



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150151	<b>Staff Name:</b>	Simon Chebii Kipkoech
<b>ID Number:</b>	12828862	<b>Employee E-mail:</b>	simon.chebii@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>	26-Trans Nzoia County	<b>Job Grade:</b>	NLC5
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Tache Kabale Arero	<b>Immediate Supervisor Designation:</b>	Acting Chief Executive Officer
<b>Second Supervisor:</b>	Tache Kabale Arero	<b>Supervisor Designation:</b>	Acting Chief Executive Officer

## 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



## INDIVIDUAL APPRAISAL REPORT

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To identity undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	Identified undocumented parcels submitted for processing	4	identified undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	100	100
To conduct ground reports with aim of identifying 4no. of public institution for recovery from 1st July 2022 to 30th June,2023	Ground reports of public land for recovery	7	conducted ground reports with aim of identifying 4no. of public institution for recovery from 1st July 2022 to 30th June,2023	175	100
To receive ,review and recommend 10No. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	No. of applications submitted to Land Administration & Administration Directorate	3	received, reviewed and recommended 10No. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	50	50



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To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2022 to 30th June,2023	List and status reports on surrendered and reserved public lands.	3	Developed an inventory of public land parcels in Community and Settlements schemes from 1st July 2022 to 30th June,2023	80	80
To develop a ground 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	status of report in place	Developed a ground reported of the status of urban centres from 1st July 2022 to 30th June,2023.	100	100
To develop a Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) from 1st July 2022 to 30th June,2023.	Status report	status report in place	Developed a Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) from 1st July 2022 to 30th June,2023.	80	100
o develop a report on disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2022 to 30th June,2023	No. Of disputes received, processed /handled through ADR / TDR	6	developed a report on disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2022 to 30th June,2023	100	100



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To conduct 12 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	3	conducted 12 No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2022 to 30th June,2023.	50	100
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2022 to 30th June,2023.	No. of awareness forums/meetings	6	Conducted /attended 4No. of forums/meeting s to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2022 to 30th June,2023.	150	100
Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quart	4	Prepared Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis	100	100
To maintain an updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	Updated asset registe	assets register updated	maintained an updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	100	100



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To ensure a prudent expenditure on imprest advanced from 1st July 2022 to 30th June,2023	Timely surrender of impres	Imprest surrendered	Ensured a prudent expenditure on imprest advanced from 1st July 2022 to 30th June,2023	100	100
To develop County work plan for FY 2022/2023 between 1st – 15th June 2023	County work plan for 2022-2023	1	developed County work plan for FY 2022/2023 between 1st – 15th June 2023	100	100
To prepare and submit quarterly reports on the performance of the County	No. of quarterly reports submitted.	4	prepared and submit quarterly reports on the performance of the County	100	100
To prepare and submit annual report for the FY 2022-2023 on the performance of the county	County Annual Report	1	prepared and submit annual report for the FY 2022-2023 on the performance of the county	100	100
To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	Mid-Year Review Report • Annual Staff Appraisal Report.	15	conducted mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1585.00</b>	<b>1530.00</b>
<b>Mean Appraisal Scores</b>				<b>99.06%</b>	<b>95.62%</b>



## INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
	Targets are okay

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
Targets were achieved satisfactory although challenges were experienced	

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	Identified undocumented parcels submitted for processing	Target not changed.	70%.
To conduct ground reports with aim of identifying 4no. of public institution for recovery from 1st July 2022 to 30th June,2023	Ground reports of public land for recovery	Target not changed	100%
To receive ,review and recommend 10No. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	No. of applications submitted to Land Administration & Administration Directorate	Target not changed	30%
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2022 to 30th June,2023	List and status reports on surrendered and reserved public lands.	Target not changed.	40%
To develop a ground 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 changed.	To be reported at the end of the financial year.



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To develop a Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) from 1st July 2022 to 30th June,2023.	Status report	To be reported at the end of the financial year.	To be reported at the end of the financial year.
To develop a report on disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2022 to 30th June,2023	No. Of disputes received, processed /handled through ADR / TDR	Target not changed.	50%
To conduct 12 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 changed.	Awaiting way forward from the legal department on all the cases forwarded in 2021 - 2022 financial
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2022 to 30th June,2023.	No. of awareness forums/meetings	Target not changed.	100%
Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quart	Target not changed.	100% No deliveries.
To maintain an updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	Updated asset registe	Target not changed.	100%
To ensure a prudent expenditure on imprest advanced from 1st July 2022 to 30th June,2023	Timely surrender of impres	Target not changed.	100%
To develop County work plan for FY 2022/2023 between 1st – 15th June 2023	County work plan for 2022-2023	Target not changed.	100%.
To prepare and submit quarterly reports on the performance of the County	No. of quarterly reports submitted.	Target not changed.	50%
To prepare and submit annual report for the FY 2022-2023 on the performance of the county	County Annual Report	Target not changed.	To be submitted at the end of the financial year



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To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	Mid-Year Review Report • Annual Staff Appraisal Report.	Target not changed.	50%
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets are achievable but challenges were experienced such as ,finances,transportation and election.	The mid-year performance is acceptable. Please strive to achieve the remaining targets by close of the fourth quarter.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Good - Between 80% and 99%
Core Competencies	Professionalism	Good - Between 80% and 99%
Core Competencies	Integrity	Good - Between 80% and 99%
Core Competencies	Innovativeness	Good - Between 80% and 99%
Core Competencies	Independence	Good - Between 80% and 99%
Core Competencies	Efficiency	Good - Between 80% and 99%
Core Competencies	Transparency and Accountability	Good - Between 80% and 99%
Managerial and Supervisory Competence	Planning and Organizing	Good - Between 80% and 99%
Values	Meritocracy	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I posses planning and organizing skills that aids in managing staff under my supervision.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
SENIOR MANAGEMENT COURSE	4 to 6 weeks	MANAGEMENT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	This will be considered subject to availability of funds

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations





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None