



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150451	Staff Name:	Emily Njoki Kimani
ID Number:	27959897	Employee E-mail:	emily.kimani@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	SCM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Cyrus Nyaga Njue	Immediate Supervisor Designation:	Principal Supply Chain Management Officer
Second Supervisor:	Mohamednoor Bashir Farah	Supervisor Designation:	Head Supply Chain Management

DEPARTMENTAL OBJECTIVES

1. To ensure effective and efficient support to users.
2. Create value for money and minimize waste.
3. To synchronize supply with demands.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To Procure goods and services through requisitions from user departments and capturing in the IFMIS module.	Approved memo. NO. of requisitions sent to Accounting officer for Approval. Preparation of RFQ document. Approved opening/evaluation committee memos.	Procurement of required goods at the right quantity, quality and time for user departments	100	100	100
Consolidating of procurement plan for directorates/departments/sections for annual and revised procurement plan.	Approved procurement plan for FY 2022/2023	Procurement plan is 100% complete and approved	100	100	100
Uploading of procurement plan FY 2022/2023 in the IFMIS Module	Complete and approved procurement plan in the IFMIS Module.	complete procurement plan in the IFMIS Module.	100	100	100



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Classification of procurement requisitions for goods, services, non- consultancy services, consultancy services and works from user departments.	Requisition register and file is up to date.	All requisitions received from user departments filled in the requisition file.	100	100	100
Preparation of contract documents/Purchase orders/Local Service orders.	Signed contract documents. Notification of award letters. Number of Purchase orders. Number of Local Service Orders.	Issued contract documents, purchase orders, local service orders to respective suppliers. Proper filling and documentation of the contract documents, purchase orders, local service orders.	100	100	100
Reconciling suppliers invoices and authorities and forwarding to accounts department for payment.	Delivery book is upto date	All invoices for the period of 1st July, 2022 to 30th June, 2023 have been submitted to Accounts department	101	100	101
Custodian of standing imprest on behalf of the department for procurement of low value and urgent items.	Procurement of required goods at the right quantity, quality and time for user departments.	Procurement of goods for user departments.	100	100	100
Prepare and assemble bid documents which includes request for quotations to ensure proper documentation is in place.	updated procurement files.	Managed and closed Procurement files.	100	100	100
Offer secretariat services on evaluation of Tenders/ Request for Quotation documents.	All Evaluation reports, opening minutes are signed, and filed in their respective files.	All Evaluation reports are signed, approved and filed in their respective files.	100	100	100



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Draft Audit /Compliance Response	Draft Audit report for review, submitted to supervisor.	Approved audit report by supervisor and filled in the respective audit file.	100	100	100
Sourcing/Unsealing in IFMIS Module.	Number of Request for quotations sent to suppliers. Number of items unsealed in IFMIS Module.	Request for quotation documents sent to respective suppliers. Ensured respective Request for quotations were unsealed.	100	100	100
Conduct Market Survey.	Filed market survey documents in the respective file.	market survey file is up to date as per market dynamic changes.	100	100	100
Prepare Request for quotation documents for allocated items.	Number of request for quotation documents prepared.	All request for quotation documents were approved and sent to respective suppliers.	100	100	100
Secretary to Tender opening/ Inspection for allocated items.	1.Signed attendance list by committee members. 2.Signed tender opening Minutes. 3.Signed inspection and acceptance certificates 4.Opening files for each respective committee.	Ensured the commission bought the right quality of goods available in the market .Files for respective committees are up to date.	100	100	100
Draft internal / External letters.	Number of letters prepared and submitted.	All letters prepared and submitted to supervisor.	100	100	100
Secretariat to allocated Negotiation committees.	1. Signed attendance list by committee members. 2. Signed negotiation committee minutes. 3.Respective files are up to date.	Files for respective committees are up to date	100	100	100



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Total Appraisee Score on Performance Targets		1600.00	1601.00
Mean Appraisal Scores		100%	100.06%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set were achievable and realistic.	Emily you have worked well and am impressed.Keep up good work and continuous improvement

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
Targets were achieved and implemented.	Regardless of funding challenges work to improve results especially on market survey

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To Procure goods and services through requisitions from user departments and capturing in the IFMIS module.	Approved memo. NO. of requisitions sent to Accounting officer for Approval. Preparation of RFQ document. Approved opening/evaluation committee memos.	Target not changed	Procurement of required goods at the right quantity, quality and time for user departments
Consolidating of procurement plan for directorates/departments/sections for annual and revised procurement plan.	Approved procurement plan for FY 2022/2023	Target not changed	Procurement plan is 100% complete and approved
Uploading of procurement plan FY 2022/2023 in the IFMIS Module	Complete and approved procurement plan in the IFMIS Module.	Target not changed	completed uploading of procurement plan in the IFMIS Module.
Classification of procurement requisitions for goods, services, non- consultancy services, consultancy services and works from user departments.	Requisition register and file is up to date.	Target not changed	Was able to open a register for recording requisitions received from user department.
Preparation of contract documents/Purchase orders/Local Service orders.	Signed contract documents. Notification of award letters. Number of Purchase orders. Number of Local Service Orders.	Target not changed	Issuing of contract documents, purchase orders, local service orders to respective suppliers. Proper filling and documentation of the purchase orders.



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Reconciling suppliers invoices and authorities and forwarding to accounts department for payment.	Delivery book is upto date	Target not changed	A good percentage of the invoices were processed for payment on time. Payment is on progress for the pending invoices.
Custodian of standing imprest on behalf of the department for procurement of low value and urgent items.	Procurement of required goods at the right quantity, quality and time for user departments.	Target not changed	Ensured timely purchase of the required goods. Proper filling of the receipts and requisition memos for ease of reference.
Prepare and assemble bid documents which includes request for quotations to ensure proper documentation is in place.	updated procurement files.	Target not changed	Organized and prepared procurement files. Updated procurement documents for ease of retrieval.
Offer secretariat services on evaluation of Tenders/ Request for Quotation documents.	All Evaluation reports, opening minutes are signed, and filed in their respective files.	Target not changed	Ensured timely communication to appointed committee members for tender opening/Request for quotations
Draft Audit /Compliance Response	Draft Audit report for review, submitted to supervisor.	Target not changed	Approved audit report by supervisor and filled in the respective audit file.
Sourcing/Unsealing in IFMIS Module.	Number of Request for quotations sent to suppliers. Number of items unsealed in IFMIS Module.	Target not changed	Analyzed prices quoted by suppliers. Ensuring that prices quoted by suppliers are within the market range
Conduct Market Survey.	Filed market survey documents in the respective file.	Target not changed	Continuously updating market survey files as per market dynamic changes.
Prepare Request for quotation documents for allocated items.	Number of request for quotation documents prepared.	Target not changed	Organized quotation documents ready for approval.
Secretary to Tender opening/ Inspection for allocated items.	1.Signed attendance list by committee members. 2.Signed tender opening Minutes. 3.Signed inspection and acceptance certificates 4.Opening files for each respective committee.	Target not changed	Ensured the commission bought the right quality goods available in the market Files for respective committees are up to date
Draft internal / External letters.	Number of letters prepared and submitted.	Target not changed	Managed to create a register for recording feedback from dispatched letters.
Secretariat to allocated Negotiation committees.	1. Signed attendance list by committee members. 2. Signed negotiation committee minutes. 3.Respective files are up to date.	Target not changed	Acquired new experience/skill in negotiation, to task a supplier to offer the best product for the commission thus gaining maximum benefit from the service offered.



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I am working towards achieving the targets by the end of the financial year.	Fair progress.Proceed to implement targets in full

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
I undertake my duties with alot of integrity and professionalism	ADD ATTRIBUTES AS REQUIRED

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Developing specifications and Evaluation Criteria for small works using New Standard Tender Documents.	1 week	Continuous professional development training.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This training will improve my performance and enhance my efficiency.	Consider CPD trainings especially on evaluation of tenders and preparation of tender documents

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Very good achievement however, set more SMART targets for next FY 2023-2024. Give yourself a challenge of learning remaining modules of IFMIS	Training on New Standard Tender document is recommended