



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210648	<b>Staff Name:</b>	Brian Ntapayia Kasaine
<b>ID Number:</b>	27753430	<b>Employee E-mail:</b>	brian.kasaine@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	SCM	<b>Appraisal Status</b>	Appraisee Reviewed
<b>Immediate Supervisor:</b>	Cyrus Nyaga Njue	<b>Immediate Supervisor Designation:</b>	Principal Supply Chain Management Officer
<b>Second Supervisor:</b>	Mohamednoor Bashir Farah	<b>Supervisor Designation:</b>	Head Supply Chain Management

### DEPARTMENTAL OBJECTIVES

- 1.To ensure effective and efficient support to users.
- 2.Create value for money and minimize waste.
- 3.To synchronize supply with demands.

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. To prepare SCM Procurement plan FY 2022-2023 by May 2022	a) Complete and Approved SCM Procurement plan by HSCM.	Completed and Achieved 100%.	90	100	90
2. To Upload Procurement Plan for the financial year 2022-2023 module.	a).Complete and Approved procurement plan module uploaded in the IFMIS systems	Completed and Uploaded Approved procurement plan in the IFMIS systems.	80	100	80
3.To upload complete Tenders/Opening and Evaluation reports/Professional Opinion/Contracts/LPOs/LSOs and inspection reports in the portal.	a). Uploaded on the PPIP portal.	All Reports of first, second, Third and four quarters uploaded on the PPIP portal..	95	100	95



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4. To process approved requisitions from users departments while adhering to approved procurement plan	a)Approved memo b)Approved Opening/Evaluation committee c)Opening/Evaluation reports d)Drafted Professional Opinions. e)Printed LPOs/LSOs f) Inspection reports.	All requisitions done during the first, second, third and four quarter were completed and filed in their respective files.	80	100	80
5.To prepare reports of assets for review.	a)Assets disposal plan	Disposal of a total of 162 Tyres through transfer method to Supplies Branch. Deliberation to discuss the disposal of more assets within this financial year were also achieved..	90	98	90
6. Secretariat on organize for Asset disposal committees meetings to deliberate disposal plan	a).Plan Asset disposal Meeting	Performed Secretariat duties for Asset committees' meetings successfully.	90	100	90
7.To prepare all Contract Awards, Quarterly and Six months reports under preference and Reservation scheme	a).Approved reports by the CEO b).Submitted reports to National treasury and PPRA.	all quarterly, six months reports and annual report for the financial year 2022-2023 were Approved and Submitted timely.	80	100	80
8.Sourcing for Motor Vehicle repairs and maintenance	a)Approved memo b)Approved Opening/Evaluation committee c)Opening/Evaluation reports d)Professional Opinions. e)LPOs/LSOs f) Inspection reports.	All sourcing within quarters for this financial were successfully achieved.	30	100	30



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9. Secretariat services on various appointed committees on Opening/Evaluation Tenders, Disposal plan, Opening/Evaluation RFQs.	a) Number of Opening/Evaluation reports done. b) Number of Drafted Professional Opinions done. c) Number of Printed LPOs/LSOs done. d) Number of Inspection reports done.	Performed Secretariat duties for RFQs and Reports were signed and approved successfully.	80	100	80
10. Drafting of various allocated internal and external correspondences.	a) Number of submitted Memos to Supervisor	Drafted internal and external correspondence s approved by HSCM timely achieved.	90	100	90
11. Sourcing for fuel and lubricants	a) Approved memo b) Approved Opening/Evaluation committee c) Opening/Evaluation reports d) Drafted Professional Opinions. e) LPOs/LSOs f) Inspection reports.	Completed and achieved within the financial 2022-2023.	30	100	30
12. To source and unseal of allocated goods, works and services in the IFMIS system.	a) Number of source and unsealed goods ,works and services in the IFMIS system.	RFQs were unsealed successfully in the IFMIS system within the financial year.	50	100	50
13. To prepare allocated RFQs documents and submit to registered supplies.	a) Number of Prepared RFQs documents.	Prepared RFQs documents, Letters of Award sent to the winning bidders and prepared contracts for the same achieved within the financial year 2022-2023.	80	100	80
14. To liaise with PPRA and KISM on raised correspondences of SCM.	a) Number of corresponded letters.	Drafted correspondence s, approved by HSCM and filled in there respective files successfully achieved.	100	100	100



