



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150190	Staff Name:	Stephen Kipchumba Chebii
ID Number:	20958984	Employee E-mail:	stephen.chebii@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC4
Dept/Directorate	CC&A	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Walter Hesbon Ooko Menya	Immediate Supervisor Designation:	Head Corporate Communication and Advocacy
Second Supervisor:	Walter Hesbon Ooko Menya	Supervisor Designation:	Head Corporate Communication and Advocacy

DEPARTMENTAL OBJECTIVES

To strengthen communication with all stakeholders and build new partnerships

To improve Commission's visibility hence the image

To enhance public awareness, targeted media appearances

To conduct public education and campaigns on relevant commission programmes and activities

To manage Commission's positive media presence

To effectively communicate internally with staff of the Commission

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Implementing advocacy programmes, initiatives and projects	No of programmes, initiatives and projects implemented	Held public forums to create awareness to the public on various mandates of the commission and sensitize project affected persons (PAPs) in various projects in Baringo, Mombasa, Nakuru		95	0



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Co-ordinate and conduct public education and awareness campaign	No. of public awareness forums held	Brought onboard a couple partners and working with them in partnership with the Commission on matters of gender mainstreaming, HLI, Public education campaigns etc		97	0
Coordinating development and dissemination of CEPA materials	No of CEPA materials produced and distributed.	Developed the following policy documents; Processes and Procedure manual, communication and advocacy policy, NLC Brand manual and resource mobilization strategy.		95	0
Promoting and maintaining good public relations with stakeholders	No of donors and partners brought onboard and maintained	Maintained and enhanced a good relationship with the existing partners and onboard new partners while working closely with various departments to support the Commissions activities		94	0
Organize for Interagency consultative forums	No of interagency forums held	Conducted physical and virtual interagency stakeholders' meetings		90	0



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Coordinating the preparation of departmental annual work plan, budget and procurement plan	Reports, budget,workplans	Developed and coordinated reports for the 4 quarters, biannual report,workshop and conference reports		97	0
Preparing funding proposals to support Advocacy program	No of donors brought on board and MoUs signed	Developed and sent the funding proposals to various potential partners/dponors		96	0
Total Appraisee Score on Performance Targets				664.00	0.00
Mean Appraisal Scores				94.86%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are realistic and achievable	Targets in line with the work plan

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 appraisee has achieved the target set performance and with the necessary support and adequate resources a lot can be achieved	Budget constraints hindered the delivery of some targets especially the public campaigns

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Implementing advocacy programmes, initiatives and projects	No of programmes,initiatives and projects implemented	Target not changed	Activities are ongoing with over 70% completed
Co-ordinate and conduct public education and awareness campaign	No. of public awareness forums held	Target not changed	Conducted public education and awareness campaigns e.i. in Baringo, Mombasa and Wajir Counties
Coordinating development and dissemination of CEPA materials	No of CEPA materials produced and distributed.	Target not changed	With the support of stakeholders we designed, printed and distributed IEC materials on different occasions
Promoting and maintaining good public relations with stakeholders	No of donors and partners brought onboard and maintained	Target changed	Organized stakeholder breakfast meeting for enhancement of our existing relations



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Organize for Interagency consultative forums	No of interagency forums held	Target not changed	Organized interagency consultative forums
Coordinating the preparation of departmental annual work plan, budget and procurement plan	Reports, budget, workplans	Target not changed	Coordinated the preparation of CCAD annual workplan, procurement plan and budget
Preparing funding proposals to support Advocacy program	No of donors brought on board and MoUs signed	Target not changed	Prepared concept notes and submitted to potential donors.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The target performance is on course and most of the activities will be completed by the end of financial year	Targets on course

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
I demonstrate personal accountability for tasks	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Strategic Leadership	6 weeks	Technical Course
senior management Course	6 weeks	Technical Course
Resource Mobilization and Management	4 weeks	Technical

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training is necessary to increase job satisfaction, morale and improve productivity	Consider appraisee for listed training needs

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Appraisee met expectations	Consider appraisee for training