



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20140039	<b>Staff Name:</b>	Ben Tuwai Bett
<b>ID Number:</b>	11575267	<b>Employee E-mail:</b>	ben.bett@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Contract	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC2
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Tache Kabale Arero	<b>Immediate Supervisor Designation:</b>	Acting Chief Executive Officer
<b>Second Supervisor:</b>	Tache Kabale Arero	<b>Supervisor Designation:</b>	Acting Chief Executive Officer

## DEPARTMENTAL OBJECTIVES

To strengthen Human Resource 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 attract, recruit and retain fifty(50)competent staff in the Commission between 1st July 2023 to 30th June 2024	No. of staff recruited, interview minutes, Job advert, Appointment letters.	The Commission recruited sixty (60) number of staff in various Directorates and Departments.	The Commission recruited sixty (60) number of staff in various Directorates and Departments.	120	120
To develop succession management policy and staff retention strategy framework between 1st January 2023 to 31st March 2024.	Memo; Draft Policy; Approved Succession management policy and framework Staff retention strategy report	Draft Succession management Policy in place	Draft Succession management Policy in place	100	100



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To review performance management system in the Commission between 1st January 2024 to 31st March 2024	Reviewed performance management system (PMS), Performance contracts and Performance appraisal reports	Developed Performance Contract guidelines. Conducted staff appraisals for FY 2022-2023. Conducted Mid Year Reviews for the FY 2023-2024. Notified staff to conduct final staff appraisals for FY 2023-2024. Notified staff to set targets for FY 2024-2025	Developed Performance Contract guidelines. Conducted staff appraisals for FY 2022-2023. Conducted Mid Year Reviews for the FY 2023-2024. Notified staff to conduct final staff appraisals for FY 2023-2024. Notified staff to set targets for FY 2024-2025	100	100
To train 500 No. of Commissioners and staff in identified thematic areas between 1st July 2023 to 30th June 2024	Approved budgets, Attendance list, Training program, Nomination letter	Five hundred and twenty-three (523) number of commissioners and staff were trained in various thematic areas. Developed training needs assessment for FY2023-2024. Partnered with World Bank to support in implementation of the Training Plan.	Five hundred and twenty-three (523) number of commissioners and staff were trained in various thematic areas. Developed training needs assessment for FY2023-2024. Partnered with World Bank to support in implementation of the Training Plan.	105	105



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To develop a policy framework on training revolving fund and train twenty(20)no. of staff using the established training revolving fund between 1st July 2023 to 30th June,2024	Training Revolving Fund Policy No, of staff trained Commission approval minutes	Draft training Revolving Policy developed and presented to HRAC. It was recommended that the same be enhanced through benchmarking with other institutions.	Draft training Revolving Policy developed and presented to HRAC. It was recommended that the same be enhanced through benchmarking with other institutions.	90	90
To source and utilize 100% of staff car loan and house mortgage funds between 1st October, 2023 to 31st December, 2023	Vote book Loan award letters, Sale agreements, Copies of property titles, Copies of Car log books	The Commission was allocated ten (10) million shillings for house loan and two million five hundred thousand (2.5M) for car loan. The House and Car loan Committees held their quarterly meetings as scheduled. Twelve (12) number of staff granted house	The Commission was allocated ten (10) million shillings for house loan and two million five hundred thousand (2.5M) for car loan. The House and Car loan Committees held their quarterly meetings as scheduled. Twelve (12) number of staff granted house	100	100
To maintain a robust staff insurance covers between 1st July, 2023 to 30th June, 2024	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Staff Medical Cover, Group Life Cover, Group Personal Accident/WIBA Cover was procured and operational.	Staff Medical Cover, Group Life Cover, Group Personal Accident/WIBA Cover was procured and operational.	100	100



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To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2023	Staff Satisfaction and Work Environment Survey Report	Developed online questionnaire in the survey monkey tool for staff satisfaction and work environment survey.	Developed online questionnaire in the survey monkey tool for staff satisfaction and work environment survey.	80	80
To develop Anti-corruption policy and framework for the Commission between 1st October,2023 to 31st December,2023	Commission Anti-Corruption Policy Corruption Prevention Committee(CPC) Integrity Assurance Committee	Draft Anti-Corruption policy in Place. Corruption Prevention Committee was constituted	Draft Anti-Corruption policy in Place. Corruption Prevention Committee was constituted	100	100
To standardize Commission business processes and procedures 1st April,2024 to 30th June,2024	Commission business standard procedure manual	Target was dropped due to unavailability of funds	Target was dropped due to unavailability of funds	100	100
To manage Commission crosscutting issues (Gender and Disability Mainstreaming Committee; HIV/Aids & Alcohol & Drug abuse and Occupational Health and safety Committee	Committee appointment letters Attendance Lists Gender Policy & survey Gender Analysis Report Disability Policy & survey ADA Policy & survey Minutes OSHA Inspection Report & survey	Constituted committees to handle various cross cutting issues in the Commission. Conducted baseline surveys on survey on all cross cutting areas.	Constituted committees to handle various cross cutting issues in the Commission. Conducted baseline surveys on survey on all cross-cutting areas.	100	100
To acquire, lease and construct Commission offices between 1st April 2024 and 30th June ,2024	<ul style="list-style-type: none"> <li>• 8,000 sq. feet additional HQ office space acquired for the Commission Headquarters</li> <li>• 10,000 sq feet of office space Leased at headquarters</li> <li>• Two(2) county offices constructed</li> </ul>	Target was dropped due to unavailability of funds	Target was dropped due to unavailability of funds	100	100
To acquire eight (8) motor vehicles between 1st April 2024 to 30th June,2024	Payment Vouchers Log Books	Target was dropped due to unavailability of funds	Target was dropped due to unavailability of funds	100	100



