



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|------------------------------------|
| Staff Number: | NLC20150121 | Staff Name: | Protas Appida Otieno |
| ID Number: | 6611283 | Employee E-mail: | protas.appida@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2022-2023 |
| Terms of Service: | Permanent and Pensionable | Gender: | Male |
| Work Station | 42-kisumu County | Job Grade: | NLC4 |
| Dept/Directorate | CCO | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | Tache Kabale Arero | Immediate Supervisor Designation: | Acting Chief Executive Officer |
| Second Supervisor: | Francis Mirara Mwaura | Supervisor Designation: | Intern |

DEPARTMENTAL OBJECTIVES

| AGREED PERFORMANCE TARGETS | | | | | |
|---|--|---|---|--------------------|---------------|
| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
| Document public institution land (9) | No. of parcels identified & submitted to land administration for processing. | A total of 4 parcels of public land was identified and submitted to land administration for processing. | A total of 4 parcels of public land was identified and submitted to land administration for processing. | 80 | 80 |
| Recover public institutional land (6) | No. of public institutional land parcels identified for recovery. | A total of 5 public institutional land parcels was identified for recovery | A total of 5 public institutional land parcels was identified for recovery | 167 | 100 |
| Documentation of the surveyed & unsurveyed acquired public land (100) | No. of parcels identified & submitted for processing. | A total of 885 parcels of public land was identified for vesting process | A total of 885 parcels of public land was identified for vesting process | 200 | 200 |
| Receiving, processing and forwarding applications for renewal/extension of leases (7) | No. of applications submitted to land administration. | Forwarded 7 applications for renewal/extension of leases to headquarters. | Forwarded 7 applications for renewal/extension of leases to headquarters. | 100 | 100 |



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| Inventorize public land in the county (50) | Quarterly status reports of public land inventorized. | A total of 7 parcels of public land was identified and documented. | A total of 7 parcels of public land was identified and documented. | 35 | 35 |
| Inventorize the status of urban centres in the county (3) | Quarterly reports of urban centres submitted. | A total of 51 parcels that the county government has prioritised for regularisation has been submitted to my office. | A total of 51 parcels that the county government has prioritised for regularisation has been submitted to my office. | 200 | 200 |
| Document land rights in Urban areas (1) | No. of verified list of beneficiaries submitted. | A total no. of 7 parcels were submitted for documentation of land rights. | total no. of 7 parcels were submitted for documentation of land rights. | 200 | 100 |
| Implement legal framework for HLI (4) | No. of preliminary investigations conducted. | Documented 2 HLI cases and some under investigation. | Documented 2 HLI cases and some under investigation. | 50 | 50 |
| Resolve land disputes through ADR (8) | Reports on disputes handled | Processed 15 cases of land disputes. | Processed 15 cases of land disputes. | 186 | 186 |
| Strengthen communication with stakeholders (20) | No. of county engagement meetings. | Participated in 20 County engagement meetings. | Participated in 20 County engagement meetings. | 100 | 100 |
| Prudent utilization of office imprest (100%) | Imprest warranty Tabulation of expenses Approved memo. | The office imprest received was a 100% utilised. | The office imprest received was a 100% utilised. | 100 | 100 |
| Give quarterly performance reports, mid year performance review and annual performance reports (6) | No. of reports prepared and submitted. | Prepared a total of 6 reports and submitted to headquarters. | Prepared a total of 6 reports and submitted to headquarters. | 100 | 100 |
| Conducting staff performance appraisal (8) | No. of performance appraisal filled and submitted. | A total of 8 performance appraisal was filled and submitted. | A total of 8 performance appraisal was filled and submitted. | 100 | 100 |



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| Resolve land dispute through effective court cases management | No. of court user committee sessions attended. | Attended 4 Court user Committee meetings. | Attended 4 Court user Committee meetings. | 100 | 100 |
| Total Appraiser Score on Performance Targets | | | | 1718.00 | 1551.00 |
| Mean Appraisal Scores | | | | 122.71% | 110.79% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|---|---|
| The targets were set as per the work plan and strategic plan. | Targets set are agreeable |
| 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 |
| We tried the best we could with the limited resources we had. We were not facilitated in the 1st , 3rd and 4th quarter and this limited our mobility especially for site inspections. | Excellent performance |

| MID YEAR REVIEW | | | |
|---|--|---------------------------|--|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| Document public institution land (9) | No. of parcels identified & submitted to land administration for processing. | Target reduced to 5 | By mid year I had submitted 2 applications of public institution for processing of titling. |
| Recover public institutional land (6) | No. of public institutional land parcels identified for recovery. | Target reduced to 3 | By mid year I had not received any application relating to recovery of public land. |
| Documentation of the surveyed & unsurveyed acquired public land (100) | No. of parcels identified & submitted for processing. | Target remained the same. | By mid year I had identified 888 parcels. |
| Receiving, processing and forwarding applications for renewal/extension of leases (7) | No. of applications submitted to land administration. | Target remained the same. | By mid year I had forwarded two applications for renewal /extension of lease. |
| Inventorize public land in the county (50) | Quarterly status reports of public land inventorized. | Target reduced to 20 | By mid year I had identified 2 public land parcels. |
| Inventorize the status of urban centres in the county (3) | Quarterly reports of urban centres submitted. | Target changed to 20. | By midyear I had received a list of 51 markets by County government for regulation and forwarded the same to the land administration department. |
| Document land rights in Urban areas (1) | No. of verified list of beneficiaries submitted. | Target changed to 10 | By mid year I had forwarded 3 parcels of land for processing. |
| Implement legal framework for HLI (4) | No. of preliminary investigations conducted. | Target remained the same. | By mid year I had done 2 preliminary reports on HLI. |



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| Resolve land disputes through ADR (8) | Reports on disputes handled | Target remained the same | By mid year I had processed five ADRs. |
| Strengthen communication with stakeholders (20) | No. of county engagement meetings. | Target remained the same | By mid year I had attended 11 county engagement meetings. |
| Prudent utilization of office imprest (100%) | Imprest warranty Tabulation of expenses Approved memo. | Target remained the same. | Received one office imprest and utilized it prudently. |
| Give quarterly performance reports, mid year performance review and annual performance reports (6) | No. of reports prepared and submitted. | Target remained the same. | By mid year I had submitted 2 quarter reports. |
| Conducting staff performance appraisal (8) | No. of performance appraisal filled and submitted. | Target remained the same. | Conducted setting of targets and review of performance of 8 staff members. |
| Resolve land dispute through effective court cases management | No. of court user committee sessions attended. | Target remained the same | I had 3 court users committee meetings. |

MID YEAR APPRAISEES'S COMMENTS

I am doing my level best to meet the targets and even surpass. Bottlenecks arise when the targets relate to an activity which need the input of county government.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Kindly work towards achieving your targets.

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

In any institution, optimum results depend on the level of managerial and supervisory competency. Proper organization and planning is an important attribute of managerial and supervisory competency.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

| Training & Development Needs | Duration | Type of Training |
|---|----------|---|
| Strategic, planning and management course | 3 months | Strategic, Planning and Management course |

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The training will enhance my managerial and supervisory competence.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

| Second Supervisor Comments | Second Supervisor Recommendations |
|----------------------------|-----------------------------------|
| Excellent performance | None |