



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:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	11-Isiolo County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Appraisee Reviewed
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 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 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	11		100	0
Public Land Institutions - 4 No. - land parcels identified for recovery	Number of parcels	3 No		90	0
Mainstreaming the final survey in the vesting process for compulsorily acquired lands - 50 No. -	Number of parcels identified	62		125	0
Conduct Natural Resources inventory and establish database - 5 No.	Number of sites identified	5 No		100	0



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Applications for Renewal and Extension of leases for public land - 5 No.	Number of applications submitted to land administration	5 No		100	0
Inventory of public land in community and settlement schemes - 20 No.	Number of public land parcels identified	26		130	0
Inventorize public land in the county - 4 Reports	Quarterly status reports	4 Reports		100	0
Inventorise the status of Urban Centers in the county - 4 Reports	Quarterly status reports on the status of urban centers submitted	4 Reports		100	0
Document land rights in urban areas by verifying the list of beneficiaries - 4 No of lists	Number of lists of verified beneficiaries	6 Lists		150	0
Reports on the Land Use planning status in the County (CSP, LPs, and other planning Projects - 4 No	Quarterly status reports prepared and submitted	4 Reports		100	0
Monitor and oversight preparation of land use plans for land reserved and held by public agency - 5 No.	Number of parcels identified and submitted to HQ	-		50	0
Monitor and oversight preparation of land use plans for land reserved and held by public agency - 5 No.	Number of parcels identified and submitted to HQ	3 No		60	0
Resolve land disputes and conflicts using ADR/TDR mechanism - 20 cases.	Number of disputes handled (received and processed)	10 disputes		50	0
Resolve land disputes through effective case management - CUC meetings - 8 No.	Number of CUC sessions attended	10 meetings		125	0
Resolve land disputes through effective case management - Cause list submitted - 12 No	Timely submission of cause lists	12 case lists		100	0
Reports of preliminary HLI matters - 8 No.	Number of preliminary investigations conducted	15		180	0
Enhance corporate image of the commission at the county office - 4 No. of public awareness forums	Number of public awareness meetings attended	6 No.		150	0
Enhance corporate image of the commission at the county office - 12 No. county engagement meetings	Number of County Engagement meetings held	13 meetings		100	0
Enhance corporate image of the commission at the county office - 100% CEPA materials distributed	Number of CEPA materials distributed	no materials received		0	0
Requisition and maintain appropriate infrastructure and equipment - 4 Requisitions	Quarterly requisitions	4 requisitions		100	0
Requisition and maintain appropriate infrastructure and equipment - Updated asset register 1 No.	Updated asset register	1 No.		100	0
Ensure prudent utilization of resources - 100% utilization of office imprest	% of office imprest utilized	100%		100	0
Establish performance management, monitoring and reporting frameworks - 1 No. workplan	Workplan	1 No.		100	0
Establish performance management, monitoring and reporting frameworks - 4 No. Quarterly reports	Quarterly Reports	4 No.		100	0



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Establish performance management, monitoring and reporting frameworks - 1 No. Annual Report	Annual Report	1 Report		100	0
Establish performance management, monitoring and reporting frameworks - Performance Appraisal Reports - 6 No	Performance Appraisal Reports	5 No		85	0
Total Appraisee Score on Performance Targets				2595.00	0.00
Mean Appraisal Scores				99.81%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were set with reference to the Annual Work Plan and Budget for 2022/2023	Please go ahead and implement the agreed targets.

