



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140037	Staff Name:	Henry Ondara
ID Number:	9911035	Employee E-mail:	henry.ondara@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	46-Nyamira County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Identify, verify and update 100 public land parcels	-No. of parcels compiled - Copies of official searches -Copies of RIMs, PIDs and maps -Copies of development plans	8 public parcels identified and updated	8 public parcels identified and updated	80	80
Documentation / titling of 50 public institutional land	-No. of application processed -Site inspection reports -Photos	16 public institutional land cases processed	16 public institutional land cases processed	100	100
To identify 100 public land parcels in the county for vesting.	No. of parcels identified for vesting.	100 public land parcels vested	100 public land parcels vested	100	100
Awareness and advocacy - 3 per quarter, 12 yearly	- No. of awareness session conducted -Attendance list -Photos	9 awareness and advocacy achieved.	9 awareness and advocacy achieved.	70	70



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Processing of development application a) 8 renewal of leases b) 20 application of ownership documents / allocation of public land and regularization. c) Transfer of public land d) 5 Change of user	-No. of parcels transferred -No. of parcels allocated -Copy of minutes -Photos -Copy of allotment letters / plot cards	a) 1 renewal of lease received and processed b) 14 application of ownership documents received and processed. c) 3 transfer of public land received. d) 3 change of user received and processed	1 renewal of lease received and processed b) 14 application of ownership documents received and processed. c) 3 transfer of public land received. d) 3 change of user received and processed	70	70
a) Staff meeting - 12 yearly b) Staff performance management c) Participate in 20 county engagement meetings d) Update register of court cases e) Timely surrender of imprest f) Proper maintenance of commission assets	a) Copy of minutes b) Copy of performance appraisal c) Attendance list, photos, invitation letters d) Copy of updated court register e) Forwarding letter and copy of receipts f) Updated asset register	a) 12 staff meetings conducted. b) 4 staff performance submitted online c) 12 County engagement meetings attended. d) Court cases received and updated. e) Office and tea imprest received and timely surrendered. f) commission assets properly maintain	a) 12 staff meetings conducted. b) 4 staff performance submitted online c) 12 County engagement meetings attended. d) Court cases received and updated. e) Office and tea imprest received and timely surrendered. f) commission assets properly maintain	80	80
To conduct ground reports with aim of identifying (5) public institution land for recovery	No. of public institution identify for recovery. Ground status report	3 ground reports processed.	3 ground reports processed.	80	80
To develop a ground report of the status of an urban centre	-Report on the status of urban Centre -No. of urban centers undergoing planning and surveying / urban Centre planning & surveying status report in the county	1 urban centre status report developed	1 urban centre status report developed	70	70



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To conduct mid-year and annual staff performance appraisals for all staff in the county within the stipulated timeline in the commission's performance management circle	- Mid-year review report -Annual staff appraisal report	Both mid-year review and annual staff appraisal reports timely submitted online	Both mid-year review and annual staff appraisal reports timely submitted online	100	100
To prepare and submit quarterly reports on the performance of the county.	No of quarterly reports submitted	All quarterly report on county performance prepared and timely submitted	All quarterly report on county performance prepared and timely submitted	100	100
To prepare and submit an annual an annual report for FY 2023/24 on the performance of the county.	County annual report	The annual FY 2023/24 on the performance of the county timely prepared and submitted online	The annual FY 2023/24 on the performance of the county timely prepared and submitted online	100	100
To process / resolve 85% of received public land disputes and conflict cases	-No of cases resolved -Attendance register -Photos -No. of officers trained	12 public land dispute cases received and processed	12 public land dispute cases received and processed	75	75
Develop a public land inventory	Update / updated public land register	Public land inventory developed and updated	Public land inventory developed and updated	80	80
Total Appraisee Score on Performance Targets				1105.00	1105.00
Mean Appraisal Scores				85%	85%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets have been set out of agreement with the supervisor	Strive to achieve set targets
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
Good performance achieved. However, it requires provision of adequate financial resources to achieve better performance.	Good performance



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Identify, verify and update 100 public land parcels	-No. of parcels compiled - Copies of official searches -Copies of RIMs, PIDs and maps -Copies of development plans	Target changed to 10	No new parcels identified and verified.
Documentation / titling of 50 public institutional land	-No. of application processed -Site inspection reports -Photos	Target changed to 8	No new applications received
To identify 100 public land parcels in the county for vesting.	No. of parcels identified for vesting.	Not changed	50%
Awareness and advocacy - 3 per quarter, 12 yearly	- No. of awareness session conducted -Attendance list -Photos	Not changed	50%
Processing of development application a) 8 renewal of leases b) 20 application of ownership documents / allocation of public land and regularization. c) Transfer of public land d) 5 Change of user	-No. of parcels transferred -No. of parcels allocated -Copy of minutes -Photos -Copy of allotment letters / plot cards	Not changed	30%
a) Staff meeting - 12 yearly b) Staff performance management c) Participate in 20 county engagement meetings d) Update register of court cases e) Timely surrender of imprest f) Proper maintenance of commission assets	a) Copy of minutes b) Copy of performance appraisal c) Attendance list, photos, invitation letters d) Copy of updated court register e) Forwarding letter and copy of receipts f) Updated asset register	Not changed	50%
To conduct ground reports with aim of identifying (5) public institution land for recovery	No. of public institution identify for recovery. Ground status report	Target changed to 4	Achievable
To develop a ground report of the status of an urban centre	-Report on the status of urban Centre -No. of urban centers undergoing planning and surveying / urban Centre planning & surveying status report in the county	Not changed	Achievable



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To conduct mid-year and annual staff performance appraisals for all staff in the county within the stipulated timeline in the commission's performance management circle	- Mid-year review report -Annual staff appraisal report	Not changed	Mid year review done Annual staff appraisal to be done at the end of FY 2023/24
To prepare and submit quarterly reports on the performance of the county.	No of quarterly reports submitted	Not changed	50%
To prepare and submit an annual an annual report for FY 2023/24 on the performance of the county.	County annual report	Not changed	50%
To process / resolve 85% of received public land disputes and conflict cases	-No of cases resolved -Attendance register -Photos -No. of officers trained	Not changed	40%
Develop a public land inventory	Update / updated public land register	Not changed	On going

MID YEAR APPRAISEES'S COMMENTS

Targets achievable

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Please ensure to achieve set targets by close of the Financial Year.

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

Training is required for effective and efficient management.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Strategic management	1 year	Supervisory management course
Public administration	6 months	Supervisory management course
Human resource management	4 months	Supervisory management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

County-level staff should be considered for training for efficient and effective management.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training to be undertaken subject to availability of funds



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance	None