



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:	2022-2023
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 other maps -Copies of development plans	60 public land parcels identified and updated.	60 public land parcels identified and updated.	60	60
Documentation/titling of 50 public institutional land	-No. of application processed -Site inspection report -Photos	5 public institutional land cases processed.	5 public institutional land cases processed.	60	60
To identify 100 public land parcels in the county for vesting.	-No. of parcels identified for vesting.	200 public land parcels vested	200 public land parcels vested	100	200
Awareness and advocacy - 3 per quarter - 12 yearly	-No. of awareness sessions conducted -Attendance list -Photos	9 awareness and advocacy achieved.	9 awareness and advocacy achieved.	80	80
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) 2 renewal of lease received b) 10 application of ownership documents received. c)3 transfer of public land application received.	a) 2 renewal of lease received b) 10 application of ownership documents received. c)3 transfer of public land application received.	70	100



INDIVIDUAL APPRAISAL REPORT

a) Staff meeting - 12 yearly b) Staff performance management c) Participate in 20 county management 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) 13 county management meeting attended. d) 2 court cases received and updated. e) 3 imprest received and timely surrendered. f) Commission assets properly maintained.	a) 12 staff meetings conducted. b) 4 staff performance submitted online. c) 13 county management meeting attended. d) 2 court cases received and updated. e) 3 imprest received and timely surrendered. f) Commission assets properly maintained.	90	90
To conduct ground reports with aim of identifying (5) public institution land for recovery	No. of public institutions identified for recovery. Ground status report.	4 ground reports processed.	4 ground reports processed.	80	100
To develop a ground report of the status of an urban center	-Report on the status of urban centres - No. of urban centres undergoing planning and surveying/urban centre planning & surveying status report in county.	1 urban center status report developed.	1 urban center status report developed.	80	100
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 reports on county performance prepared and timely submitted.	All quarterly reports on county performance prepared and timely submitted.	100	100



INDIVIDUAL APPRAISAL REPORT

To prepare and submit an annual report for FY 2022/23 on the performance of the county.	County annual report.	The annual FY 2022/23 on the performance of the county timely prepared and submitted online.	The annual FY 2022/23 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 resolve -Attendance register -Photos -No. of officers trained	12 public land disputes cases received.	12 public land disputes cases received.	75	50
Develop a public land inventory	Update/Updated public land register	public land inventory developed and updated	public land inventory developed and updated	80	100
Total Appraisee Score on Performance Targets				1075.00	1240.00
Mean Appraisal Scores				82.69%	95.38%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets have been set out of agreement with the supervisor.	Please go ahead and implement the agreed 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
The performance is good and there is room for improvement. However, more conducive environment in terms of provision of more equipment and transport is required.	Good performance

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 other 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 report -Photos	Target changed to 10	No new applications received
To identify 100 public land parcels in the county for vesting.	-No. of parcels identified for vesting.	Not changed	50%



INDIVIDUAL APPRAISAL REPORT

Awareness and advocacy - 3 per quarter - 12 yearly	-No. of awareness sessions 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	Target changed to 4	30%
a) Staff meeting - 12 yearly b) Staff performance management c) Participate in 20 county management 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 institutions identified for recovery. Ground status report.	Target changed to 4	Achievable
To develop a ground report of the status of an urban center	-Report on the status of urban centres - No. of urban centres undergoing planning and surveying/urban centre planning & surveying status report in county.	Not changed	Achievable
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 2022/2023
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 report for FY 2022/23 on the performance of the county.	County annual report.	Not changed	50%



INDIVIDUAL APPRAISAL REPORT

To process/resolve 85% of received public land disputes and conflict cases.	-No. of cases resolve -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	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets achievable	Mid-year performance is commendable. Please ensure you achieve all the set targets by close of the 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
Training is required for effective and efficient management.	

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	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
County-level staff should be considered for training for efficient and effective management.	The training requested will be undertaken subject to availability of funds

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