



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170474	Staff Name:	Vivian Syekonyo Muli
ID Number:	13057076	Employee E-mail:	vivian.muli@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Stephen Kipchumba Chebii	Immediate Supervisor Designation:	Principal Advocacy Officer
Second Supervisor:	Walter Hesbon Ooko Menya	Supervisor Designation:	Head Corporate Communication and Advocacy

DEPARTMENTAL OBJECTIVES

To ensure effective and efficient support to users.

Create value for money and minimize waste.

To synchronize supply with demands.

Enhanced efficiency in Commission Services.

Effective cost management and efficient internal control systems.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
From 1st June 2023 to 30th May 2024 - collecting and collating information on at least 12 media articles per week pertaining to the Commission and writing reports;	Updated filed records of approved reports, information and shared content on collected media articles.	Generated 4 media reports (social media and print media) and conducted media monitoring on land and related issues.	Generated media reports (social media and print media) and conducted media monitoring on land and related issues	95	93



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From 1st June 2023 to 30th May 2024 - Effectively organize for at least 12 stakeholder forums, workshops and meetings in every quarter in order to promote and propagate the Commission's agenda;	Updated feedbacks on Facebook, website and twitter handle on successful forums, events, workshops and meetings.	. Held 14 public education and sensitization forums (public barazas) in Baringo, Wajir Isiolo and Mombasa Counties. 2. Conducted sensitization and public awareness campaigns in Mombasa county. 3. Held a land clinic in Kiambu county	1. Held public education and sensitization forums (public barazas) in Baringo, Wajir Isiolo and Mombasa Counties. 2. Conducted sensitization and public awareness campaigns in Mombasa county. 3. Held a land clinic in Kiambu county	95	97
From 1st June 2023 to 30th May 2024 - Preparation of advocacy materials, talking points, reports, speeches web for at least 5 events, meetings, launches in every quarter. material and videos;	Samples of advocacy materials, updated approved reports, speeches web content .	Designed and printed education and publicity materials that included; fliers, posters, brochures, factsheets, roll up banners, tear drops, wall banner, notebooks, t-shirts.	Designed and printed over 10.000 education and publicity materials through the support of donors and distributed them during conferences and stakeholder forums.	96	92



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From 1st June 2023 to 30th May 2023 - Collection of information on at least 10 advocacy needs assessment, perceptions, attitude, corporate reputation and recommend intervention measures on every quarter;	Updated file records of reports on advocacy needs and recommendations.	Conducted a survey on emerging land issues in Kiambu county and developed a report. Through the commission's social media pages generated a report on frequent asked questions on land and about the commission.	collected and collated information on emerging land issues in Kiambu County	93	95
From 1st June 2023 to 31st May 2024 - Organizing of at least 12 corporate events and launches every quarter.	Records of photos, videos and reports on successful corporate Commission events and launches.	Organized for a Public forum to Launch of NLC Practitioners investigation and inquiry guide, The Research Conference and several meetings.	Organized for a Public forum to Launch of NLC Practitioners investigation and inquiry guide, The Research Conference and several meetings	96	95
100	80	100	100	90	92
100	98	100	100	100	100
100	90	100	100	100	100
100	98	100	100	100	100
Total Appraiser Score on Performance Targets				865.00	864.00
Mean Appraisal Scores				96.11%	96%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable and within the workplan	The Target set are within the 2023/2024 workplan and are achievable.



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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
the targets were achievable not withstanding financial constrains	Vivian achieved majority of the set target and she has potential to do even better if provided with more resources.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
From 1st June 2023 to 30th May 2024 - collecting and collating information on at least 12 media articles per week pertaining to the Commission and writing reports;	Updated filed records of approved reports, information and shared content on collected media articles.	Not changed	80 percent completed and performance is ongoing
From 1st June 2023 to 30th May 2024 - Effectively organize for at least 12 stakeholder forums, workshops and meetings in every quarter in order to promote and propagate the Commission's agenda;	Updated feedbacks on Facebook, website and twitter handle on successful forums, events, workshops and meetings.	Not changed	80 % done and performance ongoing.
From 1st June 2023 to 30th may 2024 - Preparation of advocacy materials, talking points, reports, speeches web for at least 5 events, meetings, launches in every quarter. material and videos;	Samples of advocacy materials, updated approved reports, speeches web content .	Not changed	Performance ongoing-Developed content for Know your land rights booklet, Frequently asked questions and thematic IEC Materials, Continous publishing of content on NLC social media
From 1st June 2023 to 30th May 2023 - Collection of information on at least 10 advocacy needs assessment, perceptions, attitude, corporate reputation and recommend intervention measures on every quarter;	Updated file records of reports on advocacy needs and recommendations.	Not changed	80 % completed, Performance ongoing
From 1st June 2023 to 31st May 2024 - Organizing of at least 12 corporate events and launches every quarter.	Records of photos, videos and reports on successful corporate Commission events and launches.	Not changed	80 % done and Performance ongoing

MID YEAR APPRAISEES'S COMMENTS

THE TARGETS WERE ACHIEVABLE

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Performance is ongoing and the targets have not changed



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VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Values	Fairness	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
ability to deliver under minimum supervision	The appraisee executes duties assigned to her with due diligent and professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
resource mobilization	2 weeks	Customer Care Management
senior management Course	2	Technical

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The course is essential for carrying out advocacy activities	Training the appraisee will greatly motivate and help her improve productivity.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations