



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150431	Staff Name:	Damaris Kaperur Chenang'at
ID Number:	22447596	Employee E-mail:	damaris.kaperur@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	27-Uasin Gishu County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Andrew Cheruiyot Rotich	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Andrew Rotich Cheruiyot	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 the County Office
- To improve work environment .
- To ensure financial sustainability
- To strengthen internal systms 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
To receive,review & recommend 5 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	Number of applications submitted to Land Administration & Administration Directorate.	22 Extension/Rene wal of Leases		130	0
To develop 1 inventory of public land parcels in community & Settlement schemes from 1st July 2022 to 30th June,2023	Availability of one list on settlement schemes	Availability of one list on settlement schemes		100	0



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To update the county comprehensive public land inventory database with 50 parcels from 1st July 2022 to 30th June, 2023	Number of Parcels updated in the county comprehensive public land inventory database	Availability of 1 inventory on public land database		200	0
To develop 4 ground status reports of urban centers from 1st July 2022 to 30th June 2023	-Reports on the status of the urban centres -Urban centres undergoing planning and surveying planning and surveying status report	4 Urban centers undergoing planning		110	0
To develop 2 reports on disputes handled through the use of ADR/TDR in the county(received and processed) from 1st July 2022 to 30th June,2023	- Disputes received, processed/handled through ADR/TDR	5 disputes on bypass & others received, handled & processed through ADR/TDR		130	0
To bi-annually request, receive and distribute 50 Communication, Educational, Public Awareness to the public from 1st July 2022 to 30th June,2023	Number of CEPA materials received and distributed (Communication,Educational,Public awareness)	Awaiting CEPA materials requested		100	0
To prepare and submit 4 quarterly reports on the performance of the County	Number of quarterly reports submitted	3 Quarterly reports prepared & submitted.		180	0
To 4 prepare and submit quarterly reports on the performance of the County	Number of quarterly reports submitted			0	0
To prepare and submit 1 annual report for FY 2021-2022 on the performance of the County.	County Annual Report	1 annual county report for FY 2022-2023 prepared & submitted		200	0
To identify 10 number of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June, 2022.	No. of parcels identified and submitted to Land Administration & Management for processing.	10 public institutions with undocumented parcels submitted to land administration		110	0
To conduct ground reports with an aim of identifying 4 number of public institution for recovery from 1st July 2022-30th June, 2023	-Number of public institutions identified for recovery -Ground status reports			0	0
To hold/attend four number of forums /meetings to sensitize public on NLC mandate, service delivery timelines, commission charter between 1st July,2022 - 30th June,2023	Number of public awareness forums/meetings.	4 forums/meetings on sensitization on NLC mandates.		150	0



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To identify and vest 20 number of parcels between 1st July 2022 to June 2023.	Number of parcel identified and vested	No vested land parcels. Awaiting communication from KENHA.		100	0
To conduct 1 performance appraisal for financial year 1st July 2022 to 30th June 2023	-Target set -Mid year review -Annual performance report.	Timely completion of performance appraisal for the FY 2022-2023		200	0
Total Appraisee Score on Performance Targets				1710.00	0.00
Mean Appraisal Scores				122.14%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable	

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 target set are of standard measure	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To receive,review & recommend 5 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	Number of applications submitted to Land Administration & Administration Directorate.	Target maintained	This is due to less applications received
To develop 1 inventory of public land parcels in community & Settlement schemes from 1st July 2022 to 30th June,2023	Availability of one list on settlement schemes	Target maintained	This is because there no applications received
To update the county comprehensive public land inventory database with 50 parcels from 1st July 2022 to 30th June, 2023	Number of Parcels updated in the county comprehensive public land inventory database	Target maintained	THE TARGET WAS MAINTAINED DUE TO LESS APPLICATION RECEIVED



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To develop 4 ground status reports of urban centers from 1st July 2022 to 30th June 2023	-Reports on the status of the urban centres -Urban centres undergoing planning and surveying planning and surveying status report	Target maintained	The target was maintained because there was no application made on urban centres undergoing planning and surveying.
To develop 2 reports on disputes handled through the use of ADR/TDR in the county(received and processed) from 1st July 2022 to 30th June,2023	- Disputes received, processed/handled through ADR/TDR	Target maintained	Target changed due to minimum ADR/TDR to be solved within the period.
To bi-annually request, receive and distribute 50 Communication, Educational, Public Awareness to the public from 1st July 2022 to 30th June,2023	Number of CEPA materials received and distributed (Communication,Educational,Public awareness)	Target was maintained	Target changed due no CEPA materials received
To prepare and submit 4 quarterly reports on the performance of the County	Number of quarterly reports submitted	Target maintained	Timely submission of quarterly reports
To 4 prepare and submit quarterly reports on the performance of the County	Number of quarterly reports submitted	Target maintain	Timely submission of quarterly reports
To prepare and submit 1 annual report for FY 2021-2022 on the performance of the County.	County Annual Report	Target maintain	Timely submission of annual reports
To identify 10 number of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June, 2022.	No. of parcels identified and submitted to Land Administration & Management for processing.	Target maintained	There were no undocumented parcels of land for public institutions apart from the database available
To conduct ground reports with an aim of identifying 4 number of public institution for recovery from 1st July 2022-30th June, 2023	-Number of public institutions identified for recovery -Ground status reports	Target maintained	This is due to less public institutions received for application
To hold/attend four number of forums /meetings to sensitize public on NLC mandate, service delivery timelines, commission charter between 1st July,2022 - 30th June,2023	Number of public awareness forums/meetings.	Target maintained	This is due to less attendance of forums



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To identify and vest 20 number of parcels between 1st July 2022 to June 2023.	Number of parcel identified and vested	TARGET MAINTAINED	NO APPLICATION RECEIVED FOR VESTING
To conduct 1 performance appraisal for financial year 1st July 2022 to 30th June 2023	-Target set -Mid year review -Annual performance report.	Target maintained	APPRAISAL SUBMITTED WITHIN THE TIMELINES.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets are realistic and achievable	Targets are achievable. the officer to ensure execution of the plans to achieve targets as stated

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
There is need for provision of the outlined trainings for improved service delivery.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
PROFESSIONAL STANDARDS AND VALUES IN PUBLIC SERVICE COURSE	1 week	ADMINISTRATIVE
RECORDS AND ASSET MANAGEMENT	3 weeks	ADMINISTRATIVE
OFFICE ADMINISTRATIVE COURSE	1week	ADMINISTRATIVE
PROFESSIONAL STANDARDS AND VALUES IN PUBLIC SERVICE COURSE	1 week	ADMINISTRATIVE

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
NEED FACILITATION TO UNDER TAKE THE ABOVE TRAININGS	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations