



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:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	HRA	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	John Gabriel Mule	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	John Gabriel Mule	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

- To secure public institutional land
- To enhance access to alienated and unalienated public land for development
- To develop a comprehensive public land inventory and data base
- To regularize urban land allocations
- To mainstream land use planning in the national and county development agenda
- To provide redress to land disputes
- To provide redress to Historical Land Injustices (HLI)
- To enhance corporate image of the Commission through County office
- To improve work environment
- To ensure financial sustainability
- 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	2 files per day	2 files per day		100	0
Assist in writing 4 quarterly reports and 1 annual report	Quarterly reports and an annual report	4 quarterly reports done plus 1 annual report for FY 22/23		100	0
Drafting of 1 staff meeting minutes within 2 days after the meeting	Minutes	4 staff minutes drafted		100	0



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To update the county comprehensive public land inventory database with 10 number of parcels	Public land inventory	Updated 15 public land parcels within Olkalou Subcounty		150	0
To conduct ground reports with aim of identifying 4 number of public institutions for recovery	Ground status reports	4 ground reports conducted		100	0
To develop an inventory of 5 public land parcels in community & settlement schemes	List and status reports on surrendered and reserved public lands	5 public land parcels		100	0
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 dispute handled		50	0
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 meetings attended		100	0
To prepare and submit quarterly reports on the performance of the County	Number of quarterly reports submitted	4 quarterly reports prepared and submitted		100	0
To prepare and submit annual report for the FY 22/23 on the performance of the County	County annual report	1 annual report prepared and submitted		100	0
Total Appraisee Score on Performance Targets				1000.00	0.00
Mean Appraisal Scores				100%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The financial year 2023/2024 target setting was done fairly and the targets seemed achievable.The objectives set during the appraisal period are clear and easily understandable.However,availability of resources (such as training, tools, transport or	

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
The financial year 2022/2023 was challenging at first due to lack of proper facilitation but eventually I was able to use the limited resources to achieve the intended goals.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Ensure proper filing system on daily basis- 2 files per day	2 files per day	Target remained	Target is achievable



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Assist in writing 4 quarterly reports and 1 annual report	Quarterly reports and an annual 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 22/23 on the performance of the County	County annual report	Target remained	Target is achievable

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
In the event resources are made available on time then the targets are achievable	The targets remain unchanged due to limited resources.

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 acknowledged that public land management carries a profound responsibility towards both the environment and the public's interest and stressed that integrity should be at the core of decision-making processes, ensuring that public lands are conserv	



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Technological Skills	3 months	The use of technology, such as Geographic Information Systems (GIS)
Record Retention practices	2 weeks	Training on managing the life-cycle of various employee records and documents.
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Knowledge of record retention policies and best practices is a very important skill in the records department.		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	