



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210655	<b>Staff Name:</b>	Wilson Wangari Mwangi
<b>ID Number:</b>	25798773	<b>Employee E-mail:</b>	wilson.mwangi@landcommission.go.ke
<b>Appraisal Type:</b>	MID FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC6
<b>Dept/Directorate</b>	F&CP	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Silas Odindo Mutsune	<b>Immediate Supervisor Designation:</b>	
<b>Second Supervisor:</b>	Timothy Kariuki Kanyua	<b>Supervisor Designation:</b>	Head Monitoring and Evaluation

## DEPARTMENTAL OBJECTIVES

- Ensure that all Directorates and Departments develop their workplans and in compliance with the Strategic Plan
- Monitoring, Evaluation and Reporting progress on all activities undertaken by the Commission in accordance with M&E framework
- Ensure that mid- and end-term reviews are undertaken and reported to the management for appropriate action
- Ensure that the Commission's budget is prepared within the agreed timelines in compliance with the National Treasury Guidelines
- Coordinate the preparation and submission of project concept notes for consideration by the EOP and National Treasury
- Document and manage minutes, memos, and other records for the department

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Develop workplan templates	Workplan templates developed	The Templates were Developed	The appraisee supported the development of the workplan templates	98	100
Prepare Quarterly Performance Reviews Template (QPRT) for the Commission	Approved QPRT in place.	Quarterly Performance Review Templates for the Commission were Developed	The appraisee supported the preparation of the quarterly Performance Reviews Template (QPRT) for the Commission	100	100



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Collate, review, analyse, report, and submit quarterly and annual reports	Periodic performance reports submitted	Reports were Developed	The appraiser was able to support preparation of the quarterly and annual reports	100	100
Preparation of the Annual Expenditure Reviews	The Annual Expenditure Reviews prepared	Annual Expenditure Reviews Prepared	The appraiser supported the preparation of the annual expenditure reviews	80	100
Participate in the preparation of the M&E Frameworks	M&E Frameworks developed	Participated in the Preparation of the M&E Frameworks	The appraiser participated in the preparation of the M&E Frameworks	90	100
Track the implementation of the Strategic Plan	Strategic Plan implementation on the course	The Implementation of the SP was tracked	The appraiser supported the tracking of the implementation of the Strategic Plan	98	99
Coordinate and participate in the preparation of the Commission's Sub-Sector Report	Commission's Sub-Sector Report preparation	Participated in the Preparation of the Sub-sector Report	The appraiser supported the coordinate and participate in the preparation of the Commission's Sub-Sector Report	90	95
Prepare and maintain an updated register of incoming and outgoing departmental correspondences	An up-to-date asset register of correspondences in place	Prepared and Maintained an Updated Register of Incoming and Outgoing Departmental Correspondences	The appraiser supported the preparation and maintained an updated register of incoming and outgoing departmental correspondences	95	98



### INDIVIDUAL APPRAISAL REPORT

Fill in HRMS performance targets for the FY2021/2022 and participate in mid- and end-year performance reviews	Filled in HRMS performance targets for the FY2021/2022 as well as mid- and end-year performance reviews	Filled HRMS Performance Targets	The appraisee filled HRMS Performance Targets	100	100
Attend staff meetings and do minutes of the same	Minutes and attendance list well filed	Attended all the Staff Meetings and Did Minutes	The appraisee attend staff meetings and did minutes of the same	100	100
Prepare and maintain an updated register of office records and files	An up-to-date register of office records and files in place	Updated Register of Office Records and Files Prepared and Maintained	The appraisee supported the preparation and maintained an updated register of office records and files	95	98
Coordinate the preparation of the Commission's Annual Report	Annual Report prepared	Coordinated the Preparation of the Annual Report	The appraisee coordinated the preparation of the Commission's Annual Report	100	100
Coordinate and participate in Directorate/Departmental Mid and end year performance reviews	Mid and End Year Performance Reports Submitted	Mid- and End-Year Performance Review Done	The appraisee supported the coordination and also participated in Directorate/Departmental Mid and end year performance reviews	95	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1241.00</b>	<b>1290.00</b>
<b>Mean Appraisal Scores</b>				<b>95.46%</b>	<b>99.23%</b>

#### APPRAISEE'S COMMENTS ON TARGET SETTING

The process was collaborative

#### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The appraisee's performance was satisfactory as he was able to meet his targets



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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
	The appraisee performed satisfactorily during the period under review

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Develop workplan templates	Workplan templates developed	No	No changes
Prepare Quarterly Performance Reviews Template (QPRT) for the Commission	Approved QPRT in place.	No	No Changes
Collate, review, analyse, report, and submit quarterly and annual reports	Periodic performance reports submitted	No	No Changes
Preparation of the Annual Expenditure Reviews	The Annual Expenditure Reviews prepared	No	No Changes
Participate in the preparation of the M&E Frameworks	M&E Frameworks developed	No	No Changes
Track the implementation of the Strategic Plan	Strategic Plan implementation on the course	No	No Changes
Coordinate and participate in the preparation of the Commission's Sub-Sector Report	Commission's Sub-Sector Report preparation	No	No Changes
Prepare and maintain an updated register of incoming and outgoing departmental correspondences	An up-to-date asset register of correspondences in place	No	No Changes
Fill in HRMS performance targets for the FY2021/2022 and participate in mid- and end-year performance reviews	Filled in HRMS performance targets for the FY2021/2022 as well as mid- and end-year performance reviews	No	No Changes
Attend staff meetings and do minutes of the same	Minutes and attendance list well filed	No	No Changes
Prepare and maintain an updated register of office records and files	An up-to-date register of office records and files in place	No	No Changes
Coordinate the preparation of the Commission's Annual Report	Annual Report prepared	No	No Changes



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Coordinate and participate in Directorate/Departmental Mid and end year performance reviews	Mid and End Year Performance Reports Submitted	No	No Changes
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### MID YEAR APPRAISEES'S COMMENTS

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

	The appraisee has performed satisfactorily and is likely to meet his set targets by end of the year.
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### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%
Core Competencies	Integrity	Very Good - Upto 100%
Core Competencies	Innovativeness	Very Good - Upto 100%

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

I apply the etiquette of professionalism in the workplace. I tend to set and maintain professional boundaries in my communication and way of doing things. I avoid unreasonable requests. Lastly, I am respectful of bosses and fellow employees.	The appraisee demonstrated professionalism, integrity and innovation as key core competences during the reporting period
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### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Senior Management Course	8 weeks	Management Development
Project Development & Management Course	4 weeks	Project Management
Statistical for Social Scientists	2 weeks	ICT Program

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I would appreciate if my training needs and gaps were filled by being supported to undertake the identified courses	The above listed courses will help to enhance the appraisees' productivity.
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### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
The Officer performed his allocated duties with excellence.	The officer should be accorded an opportunity for training for performance improvement