



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140037	Staff Name:	Henry Ondara
ID Number:	9911035	Employee E-mail:	henry.ondara@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	46-Nyamira County	Job Grade:	NLC3
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 secure public institutional land.
2. To enhance access to alienated and unalienated public land for development
3. To develop a comprehensive public land inventory and data base
4. To regularize urban land allocations
5. To mainstream land use planning in the national and county development agenda
6. To provide redress to land disputes
8. To enhance corporate image of the Commission through County office
9. To improve work environment
10. To ensure financial sustainability
11. 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
Identify, verify and update 100 public land parcels	-No. of parcels compiled -Copies of official searches -Copies of RIMs, PIDs, and other maps -Copies of development plans	70 public land parcels identified, verified and updated.	70 public land parcels identified, verified and updated.	80	70
To process/resolve 85% of received public land disputes and conflict cases	-No. of cases resolved -Attendance register -Photos -No. of officers trained	12 public land disputes cases received.	12 public land disputes cases received.	90	90



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Documentation/ titling of 50 public institutional land	-No. of application processed -Site inspection report -Photos	5 public institutional land cases received.	5 public institutional land cases received.	60	10
To identify 100 public land parcels in the county for vesting	-No. of parcels identified for vesting	200 public land parcels vested.	200 public land parcels vested.	100	200
Awareness and advocacy - 3 per quarter - 12 yearly	-No. of awareness session conducted -Attendance list -Photos	10 awareness and advocacy achieved.	10 awareness and advocacy achieved.	80	83.33
Processing of development application a) 8 renewal of leases b) 20 application of ownership documents/allocation of public land and regularization. c) Transfer of public land	-No. of parcels transferred -No. of parcels allocated -Copy of minutes -Photos -Copy of allotment letters / plot cards	a) 2 renewal of leases received b) 10 application of ownership documents received c) 3 transfer of public land application received.	a) 2 renewal of leases received b) 10 application of ownership documents received c) 3 transfer of public land application received.	65	65
a) Staff meeting - 12 yearly b) Staff performance management c) Participate in 20 county management meetings d) Update register of court cases e) Timely surrender of imprest f) proper maintenance of commission assets.	a) Copy of minutes b) Copy of performance appraisal c) Attendance list, photos, invitation letters d) copy of updated court register e) Forwarding letter and copy of receipts f) Updated assets register	a) 12 staff meetings conducted b) 5 staff performance management submitted online. c) 10 county management meetings attended. d) court summonses not received. e) 2 imprests received and timely surrendered. f) Commission assets properly maintained.	a) 12 staff meetings conducted b) 5 staff performance management submitted online. c) 10 county management meetings attended. d) court summonses not received. e) 2 imprests received and timely surrendered. f) Commission assets properly maintained.	80	200
To conduct ground reports with aim of identifying (5) public institution for recovery	-No. of public institutions identified for recovery -Ground status report	10 ground reports done.	10 ground reports done.	100	200



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To develop a ground report of the status of urban center	<ul style="list-style-type: none"> Report on the status of urban centers No. of urban centers undergoing planning and surveying /Urban Centers Planning & Surveying status Report in County 	1 urban centre status ground report developed.	1 urban centre status ground report developed.	70	100
To develop County work plan for FY 2022/2023 (1st -15 June 2022)	County work plan for 2022-2023			0	0
To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	<ul style="list-style-type: none"> Mid-Year Review Report Annual Staff Appraisal Report. 	Both mid-year review and annual staff appraisal reports timely submitted online.	th mid-year review and annual staff appraisal reports timely submitted online.	100	100
To prepare and submit quarterly reports on the performance of the County.	No. of quarterly reports submitted.	All quarterly reports on county performance prepared and timely submitted.	All quarterly reports on county performance prepared and timely submitted.	100	100
To prepare and submit annual report for the FY 2021-2022 on the performance of the county.	County Annual Report	The annual FY 2021/22 on the performance of the county timely prepared and submitted online	The annual FY 2021/22 on the performance of the county timely prepared and submitted online	100	100
Total Appraisee Score on Performance Targets				1025.00	1318.30
Mean Appraisal Scores				78.85%	101.41%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets have been set out of agreement with supervisor	
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 performance is good and there is room for improvement. However, a more conducive environment in terms of the provision of equipment and transport is required.	



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Identify, verify and update 100 public land parcels	-No. of parcels compiled -Copies of official searches -Copies of RIMs, PIDs, and other maps -Copies of development plans	target maintained as set	52/100
To process/resolve 85% of received public land disputes and conflict cases	-No. of cases resolved -Attendance register -Photos -No. of officers trained	target maintained as set	50%
Documentation/ titling of 50 public institutional land	-No. of application processed -Site inspection report -Photos	target reduced to 10	10%
To identify 100 public land parcels in the county for vesting	-No. of parcels identified for vesting	target maintained as set	60%
Awareness and advocacy - 3 per quarter - 12 yearly	-No. of awareness session conducted -Attendance list -Photos	target maintained as set	50%
Processing of development application a) 8 renewal of leases b) 20 application of ownership documents/allocation of public land and regularization. c) Transfer of public land	-No. of parcels transferred -No. of parcels allocated -Copy of minutes -Photos -Copy of allotment letters / plot cards	target maintained as set	40%
a) Staff meeting - 12 yearly b) Staff performance management c) Participate in 20 county management meetings d) Update register of court cases e) Timely surrender of imprest f) proper maintenance of commission assets.	a) Copy of minutes b) Copy of performance appraisal c) Attendance list, photos, invitation letters d) copy of updated court register e) Forwarding letter and copy of receipts f) Updated assets register	target maintained as set.	50%
To conduct ground reports with aim of identifying (5) public institution for recovery	-No. of public institutions identified for recovery -Ground status report	target maintained as set	60%



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To develop a ground report of the status of urban center	<ul style="list-style-type: none"> Report on the status of urban centers No. of urban centers undergoing planning and surveying /Urban Centers Planning & Surveying status Report in County 	target maintained as set	3
To develop County work plan for FY 2022/2023 (1st -15 June 2022)	County work plan for 2022-2023	target maintained as set	40%
To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	<ul style="list-style-type: none"> Mid-Year Review Report Annual Staff Appraisal Report. 	target maintained as set	50%
To prepare and submit quarterly reports on the performance of the County.	No. of quarterly reports submitted.	target maintained as set	50%
To prepare and submit annual report for the FY 2021-2022 on the performance of the county.	County Annual Report	target maintained as set	50%

MID YEAR APPRAISEES'S COMMENTS

Targets are achievable as reviewed with the adequate support.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve all set targets by close of financial year 2021-2022

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

Training is required for effective and efficient management.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Strategic management	1 year	Supervisory management course
Public administration	6 months	Supervisory management course
Human resource management	4 months	supervisory management course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
County-level staff should be considered for training for efficient and effective management	Your training requests will be considered subject to availability of funds
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Excellent performance	None