



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|------------------------------------|
| Staff Number: | NLC20210631 | Staff Name: | Eunice Jephchirchir Songok |
| ID Number: | 25419782 | Employee E-mail: | eunice.songok@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2021-2022 |
| Terms of Service: | Permanent and Pensionable | Gender: | Female |
| Work Station | 29-Nandi County | Job Grade: | NLC7 |
| Dept/Directorate | CCO | Appraisal Status | Immediate Supervisor |
| Immediate Supervisor: | Mbiti Ngati Matano | Immediate Supervisor Designation: | County Coordinator |
| Second Supervisor: | Mbiti Matano Ngati | Supervisor Designation: | County Coordinator |

DEPARTMENTAL OBJECTIVES

- To secure public institutional land
- To enhance access to alienated and unalienated public land for development
- To develop a comprehensive public land inventory and data base
- To regularize urban land allocations
- To mainstreams land use planning in National and County development agenda
- To provide redress to land disputes
- To provide redress to historical land injustices (HLI)
- To enhance corporate image of the commission through county office
- To improve work environment
- To ensure financial sustainability
- To strengthened internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS

| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|--|---|------------------|--------------------------------|--------------------|---------------|
| Develop an inventory of public land parcels in community & Settlement schemes from 1st July 2021 to 30th June,2022 | List & status reports on surrendered & reserved public lands | | 150 | 100 | 0 |
| Develop a ground reports status of urban centers from 1st July 2021 to 30th June 2022 | No.of ground reports and the status of the urban center's 6 urban center's undergoing planning and surveying planning and surveying status report | | 125 | 110 | 0 |



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|--|---|--|-----|----------------|---------------|
| Develop a report on land use planning status in the county (CSP, LPs and other planning projects) from July 2021 to 30th June, 2022 | 1 Status report | | 105 | 100 | 110 |
| Update the county comprehensive inventory database with 100 parcels from 1st July 2021 to 30th June, 2022. | NO.of parcels updated in the county comprehensive public land inventory database | | 120 | 130 | 0 |
| Conduct ground reports with aim of identifying four public institutions for recovery from 1st July 2021 to 30th June,2022 | No. of public institutions identified for recovery and Ground status reports | | 110 | 105 | 0 |
| Requisition, receive and distribute Communication, Educational, Public Awareness to the public biannually from 1st July 2021 to 30th June,2022 | No. of CEPA materials distributed (Communication,Educational,Public awareness) | | 120 | 110 | 0 |
| Develop County work plan for FY 2022/2023 between 1st -15th June 2022 | County work plan place | | 125 | 115 | 0 |
| Hold/attend forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June,2022 | No.of awareness forums/meetings | | 130 | 120 | 0 |
| Identify No.of undocumented parcels of land for public institutions & submit to Land Administration & Management Directorate for processing from 1st July 2012 to 30th June,2022 | No.of parcels identified & submitted to Land Administration & Management for processing | | 130 | 125 | 0 |
| Prepare and submit annual report on the performance of the County | County Annual Report | | 120 | 108 | 0 |
| Prepare and submit quarterly reports on the performance of the County | No. of quarterly reports submitted | | 120 | 100 | 0 |
| Ensure a prudent expenditure on imprest advanced from 1st July 2021 to 30th June,2022 | Timely surrender of imprest | | 120 | 100 | 0 |
| Develop a report on disputes handled through the use of ADR/TDR in the county(received and processed) from 1st July to 30th June,2022 | No.of disputes received, processed/handled through ADR/TDR | | 120 | 110 | 0 |
| Preparation of requisition forms for office equipment, furniture and fittings, cleaning supplies and other essentials biannually | No. of requisition forms for office equipment, furniture & fittings, cleaning supplies biannually | | 120 | 120 | 0 |
| Maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022 | Updated asset register | | | 125 | 0 |
| Total Appraisee Score on Performance Targets | | | | 1678.00 | 110.00 |
| Mean Appraisal Scores | | | | 111.87% | 7.33% |

APPRAISEE'S COMMENTS ON TARGET SETTING

The targets set are realistic and achievable.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The targets have been done in an appropriate manner hence enabling performance appraisal measurable.



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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 |
|--|---|
| | |

MID YEAR REVIEW

| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
|--|---|------------------------------|--|
| Develop an inventory of public land parcels in community & Settlement schemes from 1st July 2021 to 30th June,2022 | List & status reports on surrendered & reserved public lands | No target changed or added | 1 public inventory in place |
| Develop a ground reports status of urban centers from 1st July 2021 to 30th June 2022 | No.of ground reports and the status of the urban center's 6 urban center's undergoing planning and surveying planning and surveying status report | No target changed or added | 4 trading Centres |
| Develop a report on land use planning status in the county (CSP, LPs and other planning projects) from July 2021 to 30th June, 2022 | 1 Status report | No target changed or added | 1 status report is available |
| Update the county comprehensive inventory database with 100 parcels from 1st July 2021 to 30th June, 2022. | NO.of parcels updated in the county comprehensive public land inventory database | No target changed or added | Availability of inventory on public land |
| Conduct ground reports with aim of identifying four public institutions for recovery from 1st July 2021 to 30th June,2022 | No. of public institutions identified for recovery and Ground status reports | No target changed or changed | Four recovered public institutions |
| Requisition, receive and distribute Communication, Educational, Public Awareness to the public biannually from 1st July 2021 to 30th June,2022 | No. of CEPA materials distributed (Communication,Educational,Public awareness) | No target changed or added | 100% of CEPA materials distributed |
| Develop County work plan for FY 2022/2023 between 1st -15th June 2022 | County work plan place | No target changed or added | County work plan in place |



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|--|---|----------------------------|--|
| Hold/attend forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June,2022 | No.of awareness forums/meetings | No target changed or added | 4 awareness forums/meetings |
| Identify No.of undocumented parcels of land for public institutions & submit to Land Administration & Management Directorate for processing from 1st July 2012 to 30th June,2022 | No.of parcels identified & submitted to Land Administration & Management for processing | No target changed or added | 3 public institutions submitted to land administration |
| Prepare and submit annual report on the performance of the County | County Annual Report | No target changed added | 1 County Annual Report |
| Prepare and submit quarterly reports on the performance of the County | No. of quarterly reports submitted | No Target changed or added | 4 quarterly reports submitted |
| Ensure a prudent expenditure on imprest advanced from 1st July 2021 to 30th June,2022 | Timely surrender of imprest | No target Changed or added | 100% prudent expenditure on imprest |
| Develop a report on disputes handled through the use of ADR/TDR in the county(received and processed) from 1st July to 30th June,2022 | No.of disputes received, processed/handled through ADR/TDR | No Target changed or added | 4 Disputes received,processed/handled in the county |
| Preparation of requisition forms for office equipment, furniture and fittings, cleaning supplies and other essentials biannually | No. of requisition forms for office equipment, furniture & fittings, cleaning supplies biannually | No target changed or added | Successful requisition forms prepared |
| Maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022 | Updated asset register | No target changed or added | An updated asset register in place |

MID YEAR APPRAISEES'S COMMENTS

The targets set are realistic and achievable

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The target set is achievable though there is there is need for improvements in future.

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 | |
|--|-----------------------------------|---|--|
| The targets set are achievable. | | The targets are achievable and realistic | |
| STAFF TRAINING AND DEVELOPMENT NEEDS | | | |
| Training & Development Needs | Duration | Type of Training | |
| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS | |
| | | There is need for training of the officer to cope with day today activities | |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | | | |
| Second Supervisor Comments | Second Supervisor Recommendations | | |
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