



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20130008	Staff Name:	Mercy Njamwea Muthoni
ID Number:	5775422	Employee E-mail:	mercy.njamwea@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Contract	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC2
Dept/Directorate	HLI	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

Hear and determine historical land injustices claims

Strengthen records management system of HLI data

Increase awareness and collaboration on HLI matters

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Partners engagement	10 partners reached	13		130	0
Updating of HLI claims register	2000 claims captured	3740		187	0
Claims subjected to admissibility	1000 claims analyzed	3740		200	0
Claims admitted	150 claims admitted	1870		200	0
development of concept papers of HLI claims status	2 concept papers	4		200	0
Status conferences on claims	30 status conferences held	35		116	0
Undertake investigative hearings	80 claims investigated and heard	210		200	0
writing of proceedings	5 reports on proceedings	5		100	0
writing of determinations	5 determination reports	5		100	0
engage professional	2 professionals engagements			0	0
secure office space	10 officers settled	10		100	0
sorting HLI files	3000 files sorted and arranged			0	0
site inspections	5 field visits	8		160	0
Handling of members of the public	100 members of public handled	210		200	0



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Briefing panels on claims	5 briefs held			0	0
Responding to queries	20 Letters and memos done	62		200	0
Training of staff on admissibility criteria	1 training held	1		100	0
development of admissibility criteria	1 criteria instrument in place	1		100	0
Reach out to 10 partners	13 partners reached	13		130	0
Total Appraisee Score on Performance Targets				2423.00	0.00
Mean Appraisal Scores				127.53%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Set targets will be achieved by end of financial 2022- 2023 if financial and logistical support is provided.	

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 met through cooperation from staff and resources from the Commission and external partners	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Partners engagement	10 partners reached	Target not changed	11
Updating of HLI claims register	2000 claims captured	Target not changed	3740 claims captured
Claims subjected to admissibility	1000 claims analyzed	Target not changed	1753
Claims admitted	150 claims admitted	Target not changed	356
development of concept papers of HLI claims status	2 concept papers	Target not changed	2
Status conferences on claims	30 status conferences held	Target not changed	28
Undertake investigative hearings	80 claims investigated and heard	Target not changed	107
writing of proceedings	5 reports on proceedings	Target not changed	107
writing of determinations	5 determination reports	Target not changed	5
engage professional	2 professionals engagements	Target not changed	4
secure office space	10 officers settled	changed	only 4 settled due to space and finances constraints
sorting HLI files	3000 files sorted and arranged	Target not changed	3740



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site inspections	5 field visits	changed	only 4 done due to financial constraints to support transport to the field
Handling of members of the public	100 members of public handled	Target not changed	162
Briefing panels on claims	5 briefs held	Target not changed	107
Responding to queries	20 Letters and memos done	Target not changed	58
Training of staff on admissibility criteria	1 training held	Target not changed	2
development of admissibility criteria	1 criteria instrument in place	Target not changed	1

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets will be met by end of financial year subject to availability of resources	Strive to achieve set targets by close of financial year

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Ensuring prompt planning, innovative use of technology for virtual meetings and supervisory of the staff led to targets meeting and even over performing even when resources were not scarce.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Alternative dispute resolution	3 weeks	supervisory management
land governance	2 weeks	supervisory management
alternative dispute resolution	3 weeks	managerial course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
capacity required to deal with land disputes under HLI and governance of land rights. Training was not undertaken due to lack of resources	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations