



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170511	<b>Staff Name:</b>	Bilal Alfani Kisendi Langaso
<b>ID Number:</b>	25555951	<b>Employee E-mail:</b>	bilal.kisendi@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>	02-Kwale County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Dennis Mutungi Kinyamasyo	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Dennis Mutungi Kinyamasyo	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

## DEPARTMENTAL OBJECTIVES

1. To secure public institutional land.
2. To enhance access to alienated and unalienated public land for development
3. To develop a comprehensive public land inventory and data base
4. To regularize urban land allocations
5. To mainstream land use planning in the national and county development agenda
6. To provide redress to land disputes
7. To provide redress to Historical Land Injustices (HLI)
8. To enhance corporate image of the Commission through County office
9. To improve work environment
10. To ensure financial sustainability
11. To strengthen internal systems and processes for efficient service delivery

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. To identity 10no. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June 2023.	No. of parcels identified and submitted to Land Administration & Management for processing	Achieved 7 No.	7	70	70
2. To conduct ground reports with aim of identifying 4no. of public institution for recovery from 1st July 2022 to 30th June,2023.	No. of public institutions identified for recovery Ground status report	Achieved 3 No.	3	75	75



### INDIVIDUAL APPRAISAL REPORT

3. To develop a report of the status of urban centres from 1st July 2022 to 30th June, 2023.	Report on the status of urban centres No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County.	CSP Approved awaiting official launch.	CSP approved awaiting launch	100	100
4. To conduct 6 No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2022 to 30th June,2023.	No. of preliminary investigations conducted	Achieved 5 No.	5 No	83	83
5. To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June 2023.	No. of awareness forums/meetings	Achieved 5 No.	5 No	125	125
6. To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2022 to 30th June 2023.	No. of CEPA materials Requested, Received and distributed(Communication, Educational, Public, Awareness)	4 No. of requisitions made though nothing was provided.	4 Requisitions made. No materials were provided	100	100
5. To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June 2023.	No. of awareness forums/meetings		5 No	0	125
<b>Total Appraisee Score on Performance Targets</b>				<b>553.00</b>	<b>678.00</b>
<b>Mean Appraisal Scores</b>				<b>79%</b>	<b>96.86 %</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets well set.	The targets were smart.

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 officer performed well. There is room to do better in the next F/Y.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. To identify 10no. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June 2023.	No. of parcels identified and submitted to Land Administration & Management for processing	Target not varied	Provided transport.



### INDIVIDUAL APPRAISAL REPORT

2. To conduct ground reports with aim of identifying 4no. of public institution for recovery from 1st July 2022 to 30th June,2023.	No. of public institutions identified for recovery Ground status report	Target not varied	Provided transport.
3. To develop a report of the status of urban centres from 1st July 2022 to 30th June, 2023.	Report on the status of urban centres No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County.	Target not varied.	Provided transport.
4. To conduct 6 No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2022 to 30th June,2023.	No. of preliminary investigations conducted	Target not varied	Provided transport.
5. To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June 2023.	No. of awareness forums/meetings	Target not varied.	Provided transport.
6. To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2022 to 30th June 2023.	No. of CEPA materials Requested, Received and distributed(Communication, Educational, Public, Awareness)	Target not varied.	Provided transport.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets well on course to be achieved.	Endeavor to achieve all the set targets by the end of the FY.

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I will ensure i strive to give maximum efficiency in my logistics service delivery by being on time at all times.	There is room to do better.



## INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Drivers suitability test grade 2 and 1	one weeks.	Suitability Test.
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
It will enhance my driving skills and ensure i provide efficient transportation services.	The officer should be taken for training as requested in the next FY	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	