



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210658	Staff Name:	Dorothy Okoth Atieno
ID Number:	20495253	Employee E-mail:	dorothy.okoth@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	F&CP	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Silas Odindo Mutsune	Immediate Supervisor Designation:	
Second Supervisor:	TIMOTHY KARIUKI KANYUA	Supervisor Designation:	Head Monitoring and Evaluation

DEPARTMENTAL OBJECTIVES

- Ensure that all Directorates and Departments develop their workplans and in compliance with the Strategic Plan.
- Monitoring, Evaluation and Reporting progress on all activities undertaken by the commission in accordance with M& E framework
- Ensure that Mid and End Term Reviews are undertaken and reported to the management for appropriate action
- Ensure the Commission's Budget is prepared within the agreed timelines in compliance with National Treasury guidelines
- Coordinate the preparation and submission of project concept notes for consideration by the EOP and National Treasury.
- Document and manage minutes, memos and other records for the department

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Develop workplan templates	Workplan templates developed	Templates developed	The Appraisee took part in preparation of the workplans which are currently in place	100	100
Prepare Quarterly Performance Reviews (QPR) Template for the Commission	Approved Quarterly Performance Template in place	Quarterly templates developed for all the 4 Quarters	The appraisee participated in developing Quarterly templates for all the 4 Quarters	100	100



INDIVIDUAL APPRAISAL REPORT

Collate,review,analyse,report & Submit Quarterly & Annual reports	Periodic Performance reports submitted	All the Quarterly & Annual reports submitted timely.	The apraisee supported the departemnt in the collatation, reviewing, analyzing, reporting & subsequent submission of Quarterly & Annual reports	100	100
Coordinate the preparation of the Commission's Annual Report	Annual Report prepared	The process of drafting the report started earlier than before and finalized timely.	The Appraisee took part in the coordination and preparation of the Commission's Annual Report	100	100
Preparation of the Annual Expenditure Reviews	The Annual Expenditure Reviews prepared	Done as expected.	The appraisee participated in the preparation of the Annual Expenditure Reviews	100	100
Participate in the Preparation of M&E Frameworks	M&E Frameworks developed	The M&E framework for Implementation of the SP was drafted.	The appraisee participated in the preparation and development of M&E Frameworks	100	100
Track the implementation of the Strategic Plan	Strategic Plan Implementation on course	Tracking of the implementation of SP was done through implementation of workplan .	The appraisee has been instrumental in tracking of the implementation of the Strategic Plan through periodic analysis of the qtrly reports	100	100



INDIVIDUAL APPRAISAL REPORT

Coordinate and Participate in Directorate/ Departmental Mid and End year performance reviews	Mid & End Year Performance reports submitted	Mid-year performance review done. End-year performance review to be done by July 2022	The appraisee coordinated and participated in the Directorate/ Departmental Mid and End year performance reviews	100	100
Coordinate & Participate in Preparation of Commission's Sub-Sector report	Commission's Sub-Sector report prepared	Participated in generation of reports for the sub-sector report	The appraisee was involved in the Commission's Sub-Sector report preparations and subsequent submission to the National Treasury for resource bidding	100	100
Prepare and Maintain an updated register of assets of the Unit	An up-to-date asset register in place	The Assets register/file for the department is updated.	The appraisee did updated and maintain an updated register of assets of the Unit periodically	100	100
Prepare and maintain an updated register of incoming and outgoing departmental correspondences	An updated register of correspondences in place	The Department's memo/letters folders are well filed.	The appraisee was involved in the preparation and maintaining of an updated register of incoming and outgoing correspondences	100	100



INDIVIDUAL APPRAISAL REPORT

Fill in HRMS, performance targets for FY 2021/2022 and participate in mid and end year performance reviews	Filled in HRMS, performance targets for FY 2021/22 as well as mid & end year achievements	Participated in both mid and end-year appraisal exercises.	The appraisee did fill in HRMS, performance targets for FY 2021/2022 and participated in mid and end year performance reviews	100	100
Attend staff meetings and do minutes of the same	Minutes and attendance lists well filed	Attended Departmental meetings & Minutes are in place.	The appraisee was involved in preparations and maintaining the minutes and register of staff meetings held	100	100
Prepare and maintain an updated register of office records and files	An up-to-date register of office records and files in place	Departmental files properly filed. Need for a bigger filing cabinet to accommodate all folders.	The appraisee was involved in the preparation and maintaining an updated register of office records and file	100	100
Total Appraisee Score on Performance Targets				1400.00	1400.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The process was consultative.	The appraisee met her set targets.

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
I performed my duties diligently as assigned and plan to do better in the coming year as the Department grows.	The appraisee's performance was satisfactory. However, there is need for improvement.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Develop workplan templates	Workplan templates developed	No	100% achievement ;workplan for FY 2022/2023 developed.



INDIVIDUAL APPRAISAL REPORT

Prepare Quarterly Performance Reviews (QPR) Template for the Commission	Approved Quarterly Performance Template in place	No	100% - Quarterly reporting templates developed and in use.
Collate, review, analyse, report & Submit Quarterly & Annual reports	Periodic Performance reports submitted	No	100% achievement- Q1 & Q2 reports timely submitted.
Coordinate the preparation of the Commission's Annual Report	Annual Report prepared	No	100% achievement- Participated in the co-ordination of the preparation, compiling, editing, publishing and final successful distribution of the Annual report FY20/21.
Preparation of the Annual Expenditure Reviews	The Annual Expenditure Reviews prepared	No	To be conducted at the end of the year.
Participate in the Preparation of M&E Frameworks	M&E Frameworks developed	No	100% achievement- Two Draft M&E Frameworks have been developed , awaiting approval by the Commission.
Track the implementation of the Strategic Plan	Strategic Plan Implementation on course	No	100% achievement- The tracking of the SP is on course. A Performance tracking template has been developed drawing all the indicators from the SP where the quarterly achievements are captured.
Coordinate and Participate in Directorate/ Departmental Mid and End year performance reviews	Mid & End Year Performance reports submitted	No	Mid-Year performance reports compiled & ready awaiting review by Directorates during the Mid-year review workshop .
Coordinate & Participate in Preparation of Commission's Sub-Sector report	Commission's Sub-Sector report prepared	No	This will be prepared by the end of the Financial Year.
Prepare and Maintain an updated register of assets of the Unit	An up-to-date asset register in place	No	An updated Assets' inventory for the Department exists.
Prepare and maintain an updated register of incoming and outgoing departmental correspondences	An updated register of correspondences in place	No	100% achieved. The Departmental memos and other correspondences are well filed.
Fill in HRMS, performance targets for FY 2021/2022 and participate in mid and end year performance reviews	Filled in HRMS, performance targets for FY 2021/22 as well as mid & end year achievements	No	100% achievement. Staff Performance Appraisal done: Target setting and self rating/ remarks done for the Mid-Year Review.
Attend staff meetings and do minutes of the same	Minutes and attendance lists well filed	No	100% achievement- Attended the routine monthly and Ad Hoc staff meetings whenever there was a call.



INDIVIDUAL APPRAISAL REPORT

Prepare and maintain an updated register of office records and files	An up-to-date register of office records and files in place	No	100% achievement- The office records and files neatly filed. A bigger filing cabinet is ,however,required.
--	---	----	--

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The Period has been smooth with a lot of learning. I hope to do better in the next half of the Year for the overall success of the Department.	Performance is on track and likely to be met by end of the year.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Executed the duties assigned in the year diligently and hope to do better as the Department grows.	The appraisee demonstrated professionalism in her undertaking at work.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Results-Based Monitoring & Evaluation Course	2 weeks	Supervisory Management Course
Program Based Budgeting Training	1 week	Supervisory Management Course
Performance Contracting in the Public Service Course	1 week	Supervisory Management Course
Senior Management Course	4 weeks	Supervisory

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I will appreciate any support to acquire the requested skills.	I recommend the stated training for the staff

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The assigned tasks were performed as agreed and targets met.	The officer is recommended for training since she did not get an opportunity during the period under review.