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To develop and harmonize records management infrastructure in the Commission between 1st October 2023 to 31st December,2023	Records Management Status Report	Measures were put in place for proper and accurate protection of records and easy retrieval of records through: - Digitization of records, Organization of files, Acquisition of file storage equipment's i.e Bulk Fillers	Measures were put in place for proper and accurate protection of records and easy retrieval of records through: - Digitization of records, Organization of files, Acquisition of file storage equipment's i.e Bulk Fillers	100	100
To maintain one hundred(100)epidemic mitigation tools/infrastructure between 1st July 2023 to 30th June,2024	No. of epidemic mitigation tools developed Memos to Staff Payment Vouchers	5280No. of Tissues were issued. 1692No of soaps were issued	5280No. of Tissues were issued. 1692No of soaps were issued	100	100
To asses and maintain security in the Commission between 1st July 2022 to 30th June,2023	Security Assessment Report	Target was dropped due to unavailability of funds	Target was dropped due to unavailability of funds	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1595.00</b>	<b>1595.00</b>
<b>Mean Appraisal Scores</b>				<b>99.69%</b>	<b>99.69%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Set targets will be achievable subject to provision of funds	Please ensure to achieve set 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
Most of the targets were achieved despite challenges of underfunding	Very good performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To attract, recruit and retain fifty(50)competent staff in the Commission between 1st July 2023 to 30th June 2024	No. of staff recruited, interview minutes, Job advert, Appointment letters.	Target not Changed	Recruitment Process ongoing



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To develop succession management policy and staff retention strategy framework between 1st January 2023 to 31st March 2024.	Memo; Draft Policy; Approved Succession management policy and framework Staff retention strategy report	Target not changed	Ongoing
To review performance management system in the Commission between 1st January 2024 to 31st March 2024	Reviewed performance management system (PMS), Performance contracts and Performance appraisal reports	Target not changed	Draft PC Guidelines in place
To train 500 No. of Commissioners and staff in identified thematic areas between 1st July 2023 to 30th June 2024	Approved budgets, Attendance list, Training program, Nomination letter	Target not changed	On course
To develop a policy framework on training revolving fund and train twenty(20)no. of staff using the established training revolving fund between 1st July 2023 to 30th June,2024	Training Revolving Fund Policy No, of staff trained Commission approval minutes	Target not Changed.	Draft guidelines in place
To source and utilize 100% of staff car loan and house mortgage funds between 1st October, 2023 to 31st December, 2023	Vote book Loan award letters, Sale agreements, Copies of property titles, Copies of Car log books	Target not Changed	On course
To maintain a robust staff insurance covers between 1st July, 2023 to 30th June, 2024	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Target not changed.	Insurance covers in place
To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2023	Staff Satisfaction and Work Environment Survey Report	Target not changed	On going
To develop Anti-corruption policy and framework for the Commission between 1st October,2023 to 31st December,2023	Commission Anti-Corruption Policy Corruption Prevention Committee (CPC) Integrity Assurance Committee	Target not changed	On going
To standardize Commission business processes and procedures 1st April,2024 to 30th June,2024	Commission business standard procedure manual	Target dropped.	To lack of funds to procure a consultant



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To manage Commission crosscutting issues (Gender and Disability Mainstreaming Committee; HIV/Aids & Alcohol & Drug abuse and Occupational Health and safety Committee	Committee appointment letters Attendance Lists Gender Policy & survey Gender Analysis Report Disability Policy & survey ADA Policy & survey Minutes OSHA Inspection Report & survey	Target not changed.	Surveys done
To acquire, lease and construct Commission offices between 1st April 2024 and 30th June ,2024	<ul style="list-style-type: none"> <li>• 8,000 sq. feet additional HQ office space acquired for the Commission Headquarters</li> <li>• 10,000 sq feet of office space Leased at headquarters</li> <li>• Two(2) county offices constructed</li> </ul>	Target dropped	Target dropped due to unavailability of funds
To acquire eight (8) motor vehicles between 1st April 2024 to 30th June,2024	Payment Vouchers Log Books	Target dropped	Target dropped due to unavailability of funds
To develop and harmonize records management infrastructure in the Commission between 1st October 2023 to 31st December,2023	Records Management Status Report	Target not changed	On going
To maintain one hundred (100)epidemic mitigation tools/infrastructure between 1st July 2023 to 30th June,2024	No. of epidemic mitigation tools developed Memos to Staff Payment Vouchers	Target not changed	On going
To asses and maintain security in the Commission between 1st July 2022 to 30th June,2023	Security Assessment Report	Target dropped	Target dropped due to lack of funds to procure a consultant.

### MID YEAR APPRAISEES'S COMMENTS

Achievement of most of the set targets is on course despite financial constraints.

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve agreed targets as per the mid-year review.

### 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