



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150151	Staff Name:	Simon Kipkoech Chebii
ID Number:	12828862	Employee E-mail:	simon.chebii@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2019-2020
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	26-Trans Nzoia County	Job Grade:	NLC5
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
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

1. To facilitate access and use of land for socio-economic and environmental sustainability
2. To enhance secure, storage, access and retrieval of public land information
3. To facilitate resolution of disputes and conflicts on land and land-based resources.
4. To create awareness through advocacy, coordination and information dissemination on the role of NLC

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
To identify, verify and update 100(minimum) No of public land in the County	-Inventory No. of parcels identified, verified and updated	150	150	100	100
Process/Resolve 85% of all received Public Land Disputes & Conflicts	- List of cases received - List of cases investigated -Forms, Reports, Attendance lists -Land Ref. No. -Names of Parties concerned	95%	95%	95	95
Documentation/Titling of public institutions 50 in number	Number of parcels identified/ processed for titling	25	25	75	50
Undertake three (3) public awareness/advocacy/Education activities on NLC mandate and land matters per quarter (Twelve (12) in a year)	-Attendance list -Reports -Programmes -Photos	10	10	89	83.33
To identify 100 No of Public Land in the County for Vesting	-No of parcels identified -List of parcels	93	93	93	93



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Receive and process development applications (a) ___ Renewal of Lease (b) ___ Subdivision of Public Land (c) ___ Allocation of Land/Application for ownership documents/Land Regularization (d) Transfer of Public Land	(a) No _50_ (b) No _50_ (c) No _50_ (d) No _50_	80	80	81	80
Carrying out preliminary investigation on 10 No. of HLI Cases	-List of cases filed -Preliminary reports -Ground/site reports	7	7	82	70
Total Appraiser Score on Performance Targets				615.00	571.30
Mean Appraisal Scores				87.86%	81.62%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets are in order subject to review	Kindly note that your actual results achieved are not corresponding with the agreed performance targets that you set at the beginning of the year. Please amend the same and then revert.

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 set satisfactorily achieved for the 1st, 2nd and 3rd quarters	Strive to perform better in the new year.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify, verify and update 100(minimum) No of public land in the County	-Inventory No. of parcels identified, verified and updated	targets unchanged	average
Process/Resolve 85% of all received Public Land Disputes & Conflicts	- List of cases received - List of cases investigated -Forms, Reports, Attendance lists -Land Ref. No. -Names of Parties concerned	targets remain the same	well done
Documentation/Titling of public institutions 50 in number	Number of parcels identified/processed for titling	targets unchanged	good



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Undertake three (3) public awareness/advocacy/Education activities on NLC mandate and land matters per quarter (Twelve (12) in a year)	-Attendance list -Reports -Programmes -Photos	targets unchanged	records well filed
To identify 100 No of Public Land in the County for Vesting	-No of parcels identified -List of parcels	No targets added or changed	well done
Receive and process development applications (a) ___ Renewal of Lease (b) ___ Subdivision of Public Land (c) ___ Allocation of Land/Application for ownership documents/Land Regularization (d) Transfer of Public Land	(a) No _50_ (b) No _50_ (c) No _50_ (d) No _50_	targets unchanged	average
Carrying out preliminary investigation on 10 No. of HLI Cases	-List of cases filed -Preliminary reports -Ground/site reports	targets unchanged	satisfactory

MID YEAR APPRAISEES'S COMMENTS

No change in the set targets

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Proceed to final review

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

need training in managerial skills

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
supervisory skills	3 months	supervisory management course
Senior management course	4 weeks	Senior management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

the training will improve efficiency and the same have been requested severally without action

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Will be sponsored for training identified subject to availability of funds



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations