



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210553	<b>Staff Name:</b>	Christine Chelagat
<b>ID Number:</b>	25343190	<b>Employee E-mail:</b>	christine.chelagat@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	F&CP	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Silas Odindo Mutsune	<b>Immediate Supervisor Designation:</b>	Senior Monitoring and Evaluation Officer
<b>Second Supervisor:</b>	TIMOTHY KARIUKI KANYUA	<b>Supervisor Designation:</b>	Head Monitoring and Evaluation

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Develop workplan templates	Commission's Workplan templates developed	Took part in preparation of the FY 2023/24 workplans which are currently in place	Target achieved	100	100
Collate,review,analyse,report & Submit Quarterly & Annual reports	Periodic Performance reports submitted	Prepared and circulated the templates for quarterly reports; did follow ups and collection of quarterly reports; compiled both OCOB quarterly and annual reports; compiled and submitted quarterly and annual progress performance to the office of the CE	Target achieved	100	100



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Coordinate the preparation of the Commission's Annual Report	Annual Report prepared	Took part in the preparation and submission of the Commission's annual reports FY 2021/22 as per the Constitution of Kenya	Target achieved	100	100
Preparation of M&E Frameworks	M&E Frameworks developed	Took part in developing and compiling M&E frameworks 1.Strategic Plan 2021-26 2. Land Compensation M&E frameworks 3. NIMES	Target achieved	90	90
Track the implementation of the Strategic Plan	Strategic Plan Implementation on course	Took part inputting performance data from FY 2021/22 to the Strategic Plan M&E framework so as to track its implementation	Target achieved	90	90
Coordinate and Participate in Directorate/ Departmental Mid and End year performance reviews	Mid & End Year Performance reports submitted	Participated in the mid year and annual performance reviews with relevant directorates	Target achieved	85	80



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Coordinate & Participate in Preparation of Commission's Sub-Sector report	Commission's Sub-Sector report prepared	Participated in the preparation of the Commission's Sub sector report. supported compiling of PPR, PBB, Sub sector reports and Sector reports	Target achieved	150	140
Prepare concept notes for considering for funding for the commission	Concept notes prepared	Participated in the preparation of 3 key concepts notes submitted to National Treasury; Commissions concept paper to FAO; training proposal to World Bank under the Horn of Africa Development Project which has been approved and awaiting implementation	Target achieved	120	110
Prepare and maintain an updated register of office records & departmental correspondences	An updated register of office records & departmental correspondences	Prepared and maintained an updated register of office records and fil	Target achieved	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>935.00</b>	<b>910.00</b>
<b>Mean Appraisal Scores</b>				<b>103.89%</b>	<b>101.11%</b>

#### APPRAISEE'S COMMENTS ON TARGET SETTING

The targets have been se based on the department's roles and objectives

#### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The targets are agreeable. Kindly go ahead and implement



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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
My performance for the FY 2022/23 was generally good. However, more training on the jobs will enhance my skills in carrying out day to day activities. It is also important to note that the department still needs more support from the other directorat	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Develop workplan templates	Commission's Workplan templates developed	Target did not change	Commissions workplans developed and in use
Collate,review,analyse,report & Submit Quarterly & Annual reports	Periodic Performance reports submitted	Target not changed	Quarter 1 and 2 reports in place
Coordinate the preparation of the Commission's Annual Report	Annual Report prepared	Target did not change	Annual report FY 2021/22 developed
Preparation of M&E Frameworks	M&E Frameworks developed	Target not changed	To be achieved in subsequent quarters
Track the implementation of the Strategic Plan	Strategic Plan Implementation on course	Target not changed	Ongoing process
Coordinate and Participate in Directorate/ Departmental Mid and End year performance reviews	Mid & End Year Performance reports submitted	Target not changed	Mid year review done
Coordinate & Participate in Preparation of Commission's Sub-Sector report	Commission's Sub-Sector report prepared	Target not changed	Participated in the budget preparation process for the Commission in the second quarter
Prepare concept notes for considering for funding for the commission	Concept notes prepared	Target did not change	Concept notes developed and submitted to the National Treasury, Concept notes developed and shared with development partners i.e. FAO and World Bank
Prepare and maintain an updated register of office records & departmental correspondences	An updated register of office records & departmental correspondences	Target did not change	It is an ongoing process

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	The Appraisee is on track to achieving her targets.



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### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I applied the rule of law, professionalism, integrity and innovativeness in the performance of my day to day duties.	vfgfhjjmhyg

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Monitoring and Evaluation skills	2 weeks	Result Based Monitoring and Evaluation course
Report writing skills	1 week	Report writing training
Planning/ Budgeting skills	1 week	Program Based Budgeting Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I did not receive the above trainings. However, we were trained on other areas by the Commission during the FY 2022/23	The training needs identified suffices. The management to consider supporting the staff to undertake the training.

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Performance of the officer was excellent.	Officer to be considered for further training as per the request.