



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|-----------------------------------|
| Staff Number: | NLC20140038 | Staff Name: | Paul Kasimbu Ngei |
| ID Number: | 8991599 | Employee E-mail: | paul.kasimbu@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2023-2024 |
| Terms of Service: | Permanent and Pensionable | Gender: | Male |
| Work Station | 16-Machakos County | Job Grade: | NLC3 |
| Dept/Directorate | CCO | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | Tache Kabale Arero | Immediate Supervisor Designation: | Acting Chief Executive Officer |
| Second Supervisor: | Tache Kabale Arero | Supervisor Designation: | Acting Chief Executive Officer |

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 mainstream land use planning in the national and county development agenda
- To provide redress to land disputes
- To enhance corporate image of the commission through County Office
- To provide redress to Historical Land Injustices (HLI)
- To improve work environment
- To ensure financial sustainability
- To strengthen 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 |
|---|------------------------------|-----------------------------------|-----------------------------------|--------------------|---------------|
| Public land - 10 No. - identified and submitted to land administration for processing | Number of parcels | 13 parcels submitted | 13 parcels submitted | 130 | 130 |
| Public land institutions - 4 No. - land parcels identified for recovery | Number of parcels | 5 parcels identified for recovery | 5 parcels identified for recovery | 125 | 125 |
| Mainstreaming the final survey for vesting process for compulsorily acquired land | Number of parcels identified | 20 parcels identified for vesting | 20 parcels identified for vesting | 100 | 100 |



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| Conduct natural resources inventory and establish the sites | Number of sites identified | 2 sites identified | 2 sites identified | 70 | 70 |
| Applications for renewal and extension of leases for public land - 5 No. | Number of applications submitted to land administration | 5 applications done | 5 applications done | 100 | 100 |
| Inventory of public land in community and settlement areas - 20 No. | Number of public land parcels identified | 12 parcels of public land | 12 parcels of public land identified | 80 | 80 |
| Inventorize public land in the county - 4 Reports | Quarterly status Reports | 100% done | 100% done | 100 | 100 |
| Inventorize the status of Urban Centers in the County - 4 Reports | Quarterly Status Reports | 4 quarterly reports done | 4 quarterly reports done | 100 | 100 |
| Document land rights in urban areas by verifying the list of beneficiaries - 4 No. of Lists | Number of Lists verified | 6 lists of beneficiaries generated with 1295 people benefiting | 6 lists of beneficiaries generated with 1295 people benefiting | 150 | 101 |
| Reports on Land use planning status in the county (CSP, LPs and other planning Projects) - 4 No | Quarterly reports prepared and submitted | 4 quarterly reports done | 4 quarterly reports done | 100 | 100 |
| Monitor and oversight preparation of land use plans for land reserved and held by public agencies - 5 No | Number of parcels identified and submitted to HQ | 4 No. | 4 Number of parcels identified and submitted to HQ | 80 | 80 |
| Resolve land disputes and conflicts using ADR/TDR mechanisms - 12 cases | Number of disputes received and processed | 8 cases resolved | 8 cases resolved | 80 | 80 |
| Resolve land disputes through effective case management - CUC meetings - 8 No | Number of CUC sessions attended | 10 CUC meetings done | 10 CUC meetings done | 120 | 100 |
| Resolve land disputes through effective case management - Cause lists submitted - 12 No | Timely submission of cause lists | 12 cause list submitted | 12 cause list submitted | 100 | 100 |
| Reports of Preliminary Investigation on HLI - 8 No. | Number of Investigations conducted | 17 HLI cases have been admitted but no hearing has been done owing to lack of funds | 17 HLI cases have been admitted but no hearing has been done owing to lack of funds | 100 | 100 |
| Enhance corporate image of the commission at the county office - 4 No of awareness forums | Number of public awareness meetings attended | 5 meetings attended | 5 meetings attended | 120 | 100 |
| Enhance corporate image of the commission at the county office - 12 No of county engagement meetings | Number of County engagement meetings | 14 county engagement meetings attended | 14 county engagement meetings attended | 110 | 100 |



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| Enhance corporate image of the commission at the county office - 100% CEPA materials distributed. | Number of CEPA materials distributed | No materials received from HQ but awareness created | Requisition done but No materials received from HQ but awareness created | 60 | 50 |
| Requisition of appropriate infrastructure and equipment - 4 requisitions | Quarterly requisitions | 4 requisitions done | 4 requisitions done | 100 | 100 |
| Requisition of appropriate infrastructure and equipment - Updated asset register - 1 No | Updated Asset Register | 100% updated register | 100% updated register | 100 | 100 |
| Ensure prudent utilization of resources - 100% utilization of office imprest. | % of office imprest utilized | 100% imprest surrendered | 100% imprest surrendered | 100 | 100 |
| Establish Performance Management, Monitoring and Reporting frameworks - 1 No. workplan | Workplan | 1 workplan for 2024/25 done | workplan for 2024/25 done | 100 | 100 |
| Establish Performance Management, Monitoring and Reporting frameworks - 4 No. Quarterly Reports | Quarterly Reports | 4 quarterly reports done | 4 quarterly reports done | 100 | 100 |
| Establish Performance Management, Monitoring and Reporting frameworks - 1 No. Annual Report | Annual Report | 1 Annual Report done | 1 Annual Report done | 100 | 100 |
| Establish Performance Management, Monitoring and Reporting frameworks - 6 No. Performance Appraisal Reports | Performance Appraisal Reports | 5 Performance Appraisal reports done | 5 Performance Appraisal reports done | 90 | 90 |
| Total Appraisee Score on Performance Targets | | | | 2515.00 | 2406.00 |
| Mean Appraisal Scores | | | | 100.6% | 96.24% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
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| The targets were set from the agreed NLC Strategic Plan and workplan for 2023/2024 Financial Year | |

