



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150434	Staff Name:	Fredrick Muia Mbandi
ID Number:	29245811	Employee E-mail:	fredrick.mbandi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	12-Meru County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Josephat Wasua Muendo	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Josephat Wasua Muendo	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES
To secure public institutional land.
To enhance access to alienated and unalienated public land for development
To develop a comprehensive public land inventory and data base
To regularize urban land allocations
To mainstream land use planning in the national and county development agenda
To provide redress to Historical Land Injustices (HLI)
To provide redress to Historical Land Injustices (HLI)
To enhance corporate image of the Commission through County office
To improve work environment
To ensure financial sustainability
To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Document rights in urban areas. Document list of 200 beneficiaries.	No. of verified list of beneficiaries submitted.	250	250	125	125
To provide redress to 4 Historical Land Injustices (reports on preliminary investigations of HLI matters)	No. of preliminary investigations conducted.	1	1	25	25
Sensitize public on NLC mandates, service delivery timeliness.	4 No. of public awareness forums/meetings.	15	15	200	200
Sensitize public on NLC mandates, service delivery timeliness	12 No. of County engagement meetings.	13	13	108	108



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Total Appraisee Score on Performance Targets		458.00	458.00
Mean Appraisal Scores		114.5%	114.5%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable.	Set targets are achievable

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
Some targets were achieved while others were surpassed. One target was not met due to limited number of applications	One target (HLI) was not met due to limited number of applications. The rest were achieved/surpassed. No need for staff to be put on PIP

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Document rights in urban areas. Document list of 200 beneficiaries.	No. of verified list of beneficiaries submitted.	No target changed.	150 No. of verified list of beneficiaries
To provide redress to 4 Historical Land Injustices (reports on preliminary investigations of HLI matters)	No. of preliminary investigations conducted.	No target changed.	1 No. of preliminary investigations conducted
Sensitize public on NLC mandates, service delivery timeliness.	4 No. of public awareness forums/meetings.	No target changed.	5 No. of public awareness forums.
Sensitize public on NLC mandates, service delivery timeliness	12 No. of County engagement meetings.	No target changed.	6 No. of County engagement meetings.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
There is good progress in achievement of targets.	No targets changed. There is good progress in achievement of the set targets.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Values	Confidentiality	Excellent - Higher Than 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I have the skills and competencies to undertake my duties	The officer is competent and can deliver with minimum supervision

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Office administration	2 weeks	Administration
Land Administration and Management	2 weeks	Administration
Land Administration and Management	2 weeks	Administration
Land Administration and Management	2 weeks	Administration

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enhance my skills	The officer requires training in office administration and land administration

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer is competent and was able to achieve set targets.	The officer needs training in land administration