



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150172	Staff Name:	Barry Kennedy Karanja
ID Number:	25198221	Employee E-mail:	barry.karanja@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	CC&A	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Stephen Chebii Kipchumba	Immediate Supervisor Designation:	Principal Advocacy Officer
Second Supervisor:	Walter Hesbon Ooko Menya	Supervisor Designation:	Head Corporate Communication and Advocacy

DEPARTMENTAL OBJECTIVES

To ensure effective communication (both internal and external)
To boost and sustain a positive institutional image
To ensure meaningful stakeholder engagement and partnerships
To conduct public education and Advocacy
To heighten resource mobilization towards planned activities, projects and programmes

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Undertaking Stakeholder engagement and resource mobilizations.	No of stakeholders brought on board and resources mobilized	through the departmental efforts ten(10) partners brought onboard and working in partnership with the Commission on matters of gender mainstreaming, HLI, Public education campaigns etc	Various partners brought on board through the efforts of the appraiser	170	150



INDIVIDUAL APPRAISAL REPORT

Production, development, Review, Audit and dissemination of visibility/IEC materials	No of IEC materials produced, reviewed and disseminated	Developed content ,produced and disseminated over 10,000 CEPA materials on need basis	Developed contents for know your land rights booklets, FAQs and other CEPA materials. these were disseminated country wide	140	170
Production and dissemination of communication and advocacy tools ±□policies, manuals	No of advocacy tools produced and disseminated	Developed the following policy documents;. Processes and Procedure manual, communication and advocacy policy, NLC Brand manual and resource mobilization strategy	Various communication and advocacy policy documents developed and operational	150	170
implementation of Advocacy plans/programmes for the Commission's initiatives and projects	Number of advocacy programmes implemented	Conducted public awareness campaigns in support of key mandate activities before during and after ongoing	Public awareness campaigns in support of key mandate activities before conducted	170	150
Preparation of a draft Commission's Service Charter	A Service Charter in place	A draft service charter in place	Development of service charter in progress	70	80
Generate quarterly reports,bi-annual,progress and annual reports	No of reports generated	Reports for the 4 quarters, biannual and annual report in place	Departmental reports in place	120	100



INDIVIDUAL APPRAISAL REPORT

Develop and Conduct public awareness campaigns	Number of Civic Education Campaigns developed or conducted	conducted public awareness campaigns on key mandate areas and sensitizations and engagement meetings with PAPS for all ongoing projects.	conducted public awareness campaigns on key mandate areas and sensitizations and engagement meetings with PAPS for all ongoing projects	150	170
Total Appraisee Score on Performance Targets				970.00	990.00
Mean Appraisal Scores				138.57%	141.43%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are realistic and can be achieved if adequate resources are available	

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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Undertaking Stakeholder engagement and resource mobilizations.	No of stakeholders brought on board and resources mobilized	Target not changed	Four Memorandum of Understanding with various organizations in place awaiting operationalization
Production, development, Review, Audit and dissemination of visibility/IEC materials	No of IEC materials produced, reviewed and disseminated	Target not changed	Performance ongoing
Production and dissemination of communication and advocacy tools ± policies, manuals	No of advocacy tools produced and disseminated	Target not changed	Performance ongoing- IEC materials produced and disseminated on need basis



INDIVIDUAL APPRAISAL REPORT

implementation of Advocacy plans/programmes for the Commission's initiatives and projects	Number of advocacy programmes implemented	Target not changed	Performance Ongoing- Public awareness campaigns in support of key mandate activities before and after are ongoing.
Preparation of a draft Commission's Service Charter	A Service Charter in place	Target not changed	Performance ongoing
Generate quarterly reports,bi-annual,progress and annual reports	No of reports generated	Target not changed	Performance ongoing- Reports for the 1st and 2nd quarter completed,
Develop and Conduct public awareness campaigns	Number of Civic Education Campaigns developed or conducted	Target not changed	Performance ongoing

MID YEAR APPRAISEES'S COMMENTS

targets not added and performance is ongoing.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

the targets have not changed and the appraisee is on the right direction in executing his duties

VALUES AND STAFF COMPETENCIES APPRAISAL

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I regularly look to streamline and improve our work processes in new and innovative ways.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The appraisee delivers all assigned duties effectively

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Resource Mobilization	1 month	Technical Training
Strategic Negotiations	1 week	Technical Training
Consultancy Skills Development	1 month	Technical Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

These short courses will help to improve my capacity to execute my duties well

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The training requested are highly recommended to improve the productivity of the employee

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Second Supervisor Recommendations



INDIVIDUAL APPRAISAL REPORT

The rating reflects the correct output by the employee. The requested training is also important and timely

Employee should be considered for the requested training