from suppliers.</li> <li>2.LPOs received from suppliers.</li> <li>3.Inspection Certificates approved by the Inspection Committee members.</li> <li>4.Number of complete Voucher files complete.</li> </ol>	<ol style="list-style-type: none"> <li>1.Delivery Notes received from suppliers and complete vouchers created. 2. All LPOs received from suppliers verified against the accompanying items.3. Inspected Certificates approved by the Inspection Committee members. 4.All voucher files completed</li> </ol>	100	170	100



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4.To ensure accurate delivery of items.	1.Inspection committee approved by the C.E.O 2.Number of Inspection of goods and services certificates.	1.Inspection committees approved by the C.E.O for the inspection of various items.2. Duly signed inspection certificates of goods and services copies filed and the original accompanied the vouchers.	100	199	100
5. To Coordinate and handle allocated items pertaining to procurement of goods and services including contracts, sourcing for quotations to ensure procurement standards are maintained.	1. Opening Minutes 2. Number of Evaluation Reports.	1. Opening Minutes filed. 2. Evaluation Reports fully signed and filed.	95	200	95
6. Updating of the Asset Register.	1.Updated Commission's Asset Register. 2.Maintenance of Updated inventory records. 3.Issuance of goods upon requisition by user departments, as per the goods issuance policy. 4.Advisory on stock reorder levels to the Head, Supply Chain, for stoc	1. Commission's Asset Register updated. 2. Updated inventory records maintained. 3.Issued goods upon requisition by user departments, as per the goods issuance policy.	90	165	90



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7. Identify Idle and unserviceable Assets.	1.Total number of Assets in the Asset register. 2.Total number of disposable Assets in the Asset register. 3.Total number of Assets in use in the Assets Register. 4.Total number of obsolete Assets in the Asset Register. 5. A complete report on th	1.Total number of Assets in the Asset register ascertained. 2.Total number of disposable Assets in the Asset register identified. 3.Total number of Assets in use in the Assets Register ascertained. 4.Total number of obsolete Assets in the Asset Regis	95	176	95
8. Secretariat to Asset Disposal Committees.	1.Approved Asset disposal committee Memo by C.E.O. 2.Number of Assets disposed off. 3. Complete report of the disposed commission's Assets. 4.Minutes of the Asset disposal Committee of assets disposed.	.Approved Asset disposal committee Memo by C.E.O filed. 2.No Assets disposed off. 3. Commission's Assets Disposal not yet done. 4.Minutes of the Asset disposal Committee filed.	90	150	90
9. Asset disposal plan.	1. Approved memo of timeline of assets disposal. 2.Asset disposal plan cost approved. 3. Approve choice of asset disposal method.	1.Approved memos of timeline of assets disposal filed. 2.Asset disposal plan cost approved and filed.3.Asset disposal method not yet identified.	90	145	90



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10. Plan Asset Disposal.	1. Approved memo for the committee from CEO. 2. Report on Asset disposal plan. 3. Plan for end of life of all assets in the plan.	1. Approved memo for the committee from CEO filed. 2. Report on Asset disposal plan filed 3. Plan for end of life of all assets in the plan recorded.	90	120	90
<b>Total Appraisee Score on Performance Targets</b>				<b>1700.00</b>	<b>950.00</b>
<b>Mean Appraisal Scores</b>				<b>170%</b>	<b>95%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable.	Vincent you have performed well but you need to check on the following: 1. Asset register not satisfactorily done 2. Stocks reconciliation not well done 3. Disposal Plan not as per expected standards 4. Use of IFMIS not embraced 5. On evaluations an

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
Targets achieved.	Vincent you have performed well but you need to check on the following: 1. Asset register not satisfactorily done 2. Stocks reconciliation not well done 3. You have not embraced use of IFMIS 4. Disposal not well handled on reports

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Procurement planning for common user items for Supply Chain Management Department.	1. Report of consolidated list of common user items. 2. Complete procurement plan of list of consolidated common user items. 3. Approved common user items requisition from C.E.O.	Not Changed/Added	100% Achieved



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2.Draft budget for common user items.	1. Budget draft. 2.Approved budget draft for eventual implementation. 3. Approved budget lines guidelines.	Not Changed/Added	100% Achieved.
3.To reconcile delivery of goods and services and validate suppliers' invoices before passing over to accounts.	1.Delivery Notes received from suppliers. 2.LPOs received from suppliers. 3.Inspection Certificates approved by the Inspection Committee members. 4.Number of complete Voucher files complete.	Not Changed/Added	98% achieved
4.To ensure accurate delivery of items.	1.Inspection committee approved by the C.E.O 2.Number of Inspection of goods and services certificates.	Not Changed/Added	90% achieved
5. To Coordinate and handle allocated items pertaining to procurement of goods and services including contracts, sourcing for quotations to ensure procurement standards are maintained.	1. Opening Minutes 2. Number of Evaluation Reports.	Not Changed/Added	95% achieved
6. Updating of the Asset Register.	1.Updated Commission's Asset Register. 2.Maintenance of Updated inventory records. 3.Issuance of goods upon requisition by user departments, as per the goods issuance policy. 4.Advisory on stock reorder levels to the Head, Supply Chain, for stoc	Not Changed/Added	100% achieved
7. Identify Idle and unserviceable Assets.	1.Total number of Assets in the Asset register. 2.Total number of disposable Assets in the Asset register. 3.Total number of Assets in use in the Assets Register. 4.Total number of obsolete Assets in the Asset Register. 5. A complete report on th	Not Changed/Added	98% Achieved (Ongoing)



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8. Secretariat to Asset Disposal Committees.	1.Approved Asset disposal committee Memo by C.E.O. 2.Number of Assets disposed off. 3. Complete report of the disposed commission's Assets. 4.Minutes of the Asset disposal Committee of assets disposed.	Not Changed/Added	50% Achieved( Ongoing)
9. Asset disposal plan.	1. Approved memo of timeline of assets disposal. 2.Asset disposal plan cost approved. 3. Approve choice of asset disposal method.	Not Changed/Added	80% Achieved(ongoing)
10. Plan Asset Disposal.	1. Approved memo for the committee from CEO. 2.Report on Asset disposal plan. 3.Plan for end of life of all assets in the plan.	Not Changed/Added	80% Achieved(Ongoing)

### MID YEAR APPRAISEES'S COMMENTS

Target Achievable.

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets achieved can not be 100% for ongoing activities

### VALUES AND STAFF COMPETENCIES APPRAISAL

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

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

Set targets are achievable although, most activities are Work In Progress.

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

add values

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Managerial Skills, and Supervisory skills.	one month	Asset Disposal skills, Procurement processes and Procedures.

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training needed for improved performance.

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Add CPD training as appropriate

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Second Supervisor Recommendations



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Good work.Keep up and improve on few areas

CPD Trainings recommended