



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|-------------------------------------|
| Staff Number: | NLC20210582 | Staff Name: | Abdub Waqo Guyo |
| ID Number: | 32214389 | Employee E-mail: | abdub.guyo@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2022-2023 |
| Terms of Service: | Permanent and Pensionable | Gender: | Male |
| Work Station | 47-Nairobi City County | Job Grade: | NLC7 |
| Dept/Directorate | LP&R | Appraisal Status | Immediate Supervisor Reviewed |
| Immediate Supervisor: | Ally Munira Jadeed | Immediate Supervisor Designation: | Chief Land Use Planning Officer |
| Second Supervisor: | Daniel Keya Mmbai | Supervisor Designation: | Principal Land Use Planning Officer |

DEPARTMENTAL OBJECTIVES

1. To monitor and oversee land use planning throughout the country
2. To develop tools for Monitoring and Overseeing Land Use Planning throughout the Country
3. To oversee the implementation of various tools and guidelines for quality assurance

AGREED PERFORMANCE TARGETS

| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|--|--|---|--------------------------------|--------------------|---------------|
| Sensitization and dissemination of the National Land Use Policy Monitoring and Oversight Tool (1 session per year) | No. of stakeholders meeting/workshops attended, Attendance list, Workshop reports, Sensitization schedules | Breakfast meeting was held with all stakeholders to sensitize them on National Land Use Policy Monitoring and Oversight Tool and about 400 tools were disseminated at the same time | | 100 | 0 |



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| Sensitization and dissemination of the National Spatial plan: Monitoring and Oversight Tool (1 session per year) | No. of stakeholders meeting/workshops attended, Attendance list, Workshop reports, Sensitization schedules | Breakfast meeting was held with all stakeholders to sensitize them on National Spatial Plan Monitoring and Oversight Tool and about 400 tools were disseminated at the same time | | 100 | 0 |
| Prepare baseline study of the status of Land Use Planning throughout the country (1 report per year) | Literature review report, Work schedules, Field Reports, Work session reports, Stakeholder engagements reports, and Monitoring reports | Draft Concept paper on Baseline study report of the status of land use planning was prepared. This target was dropped due to financial constraints | | 100 | 0 |
| Monitor and oversee the preparation and implementation of County spatial plans (2 counties per year) | No. of counties visited and no of monitoring reports prepared | This target was scheduled for the 3rd quarter. Four counties have been notified for the visit (Nyeri, Muranga, Kiambu and Nyandarua). Notification letters have been sent, and Monitoring checklists prepared | | 100 | 0 |



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| Sensitization of County Governments on importance of Land use planning and management (2 no.) | No. of counties visited, No. of sensitization reports prepared, sensitization presentations prepared, Attendance list | This target was scheduled for the fourth quarter and the number of sessions has been reduced to one due to financial constraints. | | 100 | 0 |
| Monitor and oversee preparation of Local Physical Development Plans, Review of Urban Land Use Plans and PDPs (4 plans per year) | No. of Urban Land Use Plans and PDPs reviewed, and No. of reports on reviewed plans | The following plans have been reviewed: Kilifi County -Kaloleni Trading Centre plan, Kenyatta University land use plan(PDP), Lamu Plans - Gazi Murututu, Vumbe Farms, Mikindu, Kiangwe, and Kiziwa cha Paka), Ngong Vet Farm PDP, Konza Technopol | | 150 | 0 |
| Prepare Draft Guidelines for preparation of land use and management plans for land held by public agencies developed (1 report per year) | Literature review report, Work schedules, Field Reports, Work session reports, Stakeholder engagements reports, Attendance list, and presentation materials | Public agencies identified and Zero Draft guidelines prepared | | 100 | 0 |



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| Create/Develop a land use plans depository | Plans depository and Number of plans deposited | Plans depository created and the following plans have been deposited: Kilifi County -Kaloleni Trading Centre plan, Kenyatta University land use plan(PDP), Lamu Plans - Gazi Murututu, Vumbe Farms, Mikindu, Kiangwe, and Kiziwa cha Paka), Ngong Vet Farm | | 100 | 0 |
| Prepare and keep updated the status of land use planning | Updated status of land use planning inventory | Updated status of land use planning inventory is in place | | 100 | 0 |
| Total Appraisee Score on Performance Targets | | | | 950.00 | 0.00 |
| Mean Appraisal Scores | | | | 105.56% | 0% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|---|--|
| Set targets are smart and achievable dependent on the availability of resources | The targets have been discussed and agreed upon. |

| 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 achieved halfway | |

| MID YEAR REVIEW | | | |
|--|--|-------------------------|--|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| Sensitization and dissemination of the National Land Use Policy Monitoring and Oversight Tool (1 session per year) | No. of stakeholders meeting/workshops attended, Attendance list, Workshop reports, Sensitization schedules | Target not changed | Sensitization of stakeholders and dissemination of about 400 National Land Use Policy monitoring and oversight tools was done in the 1st quarter |



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|--|---|---------------------------|---|
| Sensitization and dissemination of the National Spatial plan: Monitoring and Oversight Tool (1 session per year) | No. of stakeholders meeting/workshops attended, Attendance list, Workshop reports, Sensitization schedules | Target not changed | Sensitization of stakeholders and dissemination of about 400 National Spatial Plan monitoring and oversight tools was done in the 1st quarter |
| Prepare baseline study of the status of Land Use Planning throughout the country (1 report per year) | Literature review report, Work schedules, Field Reports, Work session reports, Stakeholder engagements reports, and Monitoring reports | Target changed or dropped | Financial constraints hindered the set target |
| Monitor and oversee the preparation and implementation of County spatial plans (2 counties per year) | No. of counties visited and no of monitoring reports prepared | Target Not changed | Monitoring visits scheduled for 3rd quarter |
| Sensitization of County Governments on importance of Land use planning and management (2 no.) | No. of counties visited, No. of sensitization reports prepared, sensitization presentations prepared, Attendance list | Target changed to one (1) | Financial constraints hindered the set target |
| Monitor and oversee preparation of Local Physical Development Plans, Review of Urban Land Use Plans and PDPs (4 plans per year) | No. of Urban Land Use Plans and PDPs reviewed, and No. of reports on reviewed plans | Target not changed | The following plans were reviewed: Kenyatta University PDP, Konza Technopolis, Ngong Vetenary farm PDP |
| Prepare Draft Guidelines for preparation of land use and management plans for land held by public agencies developed (1 report per year) | Literature review report, Work schedules, Field Reports, Work session reports, Stakeholder engagements reports, Attendance list, and presentation materials | Target not changed | Zero-Draft guidelines prepared |
| Create/Develop a land use plans depository | Plans depository and Number of plans deposited | Target not changed | Plans depository created and updated |
| Prepare and keep updated the status of land use planning | Updated status of land use planning inventory | Target added | Updated status of land use planning inventory in place |

MID YEAR APPRAISEES'S COMMENTS

Targets achieved half-way

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets set are on course. Some targets have been changed due to financial constraints

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

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE



INDIVIDUAL APPRAISAL REPORT

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|--|-----------------------------------|---|
| Training & Development Needs | Duration | Type of Training |
| Arc-GIS | 3months | Strategic Planning Courses |
| SPSS | 3weeks | Data Analysis Course |
| Environmental Impact Assessment | 3weeks | Environmental Studies Course |
| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
| The trainings will enhance my skills | | |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | | |
| Second Supervisor Comments | Second Supervisor Recommendations | |
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