



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140039	Staff Name:	Ben Tuwai Bett
ID Number:	11575267	Employee E-mail:	ben.bett@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:	NLC3
Dept/Directorate	HRA	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

To strengthen the Human Resources capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To replace 24 No. staff who have exited the Commission between 1st July 2021 to 30th June 2022	No. of staff recruited, interview minutes, Job advert, Appointment letters	Recruitment for 14 No of staff completed. Advertised for eighty one(81) internal positions to be filled through promotions. The recruitment of position of Head of Corporate Communication and Director Land Use will be completed in the next Financial Y	recruitment for 14 No of staff completed. Advertised for eighty one(81) internal positions to be filled through promotions. The recruitment of position of Head of Corporate Communication and Director Land Use will be completed in the next Financial Y	100	100
To recruit 100 interns between 1st July, 2021 to 30th June, 2022	No.of interns recruited, Shortlisting minutes, Intern advert, Appointment letters	128 No of Interns were engaged	128 No of Interns were engaged	128	128



INDIVIDUAL APPRAISAL REPORT

To recruit 60 students on attachment between 1st July, 2021 to 30th June, 2022	No.of students recruited, Attachment advert, Appointment letters	16No. of attachees were engaged	16No. of attachees were engaged	100	100
To conduct staff induction for the new and entire staff of the Commission	Induction Report Attendance List Induction Programme	Staff induction was done to the newly recruited staff	Staff induction was done to the newly recruited staff	100	100
To develop schemes of service/career progression guidelines between 1st October 2021 to 31st March 2022.	HRAC/Commission Papers Career Progression Guidelines Commission Approval Minutes	Career Progression Guideline in Place	Career Progression Guideline in Place	100	100
To develop Succession Management Policy & Framework between 1st October 2021 to 31st March 2022.	Succession Management Policy Commission Approval Minutes	Target was moved to the next financial year	Target was moved to the next financial year	100	100
To develop a Succession Plan for the Commission 1st October 2021 to 31st March 2022.	Succession Plan Commission Approval Minutes	Target was moved to the next financial year	Target was moved to the next financial year	100	100
To review the staff establishment to achieve optimum staffing levels in the Commission between 1st July 2021 and 30th June, 2022	Approved staff establishment, Minutes of meetings	Organization structure reviewed and staff establishment developed in partnership with DPSM	Reviewed organization structure and staffing levels in place	100	100
To coordinate staff in conducting mid -term performance evaluations between 2nd January and 15th January, 2022	Mid-term review reports, Memos to staff	Mid year staff appraisal were conducted in January 2022	Mid year staff appraisal were conducted in January 2022	100	100
To coordinate staff performance appraisal moderation/rewards exercise for the Financial Year 2020 -2021 between 1st September and 31st October, 2021	Attendance list for Performance Management Committee Staff Performance Moderation Report Number of Staff Rewarded Minutes of staff performance management Committee	Staff annual performance report for FY 2021-2022 n place	Staff annual performance report for FY 2021-2022 In place	100	100
To develop a HR & Admin work plan for FY 2022/2023 between 1st – 15th June 2022	Developed work plan, Memos	HR & Admin workplan for FY 2022-2023 was developed	Approved HR & Admin workplan for FY 2022- 2023 in place	100	100
To conduct Training Needs Assessment(TNA) between 1st August 2021 to 31st October, 2021	TNA Report	TNA Report inplace	TNA Report in place	100	100



INDIVIDUAL APPRAISAL REPORT

To develop and implement a training and development plan between 1st November to 30th June 2022	Training & Development Plan	Training Plan in place	Training Plan in place	100	100
To train Commissioners and staff in identified thematic areas between 1st November to 30th June 2022	Approved budgets, Attendance list, Training program, Nomination letter	534 No of staff were trained in various thematic areas	534 No of staff were trained in various thematic areas	106	106
To conduct training impact assessment between 1st June to 30th June 2022	Training Impact Assessment Report.	Training Impact Assessment Report in Place	Training Impact Assessment Report in Place	100	100
To develop a policy/framework on training revolving fund between 1st August 2021 to 31st December,2021	Training Revolving Fund Policy Commission Approval Minutes	Benchmarking was done in Kenya Revenue Authority and State Department of Public Service. Recommendations will be undertaken in the next financial year	Benchmarking was done in Kenya Revenue Authority and State Department of Public Service. Recommendations will be undertaken in the next financial year	100	100
To establish and operationalize a training revolving fund between 2nd January 2022 to 30th June,2022	Budget approval, staff circular, No. of employees funded through the scheme	Target was moved to the next financial year	Target was moved to the next financial year	100	100
To disburse Mortgages and Car loans to staff between 1st July, 2021 to 30th June, 2022	Loan award letters, Sale agreements, Copies of House titles and Car log books	7No of house loans were disbursed and 6No. of carloans were dispursed	7No of house loans were disbursed and 6No. of car loans were disbursed	100	100
To Procure / renew staff medical cover between 1st October and 31st December, 2022	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Staff medical cover in place	Staff medical cover in place	100	100
To Procure / renew of Group Personal Accident Cover between 1st October and 31st December, 2022	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Group Personal Accident/WIBA Cover in place	Group Personal Accident/WIBA Cover in place	100	100