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
Few activities were not reported as achieved owing to the guidelines being waited for from HQ. The year also witnessed very low supply of funds hindering further activity implementation	

MID YEAR REVIEW			
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	Identification of the public land ongoing
Public Land Institutions - 4 No. - land parcels identified for recovery	Number of parcels	Target not changed	Identification of plots at Showground and Ramadhani primary school
Mainstreaming the final survey in the vesting process for compulsorily acquired lands - 50 No. -	Number of parcels identified	Target not changed	Identification of plots at Isiolo Airport on going
Conduct Natural Resources inventory and establish database - 5 No.	Number of sites identified	Target not changed	Identification ongoing for Ngaremara and Oldonyiro
Applications for Renewal and Extension of leases for public land - 5 No.	Number of applications submitted to land administration	Target unchanged	None received so far
Inventory of public land in community and settlement schemes - 20 No.	Number of public land parcels identified	Target unchanged	Public plots identified in Ngaremara and Oldonyiro



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Inventorize public land in the county - 4 Reports	Quarterly status reports	Target not changed	2nd report ongoing
Inventorise the status of Urban Centers in the county - 4 Reports	Quarterly status reports on the status of urban centers submitted	Target not changed	Activity ongoing
Document land rights in urban areas by verifying the list of beneficiaries - 4 No of lists	Number of lists of verified beneficiaries	Target not changed	Verification of Tulloroba, Kulamawe, Kiwanjani and Kambi Garba ongoing
Reports on the Land Use planning status in the County (CSP, LPs, and other planning Projects - 4 No	Quarterly status reports prepared and submitted	Target not changed	Activity ongoing
Monitor and oversight preparation of land use plans for land reserved and held by public agency - 5 No.	Number of parcels identified and submitted to HQ	Guideline on the activity not received	Waiting for activity guideline from HQ
Resolve land disputes and conflicts using ADR/TDR mechanism - 20 cases.	Number of disputes handled (received and processed)	Target not changed	Formation of ADR Committee ongoing
Resolve land disputes through effective case management - CUC meetings - 8 No.	Number of CUC sessions attended	Target unchanged	four CUC meetings so far held
Resolve land disputes through effective case management - Cause list submitted - 12 No	Timely submission of cause lists	Target not changed	Case list submission to HQ on going
Reports of preliminary HLI matters - 8 No.	Number of preliminary investigations conducted	Guidance from HQ being waited	Waiting for guidance from HQ
Enhance corporate image of the commission at the county office - 4 No. of public awareness forums	Number of public awareness meetings attended	Target unchanged	two meetings so far held
Enhance corporate image of the commission at the county office - 12 No. county engagement meetings	Number of County Engagement meetings held	Target unchanged	several engagement meetings held
Enhance corporate image of the commission at the county office - 100% CEPA materials distributed	Number of CEPA materials distributed	Target unchanged	Lebelling of offices done
Requisition and maintain appropriate infrastructure and equipment - 4 Requisitions	Quarterly requisitions	Target not changed	2 quarter requisitions done



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Requisition and maintain appropriate infrastructure and equipment - Updated asset register 1 No.	Updated asset register	Target unchanged	Updated Asset Register done
Ensure prudent utilization of resources - 100% utilization of office imprest	% of office imprest utilized	Target unchanged	100% utilized
Establish performance management, monitoring and reporting frameworks - 1 No. workplan	Workplan	Target not changed	1 workplan for 2022/2023 done
Establish performance management, monitoring and reporting frameworks - 4 No. Quarterly reports	Quarterly Reports	Target unchanged	Writing the report for 2nd quarter
Establish performance management, monitoring and reporting frameworks - 1 No. Annual Report	Annual Report	Target not changed	To be done at the end of the year
Establish performance management, monitoring and reporting frameworks - Performance Appraisal Reports - 6 No	Performance Appraisal Reports	Target unchanged	Currently doing midyear appraisals

MID YEAR APPRAISEES'S COMMENTS

Majority of activities are going on as per the schedule. However, some activities require guidelines from the respective directorate at the HQ. For example Guidelines on how to monitor and oversee land use planning at the county, Preliminary investi

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Mid-year performance is commendable. Please ensure you achieve all targets by close of 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

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



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above course will support my work in the county	Training requested will be undertaken subject to availability of funds
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations