



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170485	Staff Name:	Danson Ngugi Njenga
ID Number:	26124224	Employee E-mail:	danson.njenga@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:	NLC6
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Dorah Buyaki Ongaga	Immediate Supervisor Designation:	Principal Valuation and Taxation
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES

1. To undertake compulsory acquisition of land and creation of public rights of way over land for County and National Government projects
2. To offer advisory services on valuation to National and County Governments and Government Agencies
3. To undertake valuations for determination of Stand Premium and Annual Rent upon alienation of land and renewal of leases.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Prepare Budgets for approval for 3 No. CLA Projects	Approved Facilitation Requests	99	99	95	95
Coordinate/Participate in 2 No. project reconnaissance and site visits and public sensitization by Commission	Signed Attendance Lists by Stakeholders	100	100	99	99
Initiate compulsory land acquisition of 2 No. assigned projects.	Gazette Notices of Intention and Inquiry	99	99	100	100
Follow up publication of 2 No. gazette notices	Gazette Notices of Addenda / Corrigenda / Deletion	100	100	100	100
Coordinate/Undertake inspection, data collection, due diligence and assessment for 2 No. assigned projects	Valuation Field Notes & Official Searches	99	99	100	100
Collate/Compile/Prepare reports, correspondence, briefs and responses for 2 No. CLA Projects	Entitlement Matrix, Valuation Workings, Project Briefs and Memos	99	99	100	100
Preparation of Valuation Reports and Schedules for 2 No. CLA projects	Signed Valuation Reports, Workings, Comparables and Schedules	99	99	100	100
Attend 1 No. court proceeding	Preparation of reports / briefs on the same & compilation of Court rulings / judgements / decrees in liaison with Legal Directorate.	200	200	100	100
Respond to 2 No. PAP-inquiries relating to assessed values	Drafted and Signed Response Letters	99	99	100	100



INDIVIDUAL APPRAISAL REPORT

Oversee service of gazette notices to PAPs for 2 No. CLA Projects	Signed received-copies by PAPs	200	200	95	95
Oversee recording of attendance for 2 No. CLA Projects	Signed Attendance Lists during Inquiry / Awarding exercises	99	99	100	100
Attend/Hold Inquiry Exercises for 2 No. CLA Projects	Determined Interests in Land for Compensation (Inquiry) & Inquiry Reports	99	99	100	100
Oversee record keeping for 2 No. assigned projects	Physical Files for PAP documents (Inquiry forms, copies of title, ID, PIN, bank details, succession e.t.c)	99	99	100	100
Oversee/Collect property ownership, personal identification documents and bank details & Record Inquiry Proceedings for 2 No. CLA Projects	Filled and Signed Inquiry Forms	99	99	99	99
Prepare Inquiry Report for 2 No. CLA Projects	Project Inquiry Report	99	99	100	100
Oversee/ Undertake service of Awards to PAPs for 2 No. CLA Projects	Signed Award Forms, Award acceptance/ rejection & Statements served	150	150	99	99
Record grievances for redress & Prepare Award Report for 2 No. CLA Projects	Project Awarding report & Awarding Attendance List	100	100	99	99
Participate once in review of Job Descriptions for Directorate staff	Workshops	90	90	90	90
Undertake inspection, due diligence, assessment of values & Prepare Valuation Reports for one Advisory Services.	Signed Advisory valuation reports to various stakeholders	100	100	100	100
Prepare Fee notes for one Advisory Valuation service	Signed Fee Notes & Receipt of payment by the Commission.	100	100	100	100
Assess stand premiums and annual rent for one property	Valuation report	99	99	100	100
Total Appraisee Score on Performance Targets				2076.00	2076.00
Mean Appraisal Scores				98.86%	98.86%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable, some were surpassed.	Targets are achievable.
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 were achieved and some surpassed.	



