



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210566	Staff Name:	Winnie Wairimu Mwangi
ID Number:	28734709	Employee E-mail:	winnie.mwangi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	SCM	Appraisal Status	Supervisor
Immediate Supervisor:	Cyrus Nyaga Njue	Immediate Supervisor Designation:	Principal Supply Chain Management Officer
Second Supervisor:	Mohamednoor Bashir Farah	Supervisor Designation:	Head Supply Chain Management

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.To prepare draft consolidated annual procurement plan FY 2023-2024 by end of May 2024	1.Submitted the Draft Annual Procurement plan to HSCM	Completed and achieved		100	0
2. Contract Implementation and status report on all ICT related tenders	2.Total number of complete contracts and payments made by end of FY 2023-2024	Completed and achieved		100	0
3.To source and unseal of allocated goods, works and services in the IFMIS system	3.Number of sourced and unsealed goods, works and services in the IFMIS system.	Completed and achieved		100	0
4. To ensure timely processing of approved requisitions while adhering to the approved procurement plan.	4.a)Approved Memo b)Approved Opening/Evaluation committee c) Opening/Evaluation reports d) Professional Opinions e) LPO"s/LSO"s/Contracts f)Inspection Reports. Submitted the requisitions for approval	Completed and achieved		100	0
5.Secretariat services on various appointed committee"s on Opening/Evaluation Tenders ,Opening/Evaluation RFQ"s, Inspection and Acceptance Committees.	5.Approved memo b)Approved Opening/Evaluation committee c)Opening/Evaluation reports d)Professional Opinions. e)LPOs/LSOs f) Inspection and acceptance reports.	Completed and achieved		100	0
6.Preparation of Contract Documents, LPO"s and LSO"s	6.Total number of all LPO""s/LSO""s and contract documents prepared, reviewed and approved	Completed and achieved		100	0
7.Drafting of various SCM correspondences.	7.Number of approved Memos drafted	Completed and achieved		100	0
Total Appraisee Score on Performance Targets				700.00	0.00
Mean Appraisal Scores				100%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets Achievable	Good performance.The following items need improvement-.Use of IFMIS when sourcing and especially on Air tickets has not been satisfactory.Please sit with other team members and handle report on air tickets payments status-. Minutes for Department mee

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
All set targets were achieved	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.To prepare draft consolidated annual procurement plan FY 2023-2024 by end of May 2024	1.Submitted the Draft Annual Procurement plan to HSCM	Target not changed or added	Submitted the draft consolidated annual procurement plan and it was approved by the HSCM
2. Contract Implementation and status report on all ICT related tenders	2.Total number of complete contracts and payments made by end of FY 2023-2024	Target not changed or added	All contracts signed by all relevant parties and filed in their respective files.
3.To source and unseal of allocated goods, works and services in the IFMIS system	3.Number of sourced and unsealed goods, works and services in the IFMIS system.	Target not changed or added	Sourcing and unsealing of allocated goods, works and services for 1st and 2nd Quarter done via IFMIS. Target to continue being achieved in the 3rd and 4th Quarter
4. To ensure timely processing of approved requisitions while adhering to the approved procurement plan.	4.a)Approved Memo b)Approved Opening/Evaluation committee c) Opening/Evaluation reports d) Professional Opinions e) LPO"s/LSO"s/Contracts f)Inspection Reports. Submitted the requisitions for approval	Target not changed or added	All files are complete with approved requisitions and memos, appointments, reports signed and professional opinion approved and signed by HSCM
5.Secretariat services on various appointed committee"s on Opening/Evaluation Tenders ,Opening/Evaluation RFQ"s, Inspection and Acceptance Committees.	5.Approved memo b)Approved Opening/Evaluation committee c)Opening/Evaluation reports d)Professional Opinions. e)LPOs/LSOs f) Inspection and acceptance reports.	Target not changed or added	Secretariat duties with complete files including writing draft reports/minutes and ensuring they are approved and signed and filed in respective files.
6.Preparation of Contract Documents, LPO"s and LSO"s	6.Total number of all LPO""s/LSO""s and contract documents prepared, reviewed and approved	Target not changed or added	Contracts LPO's and LSO's signed by relevant parties, stamped and awarded to the winning bidders, and copies of the same filed in their respective files



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7.Drafting of various SCM correspondences.	7.Number of approved Memos drafted	Target not changed or added	Target ongoing and to be achieved as and when requested.
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MID YEAR APPRAISEES'S COMMENTS

Targets achievable

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Proceed to implement by closure of FY

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster

Appraisee's Values and Competencies

Immediate Supervisor Comments

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I work professionally and ethically.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs

Duration

Type of Training

Procurement and Contract Audit

1 week

Procurement and Contract Audit course

Contract and supplier relations management skills

2 weeks

Contract and Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training required to improve skills and knowledge.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Second Supervisor Recommendations