| 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 |
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| The performance is rather good considering the situation on the ground and the financial strain due to austerity measures | |

| MID YEAR REVIEW | | | |
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| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| Public land - 10 No. - identified and submitted to land administration for processing | Number of parcels | Target not changed | so far 3 institutions identified |



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| Public land institutions - 4 No. - land parcels identified for recovery | Number of parcels | Target not changed | identification of Isiolo Show ground identified for recovery |
| Mainstreaming the final survey for vesting process for compulsorily acquired land | Number of parcels identified | Target remains | This activity is supposed to be coordinated by the Headquarters. |
| Conduct natural resources inventory and establish the sites | Number of sites identified | Target not changed | so far 2 sites identified in Isiolo |
| Applications fir renewal and extension of leases for public land - 5 No. | Number of applications submitted to land administration | Target not changed | 1 application received and ground status report written |
| Inventory of public land in community and settlement areas - 20 No. | Number of public land parcels identified | Target not changed | The Public land in Etoro Adjudication section to be captured in the following quarter |
| Inventorize public land in the county - 4 Reports | Quarterly status Reports | Target not changed | Reports done |
| Inventorize the status of Urban Centers in the County - 4 Reports | Quarterly Status Reports | Target not changed | Reports updated quarterly |
| Document land rights in urban areas by verifying the list of beneficiaries - 4 No. of Lists | Number of Lists verified | Target not changed | So far 357 parcels approved for allocation |
| Reports on Land use planning status in the county (CSP, LPs and other planning Projects) - 4 No | Quarterly reports prepared and submitted | Target not changed | CSP exercise tendered to a private consultant |
| Monitor and oversight preparation of land use plans for land reserved and held by public agencies - 5 No | Number of parcels identified and submitted to HQ | Target to be revised downwards | No plans submitted to date |
| Resolve land disputes and conflicts using ADR/TDR mechanisms - 12 cases | Number of disputes received and processed | Target not changed | 3 disputes resolved |
| Resolve land disputes through effective case management - CUC meetings - 8 No | Number of CUC sessions attended | Target not changed | 6 CUC meetings attended |
| Resolve land disputes through effective case management - Cause lists submitted - 12 No | Timely submission of cause lists | Target not changed | 5 cause lists submitted |
| Reports of Preliminary Investigation on HLI - 8 No. | Number of Investigations conducted | Target not changed | This activity is coordinated by the HLI secretariat at the HQ |



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| Enhance corporate image of the commission at the county office - 4 No of awareness forums | Number of public awareness meetings attended | Target not changed | 2 meetings held |
| Enhance corporate image of the commission at the county office - 12 No of county engagement meetings | Number of County engagement meetings | Target not changed | 5 engagement meetings so far held |
| Enhance corporate image of the commission at the county office - 100% CEPA materials distributed. | Number of CEPA materials distributed | No Materials received | The HQ to advise on this |
| Requisition of appropriate infrastructure and equipment - 4 requisitions | Quarterly requisitions | Target not changed | 2 requisition done |
| Requisition of appropriate infrastructure and equipment - Updated asset register - 1 No | Updated Asset Register | Target not changed | Register updated |
| Ensure prudent utilization of resources - 100% utilization of office imprest. | % of office imprest utilized | Target not changed | This year no imprest has been received |
| Establish Performance Management, Monitoring and Reporting frameworks - 1 No. workplan | Workplan | Target not changed | workplan for 2023/24 done |
| Establish Performance Management, Monitoring and Reporting frameworks - 4 No. Quarterly Reports | Quarterly Reports | Target not changed | 2 quarterly reports done |
| Establish Performance Management, Monitoring and Reporting frameworks - 1 No. Annual Report | Annual Report | Target not changed | Annual report for 2022/23 done |
| Establish Performance Management, Monitoring and Reporting frameworks - 6 No. Performance Appraisal Reports | Performance Appraisal Reports | Target not changed | Annual performance appraisal for 2022/23 done and target setting for 2023/24 also done |

MID YEAR APPRAISEES'S COMMENTS

Mid year reviews done

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Kindly ensure realization of the set targets by close of the Financial Year

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 |
|--|--|
| This is the area that has never been clear how to fill it. | |

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|--|----------|-------------------------------|
| Training & Development Needs | Duration | Type of Training |
| Skills on Land Dispute Resolution | 2 months | Management course |
| Strategic Leadership Management Course | 3 months | Supervisory Management course |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|--|---|
| The above courses will help in addressing land related issues of Isiolo County | Training was not undertaken due to budget cuts |

| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | |
|--|-----------------------------------|
| Second Supervisor Comments | Second Supervisor Recommendations |
| Good performance | None |