



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210595	Staff Name:	Daniel Waweru Munga
ID Number:	31398331	Employee E-mail:	daniel.munga@landcommission.go.ke
Appraisal Type:	MID FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	John Gabriel Mule	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	John Gabriel Mule	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

1. To secure public institutional land.
2. To enhance access to alienated and unalienated public land for development
3. To develop a comprehensive public land inventory and data base
4. To regularize urban land allocations
5. To mainstream land use planning in the national and county development agenda
6. To provide redress to land disputes
7. To provide redress to Historical Land Injustices (HLI)
8. To enhance corporate image of the Commission through County office
9. To improve work environment
10. To ensure financial sustainability
11. To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Ensure proper filing system on daily basis- 2 files per day	File	2 files per day	2	100	100
Assist in writing 4 quarterly reports and 1 annual report	Report	4 quarterly reports done plus 1 annual report for FY 21/22	4	100	100



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Drafting of 1 staff meeting minutes within 2 days after the meeting	Minutes	Assisted in drafting 4 staff meeting minutes a day after the meeting	4	200	200
To update the county comprehensive public land inventory database with 10 number of parcels	Public land inventory	Updated 90 public land parcels within Olkalou Subcounty in our inventory database	90	200	200
To conduct ground reports with aim of identifying 4 number of public institutions for recovery	Ground status reports	4	4	100	100
To develop an inventory of 5 public land parcels in community & settlement schemes	List and status reports on surrendered and reserved public lands	5	5	100	100
To develop a report on 2 disputes handles through use of ADR/TDR in the County	Number of disputes received,processed/handled through ADR/TDR	1	1	50	50
To hold/attend 4 number of forums/meetings to sensitize pubic on NLC mandates,service delivery timeliness,Commission charter	Number of awareness forums/meetings	4	4	100	100
To prepare and submit quarterly reports on the performance of the County	Number of quarterly reports submitted	4 quarterly reports prepared and submitted	4	100	100
To prepare and submit annual report for the FY 21/22 on the performance of the County	County annual report	1	1	100	100
Total Appraisee Score on Performance Targets				1150.00	1150.00
Mean Appraisal Scores				115%	115%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set were achievable	The set targets 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
Lack of resources and prevalence of the COVID-19 virus was a major hinderance on performance.	The Appraisee's performance is good and promising if proper facilitation is sustained



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Ensure proper filing system on daily basis- 2 files per day	File	Target remained	Target is achievable
Assist in writing 4 quarterly reports and 1 annual report	Report	Target remained	Target is achievable
Drafting of 1 staff meeting minutes within 2 days after the meeting	Minutes	Target remained	Target is achievable
To update the county comprehensive public land inventory database with 10 number of parcels	Public land inventory	Target remained	Target is achievable
To conduct ground reports with aim of identifying 4 number of public institutions for recovery	Ground status reports	Target remained	Target is achievable
To develop an inventory of 5 public land parcels in community & settlement schemes	List and status reports on surrendered and reserved public lands	Target remained	Target is achievable
To develop a report on 2 disputes handles through use of ADR/TDR in the County	Number of disputes received,processed/handled through ADR/TDR	Target remained	Target is achievable
To hold/attend 4 number of forums/meetings to sensitize pubic on NLC mandates,service delivery timeliness,Commission charter	Number of awareness forums/meetings	Target remained	Target is achievable
To prepare and submit quarterly reports on the performance of the County	Number of quarterly reports submitted	Target remained	Target is achievable
To prepare and submit annual report for the FY 21/22 on the performance of the County	County annual report	Target remained	Target is achievable

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	The Appraisee can improve with more facilitation.

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	
Professionalism By being productive I have been able to use my time productively at work. Focus on my job responsibilities and avoid getting pulled into social media, web browsing and phone activity while on working hours.			
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
There have been many technological advancements in land sectors such as Ardhi Sasa software in Kenya and also we have the metaverse where people can now own land digitally therefore it is important to be trained on such areas.			
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		
The Appraisee's performance is good and he has potential to improve given adequate facilitation.	Both Induction and further technical training on his field of assignment is highly recommended		