



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210554	<b>Staff Name:</b>	Elizabeth Mbete Makau
<b>ID Number:</b>	28139211	<b>Employee E-mail:</b>	makau.mbete@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>	NLC6
<b>Dept/Directorate</b>	LV&T	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Isabel Muthanje Njeru	<b>Immediate Supervisor Designation:</b>	Chief valuer
<b>Second Supervisor:</b>	Joycelyn Kaaria Makena	<b>Supervisor Designation:</b>	Director Valuation And Taxation

## DEPARTMENTAL OBJECTIVES

Revenue Generation from Land and Land Based Resources

To strengthen human resources capacity

To undertake compulsory acquisition of land and creation of rights of way (Prow) over land for County and National Governments

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To undertakes 3 valuations for compulsory acquisitions and creation of easements	Completed and submitted valuation schedules	undertook 3 valuations for compulsory acquisitions and creation of easements	3 valuations undertaken	100	100
To undertake 10 NO. valuations for taxation i.e lease renewals, extensions, allocation etc	Completed and submitted CF files	Undertook 11 NO. Valuations for taxation i.e lease renewals, extensions, allocation etc	11 lease renewal valuations	110	100



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To coordinates the work of the Valuation Officers in specific projects and prepare work plans for the same	Valuation Schedules and work plans	I have successfully coordinated the work of the Valuation Officers & support team and prepared workplans for the team in the three projects that I am in charge	Cordination exercises undertaken	100	100
To supervise delivery of service by the support staff and trainees	emails, calls, meetings	Helped office support staff attend to various clients and through reviewing responses	Coordinated support staff when required	100	100
To attend to enquiries from the public on land valuation and taxation matters and where necessary direct the inquiries to the appropriate offices	Smooth completion of projects, Customer satisfactory	I have attended to enquiries from the public on land valuation and taxation matters and where necessary directed the inquiries to the appropriate offices. I have done this through attending to PaPs who visit our offices, responding to various letters	inquiries concluded	100	100



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To carryout property inspections, conduct due diligence and prepare valuation reports.	Valuation schedules, advisory valuation reports	I have carried out property inspections, conducted due diligence and prepare valuation reports for various allocated projects. Some of which ISK-Gathiga Road Project, various advisory valuations, Nyali Mtwapa Project etc	Inspections concluded	100	100
To participate in review of the operation manual for the Directorate	Updated operation manual	I have participated in review of the operation manual for the Directorate. We came up with a draft which was presented during the directorates retreat in Nakuru. It is awaiting further review by the management	Participated in preparation of draft process and procedure manual	100	100



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To participate in reviewing the World Bank Draft RAP guidelines and give feedback on behalf of the directorate	Submitted feedback on the draft guidelines to World Bank	I have participated in reviewing the World Bank Draft RAP guidelines and give feedback on behalf of the directorate. The report is at advanced stage for adoption to guide in all compulsory acquisition projects	Participated in review and preparation of RAP guidelines	100	100
To respond to letters and inquiries on projects.	Memos and letters to concerned bodies	I have responded to various letter and inquiries on projects including but not limited to SGR Supplementary Acquisition, historical projects undertaken by the ministry as well as other projects where I am part of the technical team.	Actively involved in projects correspondences	100	100



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To participate in reviewing the World Bank Draft RAP guidelines and give feedback on behalf of the directorate	Submitted feedback on the draft guidelines to World Bank	I have Participated in review and preparation of RAP guidelines which is now at advanced stage to be made a mandatory document for approval of compulsory acquisition projects	Participated in review and preparation of RAP guidelines	100	100
<b>Total Appraiser Score on Performance Targets</b>				<b>1010.00</b>	<b>1000.00</b>
<b>Mean Appraisal Scores</b>				<b>101%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I agree with the targets set and will work towards achieving them.	The targets are achievable and align to Directorate mandate.

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 am happy with my achievement for the year and look forward to a better year ahead to serve the nation.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To undertakes 3 valuations for compulsory acquisitions and creation of easements	Completed and submitted valuation schedules	Not changed	60% achieved- In the process of working on 3 ongoing projects that I am in charge of.
To undertake 10 NO. valuations for taxation i.e lease renewals, extensions, allocation etc	Completed and submitted CF files	Not changed	60%-Undertaken 6 valuations for taxation i.e lease renewals, extensions, allocation etc.
To coordinates the work of the Valuation Officers in specific projects and prepare work plans for the same	Valuation Schedules and work plans	Not changed	55% achieved- I have coordinated the work of the Valuation Officers in specific projects and prepare work plans for the same
To supervise delivery of service by the support staff and trainees	emails, calls, meetings	Not changed	60% attained



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To attend to enquiries from the public on land valuation and taxation matters and where necessary direct the inquiries to the appropriate offices	Smooth completion of projects, Customer satisfactory	Not changed	60% attained- Attended to enquiries from the public on land valuation and taxation matters and where necessary directed the inquiries to the appropriate offices
To carryout property inspections, conduct due diligence and prepare valuation reports.	Valuation schedules, advisory valuation reports	Not changed	55% attained- carried out property inspections, conducted due diligence and prepared valuation reports
To participate in review of the operation manual for the Directorate	Updated operation manual	Not changed	100% attained- Participated in review of the operation manual for the Directorate
To participate in reviewing the World Bank Draft RAP guidelines and give feedback on behalf of the directorate	Submitted feedback on the draft guidelines to World Bank	Not changed	100% achieved.
To respond to letters and inquiries on projects.	Memos and letters to concerned bodies	Not changed	50% achieved. I Continue to respond to letter and inquiries on various projects

### MID YEAR APPRAISEES'S COMMENTS

Targets not changed. The agreed targets have been achieved up to approximately 60%. Some of the targets achieved include the review of the World Bank RAP guidelines, the review of the Procedures and policies manual, site inspections and inquiries etc

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets set are being achieved.

### VALUES AND STAFF COMPETENCIES APPRAISAL

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

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I aim to ensure I remain objective in everything I handle.

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

very objective in her duties. delivers duties assigned to her

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Supervisory Skills	1-3 months	Supervisory management course
Customer Care Skills	1-3 months	Customer care Management Course
Professional Training- Royal Institute of Chartered Surveyors	12 months	Royal Chartered Certification



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training needs listed are important in handling my day to day work and will increase my efficiency, competency and enhance reliability.	No training was offered for the year in review.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The performance for the individual is strong. bearing in mind lack of operation tools to deliver on her work.	Recommend provision of operation tools and equipment such as laptop and office furniture. Also recommend training for stronger delivery of work.