



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150184	Staff Name:	Silla Odhiambo
ID Number:	26101932	Employee E-mail:	silla.odhiambo@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
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

To ensure effective and efficient support to users

To Create value for money and minimize waste

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 Consolidate Annual Procurement plan for FY 2022/2023 by 30-07-2022	Approved procurement plan FY 2022/2023.	Completed and Achieved	100	110	100
To upload procurement plan for FY2022/2023 in the IFMIS Module.	Complete and Approved Procurement plan FY2022/2023 In the IFMIS Module.	FY2022-2023 Procurement Plan uploaded	101	120	101
To ensure timely processing of approved requisitions	Number of approved Requisitions	All approved requisitions Processed except those that did not have funding.	98	100	98
To prepare Tender/ RFQ documents	Number of Tender/ RFQ documents prepared	Completed and achieved	100	130	100
To prepare Appointment Letters for; Tender Opening, Tender Evaluation and Inspection and Acceptance Committee for Accounting Officer's signature.	Number of appointment letters signed by the Accounting Officer	All letters drafted and signed by the Accounting Officer	95	100	98



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Preparation of LSO/LPO documents	100% approved LPO/LSO	Completed and achieved	95	100	95
Ensuring timely processing of requested air tickets	100% air tickets booked	Completed and Achieved	100	100	100
Ensure timely submission of air ticket payments documents	100% air ticket documents submitted for payment	Partly done due to budget cuts	80	90	85
End year processing of requisitions, sourcing system support to ensure payment	Number of payment done during closure of financial year	Completed and achieved	100	100	100
To ensure vouchers are inspected in IFMIS on a continuous basis	100% inspection of allocated in IFMIS I&AC assignments	Completed and achieved	100	100	100
Secretary to allocated Ad hoc RFQ Committee	Fully signed RFQ Committee minutes	Completed and achieved	100	100	100
Secretariat to Tender, EoI and RFP	100% Signed Reports	Completed and achieved	100	100	100
Secretary to allocated Tender Opening and Inspection Committees	100% Signed Reports	Completed and achieved	100	100	100
Unsealing of allocated Quotes	100% Unsealed quotes	Completed and achieved	100	100	100
Response to allocated audit/ compliance queries	100% Audit responses done	Completed and achieved	100	120	100
IFMIS liaison Between NLC and NT	Cordial relationship between the NT IFMIS and NLC	Cordial relationship created and maintained	101	110	101
Asset Register Reconciliation	Up-to date Asset Register	Completed and achieved	90	120	90
Total Appraisee Score on Performance Targets				1800.00	1668.00
Mean Appraisal Scores				105.88%	98.12%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING

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
Most of the tasks were fully executed save forthose that were affected by Budget cut.	Late drafts of appointment letters for RFQs.Delayed processing of payments documents for suppliers and especially air tickets.Asset register reconciliation not satisfactory.Late submission of reports noted.



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To Consolidate Annual Procurement plan for FY 2022/2023 by 30-07-2022	Approved procurement plan FY 2022/2023.	Target not Changed	Done. FY 2022/2023 Procurement Plan consolidated.
To upload procurement plan for FY2022/2023 in the IFMIS Module.	Complete and Approved Procurement plan FY2022/2023 In the IFMIS Module.	Target not Changed	Done. FY 2022/2023 Procurement plan successfully uploaded and duly approved on IFMIS.
To ensure timely processing of approved requisitions	Number of approved Requisitions	Target not Changed	Ongoing. Requisitions to be processed as and when they are submitted. 5 No. already processed.
To prepare Tender/ RFQ documents	Number of Tender/ RFQ documents prepared	Target not Changed	To be done as and when assigned.
To prepare Appointment Letters for; Tender Opening, Tender Evaluation and Inspection and Acceptance Committee for Accounting Officer's signature.	Number of appointment letters signed by the Accounting Officer	Target not Changed	Ongoing. Preparation of Tender opening, Tender evaluation and inspection and acceptance committee is to be done on need basis. So far Appointment letters for the evaluation, inspection and acceptance for the 5No. requisitions are done
Preparation of LSO/LPO documents	100% approved LPO/LSO	Target not Changed	LSO/LPO to be prepared as and when required
Ensuring timely processing of requested air tickets	100% air tickets booked	Target not Changed	Ongoing.
Ensure timely submission of air ticket payments documents	100% air ticket documents submitted for payment	Target not Changed	Ongoing. Submission to be done upon IFMIS processing and once funds are availed for P.O Commitment. As at now the domestic travel vote on GOK is 100% affected by the austerity measures. Tickets charged on IOC are submitted for payment
End year processing of requisitions, sourcing system support to ensure payment	Number of payment done during closure of financial year	Target not Changed	To be achieved at the closure of the FY
To ensure vouchers are inspected in IFMIS on a continuous basis	100% inspection of allocated in IFMIS I&AC assignments	Target not Changed	To be achieved upon appointment
Secretary to allocated Ad hoc RFQ Committee	Fully signed RFQ Committee minutes	Target not Changed	To be achieved upon appointment
Secretariat to Tender, EoI and RFP	100% Signed Reports	Target not Changed	To be achieved upon appointment
Secretary to allocated Tender Opening and Inspection Committees	100% Signed Reports	Target not Changed	to be achieved upon appointment



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Unsealing of allocated Quotes	100% Unsealed quotes	Target not Changed	So far 5No. unsealing done. More will be achieved as and when assigned
Response to allocated audit/ compliance queries	100% Audit responses done	Target not Changed	Will be achieved upon allocation of audit queries,
IFMIS liaison Between NLC and NT	Cordial relationship between the NT IFMIS and NLC	Target not Changed	Good. More to be achieved as the year progresses.
Asset Register Reconciliation	Up-to date Asset Register	Target not Changed	Will be achieved as the Year progresses.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	Fair progress.Where possible,indicates numbers achieved on remarks or mention key achievements under each item

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
	add values

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	Training not done due to austerity measures

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Ensure to meet all set targets and give detailed monthly report on air tickets. Ensure to Correct and reconcile the pending bills of air tickets	Supervisory Skills Development Course