



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150323	Staff Name:	Alice Karanja Wairimu
ID Number:	28592587	Employee E-mail:	alice.karanja@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	Rejected
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
Procurement of goods services and works
Contract management
Ensure effective and efficient support to users
Create value for money and minimize waste
To synchronize supply with demands

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To consolidate common user items for the procurement plan.	1. A complete procurement plan 2. Approved procurement plan 3. Report of the consolidated items	Completed and achieved		200	0
To prepare quarterly work plan reports, Mandatory reports, Reservation and Preference scheme reports from 1st july 2023 to 30th june 2024.	1. Number of quarterly reports, Mandatory reports, Reservation and Preference scheme reports submitted	Completed and achieved		180	0
To reconcile Air ticket invoices for payment processing	1. Number of Air ticket invoices recorded and submitted to accounts department. 2. Number of Airticket invoices paid.	Completed and achieved		180	0
Drafting of 5 no. Tender documents from 1st july 2023 to 30th june 2024	Number of tenders floated on the Official website and PPIP.	Partially complete		100	0
Secretariat to various tender evaluation committees	1. Ad-hoc appointment memos 2. Documents signed in attendance	Completed and achieved		180	0
Prepare reports on Ticket contracts monthly	1. Monthly reports on ticketing	Completed		150	0
Secretariat to various RFQ committees	1. Documents signed in attendance	Completed and achieved		180	0



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Updating of tickets file and custodian of the same.	1. Up-to date file	Completed and achieved		180	0
Capturing allocated requisitions on IFMIS	Number of requisitions done on IFMIS	Completed and achieved		180	0
Unsealing RFQs in IFMIS from 1st July 2023 to 30th June 2024.	1. Number of unsealed RFQs in IFMIS	Completed and achieved		180	0
Total Appraisee Score on Performance Targets				1710.00	0.00
Mean Appraisal Scores				171%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING

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
To consolidate common user items for the procurement plan.	1. A complete procurement plan 2. Approved procurement plan 3. Report of the consolidated items	Target not changed	On-going
To prepare quarterly work plan reports, Mandatory reports, Reservation and Preference scheme reports from 1st July 2023 to 30th June 2024.	1. Number of quarterly reports, Mandatory reports, Reservation and Preference scheme reports submitted	Target not changed	On-going
To reconcile Air ticket invoices for payment processing	1. Number of Air ticket invoices recorded and submitted to accounts department. 2. Number of Airticket invoices paid.	Target not changed	On-going
Drafting of 5 no. Tender documents from 1st July 2023 to 30th June 2024	Number of tenders floated on the Official website and PPIP.	Target not changed	On-going
Secretariat to various tender evaluation committees	1. Ad-hoc appointment memos 2. Documents signed in attendance	Target not changed	On-going
Prepare reports on Ticket contracts monthly	1. Monthly reports on ticketing	Target not changed	On-going



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Secretariat to various RFQ committees	1. Documents signed in attendance	Target not changed	On-going
Updating of tickets file and custodian of the same.	1. Up-to date file	Target not changed	On-going
Capturing allocated requisitions on IFMIS	Number of requisitions done on IFMIS	Target not changed	On-going
Unsealing RFQs in IFMIS from 1st July 2023 to 30th June 2024.	1. Number of unsealed RFQs in IFMIS	Target not changed	On-going

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	proceed to implement

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
To the best of my abilities	

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Good	None