



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210531	<b>Staff Name:</b>	Lucy Kyalo
<b>ID Number:</b>	32821834	<b>Employee E-mail:</b>	lucy.kyalo@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	LP&R	<b>Appraisal Status</b>	Immediate Supervisor
<b>Immediate Supervisor:</b>	Bonventure Musyoka Kaliti	<b>Immediate Supervisor Designation:</b>	Administration Officer
<b>Second Supervisor:</b>	Ally Munira Jadeed	<b>Supervisor Designation:</b>	Chief 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
Assist in drafting Guidelines for preparation of land use and management plans for land held by public agencies developed	1. List of public agencies holding land 2. Draft guidelines for preparation of land use and Management plans for land held by public agencies 3. Hold work sessions 4. Preparation of work session report			0	0
Assist in monitor & overseeing the preparation of County Spatial Plans (3 No.)	1. No. of County spatial plans monitored (3 No.) 2. Notify the institutions to be monitored and request for progress reports 3. Undertake Studio sessions to review progress 4. Field visits			0	0
Assist in monitoring and overseeing the implementation of County Spatial Plans (2 No.)	1. Number of County Spatial Plans Monitored 2. Notify the institutions to be monitored and request for progress reports 3. Site visits 4. Implementation report			0	0



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Assist in monitoring & Overseeing the implementation of the National Land Use Policy (NLUP)	1. Launch and disseminate tool for monitoring and overseeing implementation of NLUP 2. No. of implementing agencies sensitized/ engaged (5 no.) 3.Preparation of invitation letters			0	0
Assist in monitoring & Overseeing the implementation of the National Spatial Plan (NSP)	1. Launch and disseminate tool for monitoring and overseeing implementation of NSP 2. No. of implementing agencies sensitized/ engaged (5 no.) 3.Preparation of invitation letters			0	0
Assist to monitor and oversee preparation & implementation of Local Physical & Land use Plans - Urban Plans/PDPs (13 No.)	1. Number of plans monitored/reviewed (13 No.) 2. Review the Plans 3. Prepare reports/Comments/advisories (13 No.) 4.Undertake Studio sessions to review progress 5. Field visits 6. Prepare a reports			0	0
Assist in preparing status of land use planning reports	1. No. Status of Land use planning report prepared (No.) 2. Request of land use planning reports from counties 3. Compilation of land use planning status report 4. Update of the scorecard			0	0
Assist in preparing baseline Report on National land use Planning	1. Work session 2. Review of Concept Paper 3. Development of Terms of Reference 4. % of progress of the Baseline study			0	0
Assist in sensitization of County Governments on importance of Land use planning and management through advisory letters (47 No.)	1. No. of counties sensitized (47 No.) 2. Review and analyse county Land use Planning issues. 3. Prepare advisory letters			0	0
Assist in sensitization of County Governments on importance of Land use planning and management through workshops (2 No.)	1. No. of workshops held 2.Preparation of budget and schedules 3. Preparation of attendance list 4. Preparation of training materials 5. Undertake sensitization 6. Preparation of training reports			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The target set are achievable as agreed	Targets agreed upon



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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
Assist in drafting Guidelines for preparation of land use and management plans for land held by public agencies developed	1. List of public agencies holding land 2. Draft guidelines for preparation of land use and Management plans for land held by public agencies 3. Hold work sessions 4. Preparation of work session report	None	Target Oncourse
Assist in monitor & overseeing the preparation of County Spatial Plans (3 No.)	1. No. of County spatial plans monitored (3 No.) 2. Notify the institutions to be monitored and request for progress reports 3. Undertake Studio sessions to review progress 4. Field visits	None	Target oncourse
Assist in monitoring and overseeing the implementation of County Spatial Plans (2 No.)	1. Number of County Spatial Plans Monitored 2. Notify the institutions to be monitored and request for progress reports 3. Site visits 4. Implementation report	None	Target oncourse
Assist in monitoring & Overseeing the implementation of the National Land Use Policy (NLUP)	1. Launch and disseminate tool for monitoring and overseeing implementation of NLUP 2. No. of implementing agencies sensitized/ engaged (5 no.) 3. Preparation of invitation letters	None	Target oncourse



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Assist in monitoring & Overseeing the implementation of the National Spatial Plan (NSP)	1. Launch and disseminate tool for monitoring and overseeing implementation of NSP 2. No. of implementing agencies sensitized/ engaged (5 no.) 3. Preparation of invitation letters	None	Target oncourse
Assist to monitor and oversee preparation & implementation of Local Physical & Land use Plans - Urban Plans/PDPs (13 No.)	1. Number of plans monitored/reviewed (13 No.) 2. Review the Plans 3. Prepare reports/Comments/advisories (13 No.) 4. Undertake Studio sessions to review progress 5. Field visits 6. Prepare a reports	None	Target oncourse
Assist in preparing status of land use planning reports	1. No. Status of Land use planning report prepared (No.) 2. Request of land use planning reports from counties 3. Compilation of land use planning status report 4. Update of the scorecard	None	Target oncourse
Assist in preparing baseline Report on National land use Planning	1. Work session 2. Review of Concept Paper 3. Development of Terms of Reference 4. % of progress of the Baseline study	Target dropped	Lack of financing from the treasury to finance the activity
Assist in sensitization of County Governments on importance of Land use planning and management through advisory letters (47 No.)	1. No. of counties sensitized (47 No.) 2. Review and analyse county Land use Planning issues. 3. Prepare advisory letters	None	Target oncourse
Assist in sensitization of County Governments on importance of Land use planning and management through workshops (2 No.)	1. No. of workshops held 2. Preparation of budget and schedules 3. Preparation of attendance list 4. Preparation of training materials 5. Undertake sensitization 6. Preparation of training reports	Sensitization of Counties scaled down to 1 (one) from 2 (two)	Lack of funds



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets adjusted as agreed	

### 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 and hard work	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
GIS refresher course	3 months	Technical training
Planning and management	2 weeks	Governance & Management of Urban Areas & Cities

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The course is beneficial for getting mapping skills to date with the current technology as well as its application to planning	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations