



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150134	Staff Name:	Zachary Ndege Msongo
ID Number:	10313615	Employee E-mail:	zachary.ndege@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC4
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	David Ndegwa Kuria	Immediate Supervisor Designation:	Director Land Administration and Management
Second Supervisor:	David Ndegwa Kuria	Supervisor Designation:	Director Land Administration and Management

DEPARTMENTAL OBJECTIVES

To secure public institutions land

To enhance access to alienated and unalienated public land for development

To regularize urban land allocations

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Develop and implement frameworks for administration and management of institutional public land	i) Guideline and manuals on land management and disposition by public institutions developed ii) Tools to monitor implementation of guidelines in place		1. Draft framework in place 2. Draft monitoring tool in place	0	100
First track allocation of public land and amelioration of the disadvantaged persons	i) Settlement scheme parcels reserved ii) Letters of allotment and reservation letters prepared.		1. 1 Settlement scheme reserved 2. 400 letters of allotment prepared	0	120
Renewal of leases for central region	no of leases renewed		100 leases renewed	0	100
Valuation requisition for new allocation for central region	number of valuation requisition		500 valuations requested	0	120
drafting of memos for renewal and extension of leases	no of memos drafted		300 memos on renewal of leases done	0	150



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Total Appraisee Score on Performance Targets		0.00	590.00
Mean Appraisal Scores		0%	118%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets set are achievable	The targets set are achievable

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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Develop and implement frameworks for administration and management of institutional public land	i) Guideline and manuals on land management and disposition by public institutions developed ii) Tools to monitor implementation of guidelines in place	None	No target changed
First track allocation of public land and amelioration of the disadvantaged persons	i) Settlement scheme parcels reserved ii) Letters of allotment and reservation letters prepared.	None	No target changed
Renewal of leases for central region	no of leases renewed	None	No target changed
Valuation requisition for new allocation for central region	number of valuation requisition	None	No target changed
drafting of memos for renewal and extension of leases	no of memos drafted	None	No target changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
I am efficient in carrying out my duties	Your contributions are key to achieving the overall targets of the Directorate



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
GIS For Land Administration and Management Course	1 month	Land Administration training
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
This training will help in carrying out my duties more efficiently.	The appraisee should be supported to strengthen his professional competencies	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	