INDIVIDUAL APPRAISAL REPORT

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Prepare Budgets for approval for 3 No. CLA Projects	Approved Facilitation Requests	No Target changed	Achieved 3 No. facilitation budgets
Coordinate/Participate in 2 No. project reconnaissance and site visits and public sensitization by Commission	Signed Attendance Lists by Stakeholders	No Target changed	Participated in 2 No. project reconnaissance visits
Initiate compulsory land acquisition of 2 No. assigned projects.	Gazette Notices of Intention and Inquiry	No Target changed	Initiated 2 No. projects
Follow up publication of 2 No. gazette notices	Gazette Notices of Addenda / Corrigenda / Deletion	No Target changed	Achieved publication of 3 No. gazettes
Coordinate/Undertake inspection, data collection, due diligence and assessment for 2 No. assigned projects	Valuation Field Notes & Official Searches	No Target changed	Coordinated and undertook due diligence for 4 no. acquisition projects
Collate/Compile/Prepare reports, correspondence, briefs and responses for 2 No. CLA Projects	Entitlement Matrix, Valuation Workings, Project Briefs and Memos	No Target changed	Prepared for 4 no. projects
Preparation of Valuation Reports and Schedules for 2 No. CLA projects	Signed Valuation Reports, Workings, Comparables and Schedules	No Target changed	Prepared Valuations for 4 No. projects
Attend 1 No. court proceeding	Preparation of reports / briefs on the same & compilation of Court rulings / judgements / decrees in liaison with Legal Directorate.	No Target changed	Attended court sessions for 2 no. separate parcels of land / projects
Respond to 2 No. PAP-inquiries relating to assessed values	Drafted and Signed Response Letters	No Target changed	Responded to 6 No. queries
Oversee service of gazette notices to PAPs for 2 No. CLA Projects	Signed received-copies by PAPs	No Target changed	Served Notices for 2 no. projects
Oversee recording of attendance for 2 No. CLA Projects	Signed Attendance Lists during Inquiry / Awarding exercises	No Target changed	Recorded attendance for 3 no. projects
Attend/Hold Inquiry Exercises for 2 No. CLA Projects	Determined Interests in Land for Compensation (Inquiry) & Inquiry Reports	No Target changed	Held inquiries for 3 no. projects
Oversee record keeping for 2 No. assigned projects	Physical Files for PAP documents (Inquiry forms, copies of title, ID, PIN, bank details, succession e.t.c)	No Target changed	Oversaw records keeping for 6 No. acquisition projects



INDIVIDUAL APPRAISAL REPORT

Oversee/Collect property ownership, personal identification documents and bank details & Record Inquiry Proceedings for 2 No. CLA Projects	Filled and Signed Inquiry Forms	No Target changed	Collected PAP documents for 4 No. projects
Prepare Inquiry Report for 2 No. CLA Projects	Project Inquiry Report	No Target changed	Achieved 4 No. inquiry reports
Oversee/ Undertake service of Awards to PAPs for 2 No. CLA Projects	Signed Award Forms, Award acceptance/ rejection & Statements served	No Target changed	Served Awards for 3 No. acquisition projects
Record grievances for redress & Prepare Award Report for 2 No. CLA Projects	Project Awarding report & Awarding Attendance List	No Target changed	Grievances recorded for 4 No. projects
Participate once in review of Job Descriptions for Directorate staff	Workshops	No Target changed	Participated in 1 No. workshop
Undertake inspection, due diligence, assessment of values & Prepare Valuation Reports for one Advisory Services.	Signed Advisory valuation reports to various stakeholders	No Target changed	Undertook inspections & prepared valuation reports for 3 no. projects
Prepare Fee notes for one Advisory Valuation service	Signed Fee Notes & Receipt of payment by the Commission.	No Target changed	Prepared fee note for one parastatal (Kengen)
Assess stand premiums and annual rent for one property	Valuation report	No Target changed	Assessed SP & AR for 1 No. property

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets are achievable, some were surpassed.	The targets did not change during the period under review

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The targets are achievable, some were surpassed.	Executes duties diligently with high standard of professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Strategic Management Skills	6 months	Organizational Management and Supervisory skills



INDIVIDUAL APPRAISAL REPORT

Land Administration	6 months	Course on land administration processes, procedures and documentation
Forensic Valuation Skills	6 months	Land Documents examination and investigation

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Some of the above courses are offered in Kenya School of Government and University of Nairobi

Recommended for consideration in the current financial year.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Second Supervisor Recommendations

Appraisee is a diligent worker.

The Appraisee would benefit from training in Management courses.