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15.Continuous update of the list of Registration of suppliers for the financial year 2022-2023.	a).Updated list of Registered suppliers.	Updated list of Registered suppliers achieved within the financial year.	90	100	90
<b>Total Appraisee Score on Performance Targets</b>				<b>1498.00</b>	<b>1155.00</b>
<b>Mean Appraisal Scores</b>				<b>99.87%</b>	<b>77%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets Achievable	Brian you need to improve on the following issues: 1.Please embrace use of IFMIS when sourcing 2.You need to perform on Fuel and repair of motor vehicles and work as a team. 3.Continuous supplier registration reports not seen. 4.Learn to prepare

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 achieved.. Need of Training for improvement. Challenges experience on motor vehicle is follow of information's and communications.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. To prepare SCM Procurement plan FY 2022-2023 by May 2022	a) Complete and Approved SCM Procurement plan by HSCM.	Target not changed Or Added	Completed and Achieved 100%.
2. To Upload Procurement Plan for the financial year 2022-2023 module.	a).Complete and Approved procurement plan module uploaded in the IFMIS systems	Target not changed Or Added	Completed and Uploaded Approved procurement plan.
3.To upload complete Tenders/Opening and Evaluation reports/Professional Opinion/Contracts/LPOs/LSOs and inspection reports in the portal.	a). Uploaded on the PPIP portal.	Target not changed Or Added	First quarter and second quarter Complete and Uploaded. Third and fourth quarter is ongoing.



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4. To process approved requisitions from users departments while adhering to approved procurement plan	a)Approved memo b)Approved Opening/Evaluation committee c)Opening/Evaluation reports d)Drafted Professional Opinions. e)Printed LPOs/LSOs f) Inspection reports.	Target not changed Or Added	All requisitions done during the first and second quarter were completed and filed in their respective files.
5.To prepare reports of assets for review.	a)Assets disposal plan	Target not changed Or Added	Disposal of a total of 162 Tyres through transfer method to Supplies Branch. Ongoing deliberation to discuss the disposal of more assets within this financial year.
6. Secretariat on organize for Asset disposal committees meetings to deliberate disposal plan	a).Plan Asset disposal Meeting	Target not changed Or Added	Performed Secretariat duties for Asset committees meetings.
7.To prepare all Contract Awards, Quarterly and Six months reports under preference and Reservation scheme	a).Approved reports by the CEO b).Submitted reports to National treasury and PPRA.	Target not changed Or Added	First and second quarter reports Approved and Submitted timely.
8.Sourcing for Motor Vehicle repairs and maintenance	a)Approved memo b)Approved Opening/Evaluation committee c)Opening/Evaluation reports d)Professional Opinions. e)LPOs/LSOs f) Inspection reports.	Target not changed Or Added	First quarter and second quarter Complete, third and fourth quarter Ongoing to be achieved at the closure of FY
9.Secretariat services on various appointed committees on Opening/Evaluation Tenders, Disposal plan, Opening/Evaluation RFQs.	a)Number of Opening/Evaluation reports done. b)Number of Drafted Professional Opinions done. c)Number of Printed LPOs/LSOs done. d)Number of Inspection reports done.	Target not changed Or Added	Performed Secretariat duties for RFQs and Reports were signed and Approved.
10.Drafting of various allocated internal and external correspondences.	a)Number of submitted Memos to Supervisor	Target not changed Or Added	Drafted internal and external correspondences approved by HSCM



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11.Sourcing for fuel and lubricants	a)Approved memo b)Approved Opening/Evaluation committee c)Opening/Evaluation reports d)Drafted Professional Opinions. e)LPOs/LSOs f) Inspection reports.	Target not changed Or Added	Ongoing to be achieved at the closure of FY
12.To source and unseal of allocated goods,works and services in the IFMIS system.	a)Number of source and unsealed goods ,works and services in the IFMIS system.	Target not changed Or Added	Due to IFMIS system closure few RFQs were unsealed.
13.To prepared allocated RFQs documents and submit to registered supplies.	a)Number of Prepared RFQs documents.	Target not changed Or Added	Prepared RFQs documents, Letters of Award sent to the winning bidders and prepared contracts for the same.
14.To liaise with PPRA and KISM on raised correspondences of SCM.	a) Number of corresponded letters.	Target not changed Or Added	Drafted correspondences, approved by HSCM and filled in there respective files.
15.Continous update of the list of Registration of suppliers for the financial year 2022-2023.	a).Updated list of Registered suppliers.	Target not changed Or Added	Ongoing to be achieved at the closure of FY.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets Achievable.	Indicate numbers achieved and major items achieved on each item.Provide more evidence on disposal item

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	add values as required

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Contract and Supplier Relations Management skills	2 weeks	contract and management course
Procurement and Contract Audit	1 weeks	Procurement and Contract Audit course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	Trainings recommended



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations