



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150151	Staff Name:	Simon Kipkoech Chebii
ID Number:	12828862	Employee E-mail:	simon.chebii@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2020-2021
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	26-Trans Nzoia County	Job Grade:	NLC5
Dept/Directorate	CCO	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

1. To facilitate access and use of land for socio-economic and environmental sustainability
2. To enhance secure, storage, access and retrieval of public land information
3. To facilitate resolution of disputes and conflicts on land and land-based resources.
4. To create awareness through advocacy, coordination and information dissemination on the role of NLC

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
To identify, verify and update 100(minimum) No of public land in the County	Inventory No. of parcels identified, verified and updated	99%	99%	100	99
Process/Resolve 85% of all received Public Land Disputes & Conflicts	- List of cases received - List of cases investigated -Forms, Reports, Attendance lists -Land Ref. No. -Names of Parties concerned	100%	100%	100	100
Documentation/Titling of public institutions 50 in number	Number of parcels identified/ processed for titling	100%	100%	100	100
Undertake three (3) public awareness/advocacy/Education activities on NLC mandate and land matters per quarter (Twelve (12) in a year)	-Attendance list -Reports -Programmes -Photos	98%	98%	100	98
To identify 100 No of Public Land in the County for Vesting	-No of parcels identified -List of parcels	97%	97%	100	97



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Receive and process development applications (a) ____ Renewal of Lease (b) ____ Subdivision of Public Land (c) ____ Allocation of Land/Application for ownership documents/Land Regularization (d) Transfer of Public Land	-Number of applications received and processed for each development application development	97%	97	100	97
Carrying out preliminary investigation on 10 No. of HLI Cases	-List of cases filed -Preliminary reports -Ground/site reports	100%	100%	100	100
Total Appraiser Score on Performance Targets				700.00	691.00
Mean Appraisal Scores				100%	98.71 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are in order subject to review	Note that you have carried out the final year review and yet the year has not ended and neither have you carried out the mid-year review. Please carry out the mid-year review and then revert

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 achieved despite the covid 19 pandemic	Good performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify, verify and update 100(minimum) No of public land in the County	Inventory No. of parcels identified, verified and updated	Target not changed	100%
Process/Resolve 85% of all received Public Land Disputes & Conflicts	- List of cases received - List of cases investigated -Forms, Reports, Attendance lists -Land Ref. No. -Names of Parties concerned	Target not changed	100%
Documentation/Titling of public institutions 50 in number	Number of parcels identified/processed for titling	Target not changed	100%
Undertake three (3) public awareness/advocacy/Education activities on NLC mandate and land matters per quarter (Twelve (12) in a year)	-Attendance list -Reports -Programmes -Photos	Target not changed	100%
To identify 100 No of Public Land in the County for Vesting	-No of parcels identified -List of parcels	Target not changed	100%



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Carrying out preliminary investigation on 10 No. of HLI Cases	-List of cases filed -Preliminary reports -Ground/site reports	Target Not changed	100%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets for the period under review was met.	Strive to achieve set targets by end of the financial year

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 posses planning and organizing skills that aids in managing staff under my supervision.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior management course	4 weeks	Senior management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I request the commission to sponsor/facilitate the above training	You will be considered for the training identified subject to availability of funds.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance	None