INDIVIDUAL APPRAISAL REPORT

To Procure group life assurance (GLA) for NLC staff between 1st April and 30th June, 2022	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Group Life Insurance cover in place	Group Life Insurance cover in place	100	100
To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2022	Staff Satisfaction Survey Report Work Environment Survey Report	Procurement proces to get a consultatnt to conduct the survey was initiated however the same was not concluded due to unavailability of funds	Procurement process to get a consultant to conduct the survey was initiated however the same was not concluded due to unavailability of funds	100	100
To develop Anti-corruption policy and framework for the Commission between 1st July,2021 to 30th June,2022	Commission Anti-Corruption Policy Corruption Prevention Committee(CPC) Integrity Assurance Committee	Corruption Prevention Committee was constituted and Integrity Assurance Officers appointed	Corruption Prevention Committee was constituted and Integrity Assurance Officers appointed	100	100
To review HR manual and develop new policies, procedures and practices i.e. diversity policy, grievance handling machinery, employee assistance program and reward and sanctions policy between 1st January to 30th June, 2021	Circular to staff, Reviewed manual and developed policies and procedures	Draft HR Policy & Procedure Manual In place	Draft HR Policy & Procedure Manual In place	100	100
To acquire alternative HQ office space for the commission (51,000 sq. feet)between 1st July and 31st December,2021	Lease Agreement Tender Documents Commission Approval	The Commission acquired 57700 square feet at 316 Upper hill Chambers	The Commission acquired 57700 square feet at 316 Upper hill Chambers	113.14	113.14
To refurbish twenty(20) county offices between 1st July 2021 to 30th June,2022	Status Reports Payment Approved Budget	Project concept note developed	Project concept note developed	100	100
To acquire additional six(6) motor vehicles between 1st July 2021 to 30th June,2022	Payment Vouchers Log Books	Procured a total of twenty two number of vehicles	Procured a total of twenty two number of vehicles	100	100
To undertake survey on records management status in the Commission	Records Management Survey Report	Records management survey in place	Records management survey in place	100	100



INDIVIDUAL APPRAISAL REPORT

To Implement recommendation of the records management survey to streamline records management function in the Commission between 1st January 2022 to 30st June 2022	Status Reports	Status report in place	Status report in place	100	100
To develop and maintain epidemic mitigation tools/infrastructure between 1st July 2021 to 30th June,2022	Memos to Staff Payment Vouchers	Epidemic mitigation tools such as sanitizers, hand dispensers and fumigation of officer services were provided	Epidemic mitigation tools such as sanitizers, hand dispensers and fumigation of officer services were provided	100	100
Hold the pension scheme AGM and conducting staff awareness training on pension matters between 1st October 2021 and 31st December, 2021	Attendance list, Training notes, minutes of AGM	AGM was held	AGM was held	100	100
Training committee members on crosscutting issues i.e. OSHA, HIV and AIDS, Gender, Persons living with disability and Alcohol and Substance abuse between 1st October and 31st December, 2021	Attendance list, Training program, Certificates of attendance	Committees for the various cross cutting issues were constituted	Committees for the various cross cutting issues were constituted	100	100
Carry out baseline survey on crosscutting issues. HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st January and 31st March, 2022	Questionnaires, Memos, Staff circulars	Procurement process for conducting surveys on cross cutting issues was initiated. However the same could not be completed due to unavailability of funds.	Procurement process for conducting surveys on cross cutting issues was initiated. However the same could not be completed due to unavailability of funds.	100	100
Total Appraisee Score on Performance Targets				3347.14	3347.10
Mean Appraisal Scores				101.43%	101.43%

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Wii strive to achieve the agreed set targets

Target set are agreeable. Go ahead an implement the same.



INDIVIDUAL APPRAISAL REPORT

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 achieved as planned despite challenges brought about by unavailability of funds	Excellent Performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To replace 24 No. staff who have exited the Commission between 1st July 2021 to 30th June 2022	No. of staff recruited, interview minutes, Job advert, Appointment letters	Target not changed	Target to be achieve subject to availability of funds
To recruit 100 interns between 1st July, 2021 to 30th June, 2022	No.of interns recruited, Shortlisting minutes, Intern advert, Appointment letters	Target not changed	On course
To recruit 60 students on attachment between 1st July, 2021 to 30th June, 2022	No.of students recruited, Attachment advert, Appointment letters	Target not changed	On course
To conduct staff induction for the new and entire staff of the Commission	Induction Report Attendance List Induction Programme	Target not changed	Plans are underway to finalise the target
To develop schemes of service/career progression guidelines between 1st October 2021 to 31st March 2022.	HRAC/Commission Papers Career Progression Guidelines Commission Approval Minutes	Target not changed	Work in progress
To develop Succession Management Policy & Framework between 1st October 2021 to 31st March 2022.	Succession Management Policy Commission Approval Minutes	Target Changed	The activity will be carried out in the fourth quarter
To develop a Succession Plan for the Commission 1st October 2021 to 31st March 2022.	Succession Plan Commission Approval Minutes	Target Changed	The activity will be carried out in the fourth quarter
To review the staff establishment to achieve optimum staffing levels in the Commission between 1st July 2021 and 30th June, 2022	Approved staff establishment, Minutes of meetings	Target not changed	Work in progress
To coordinate staff in conducting mid -term performance evaluations between 2nd January and 15th January, 2022	Mid-term review reports, Memos to staff	Target not changed	Target achieved



INDIVIDUAL APPRAISAL REPORT

To coordinate staff performance appraisal moderation/rewards exercise for the Financial Year 2020-2021 between 1st September and 31st October, 2021	Attendance list for Performance Management Committee Staff Performance Moderation Report Number of Staff Rewarded Minutes of staff performance management Committee	Target not changed	Results of the performance for the FY 2020-2021 released to all staff
To develop a HR & Admin work plan for FY 2022/2023 between 1st – 15th June 2022	Developed work plan, Memos	Target not changed	The activity will be done in the fourth quarter
To conduct Training Needs Assessment(TNA) between 1st August 2021 to 31st October,2021	TNA Report	Target not changed	Work in progress
To develop and implement a training and development plan between 1st November to 30th June 2022	Training & Development Plan	Target not changed	Work in progress
To train Commissioners and staff in identified thematic areas between 1st November to 30th June 2022	Approved budgets, Attendance list, Training program, Nomination letter	Target not changed	Work in progress
To conduct training impact assessment between 1st June to 30th June 2022	Training Impact Assessment Report.	Target not changed	The activity will be done in the fourth quarter
To develop a policy/framework on training revolving fund between 1st August 2021 to 31st December,2021	Training Revolving Fund Policy Commission Approval Minutes	Target not changed	Policy development in progress
To establish and operationalize a training revolving fund between 2nd January 2022 to 30th June,2022	Budget approval, staff circular, No. of employees funded through the scheme	Target Changed	To be done in the next financial year
To disburse Mortgages and Car loans to staff between 1st July, 2021 to 30th June, 2022	Loan award letters, Sale agreements, Copies of House titles and Car log books	Target not changed	Awards for house & Car loan in progress
To Procure / renew staff medical cover between 1st October and 31st December, 2022	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Target not changed	Staff medical cover procured and operationalised



INDIVIDUAL APPRAISAL REPORT

To Procure / renew of Group Personal Accident Cover between 1st October and 31st December, 2022	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Target not changed	GPA/WIBA Covers procured & operationalised
To Procure group life assurance (GLA) for NLC staff between 1st April and 30th June, 2022	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Target not changed	GL cover operational
To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2022	Staff Satisfaction Survey Report Work Environment Survey Report	Target not changed	Request for approval to initiate procurement process done
To develop Anti-corruption policy and framework for the Commission between 1st July, 2021 to 30th June, 2022	Commission Anti-Corruption Policy Corruption Prevention Committee (CPC) Integrity Assurance Committee	Target not changed	CPC and IAOs Committees constituted
To review HR manual and develop new policies, procedures and practices i.e. diversity policy, grievance handling machinery, employee assistance program and reward and sanctions policy between 1st January to 30th June, 2021	Circular to staff, Reviewed manual and developed policies and procedures	Target Changed to Review HR Manual & Policy Procedures.	Approval to review HR & Procedures Manuals approved by the Commission
To acquire alternative HQ office space for the commission (51,000 sq. feet)between 1st July and 31st December, 2021	Lease Agreement Tender Documents Commission Approval	Target not changed	Work in progress
To refurbish twenty(20) county offices between 1st July 2021 to 30th June, 2022	Status Reports Payment Approved Budget	Target Changed	Target changed
To acquire additional six(6) motor vehicles between 1st July 2021 to 30th June, 2022	Payment Vouchers Log Books	Target not changed	work in progress
To undertake survey on records management status in the Commission	Records Management Survey Report	Target changed	To be done in the next financial year



INDIVIDUAL APPRAISAL REPORT

To Implement recommendation of the records management survey to streamline records management function in the Commission between 1st January 2022 to 30st June 2022	Status Reports	Target Changed	Target changed
To develop and maintain epidemic mitigation tools/infrastructure between 1st July 2021 to 30th June,2022	Memos to Staff Payment Vouchers	Target not Changed	On course

MID YEAR APPRAISEES'S COMMENTS

On Course

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve the set targets by close of the financial year 2021-2022

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

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
This was an excellent performance	None