



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150301	Staff Name:	Bishar Ahmed Maalim
ID Number:	30292245	Employee E-mail:	ahmed.bishar@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	F&CP	Appraisal Status	Appraisee
Immediate Supervisor:	Silas Odindo Mutsune	Immediate Supervisor Designation:	Senior Monitoring and Evaluation Officer
Second Supervisor:	TIMOTHY KARIUKI KANYUA	Supervisor Designation:	Head Monitoring and Evaluation

DEPARTMENTAL OBJECTIVES

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			0	0
Collate, review, analyse, report & Submit Quarterly & Annual reports	Periodic Performance reports submitted			0	0
Coordinate the preparation of the Commission's Annual Report	Annual Report Prepared			0	0
Preparation of M&E Frameworks	M&E Frameworks developed			0	0
Track the implementation of the Strategic Plan	Strategic Plan Implementation on course			0	0
Coordinate and Participate in Directorate/ Departmental Mid and End year performance reviews	Mid & End Year Performance reports submitted			0	0
Prepare concept notes for considering for funding for the commission	concept notes prepared			0	0
Prepare and maintain an updated register of office records & departmental correspondences	Prepared and maintained			0	0
coordinate the preparation of the commission's work plan for FY2022/2023	Workplans for 2022/2023 developed			0	0
Develop workplan templates	Workplan templates developed			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets setting was a participatory exercise with the head of the department taking lead.	The targets are agreeable. Kindly go ahead and implement
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 workplan templates	Workplan templates developed	Target not changed	workplan to be developed in the fourth quarter
Collate, review, analyse, report & Submit Quarterly & Annual reports	Periodic Performance reports submitted	target not changed	done for quarter 1 and 2, quarter 3 and 4 to be done
Coordinate the preparation of the Commission's Annual Report	Annual Report Prepared	Target not changed	Annual report published and shared with all relevant Government agencies
Preparation of M&E Frameworks	M&E Frameworks developed	Target not changed	M&E Framework developed and approved.
Coordinate and Participate in Directorate/ Departmental Mid and End year performance reviews	Mid & End Year Performance reports submitted	Target not changed	Reports are in place
Prepare concept notes for considering for funding for the commission	concept notes prepared	Target not changed	concept notes to be completed in 4th quarter
Prepare and maintain an updated register of office records & departmental correspondences	Prepared and maintained	Target not changed	updated office register in place
coordinate the preparation of the commission's work plan for FY2022/2023	Workplans for 2022/2023 developed	no target changed	workplans developed and being implemented
Develop workplan templates	Workplan templates developed	Target not changed	workplan templates developed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
All the targets are in line as earlier discuss with my supervisor.	

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
I am very honest person interms of my ethic and person of high inegrity	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
manegerial skills	2weeks	management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
need training for managerial skills inorder to boost work performance	The training needs identified suffices. The management to consider supporting the staff to undertake the training.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations