



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140039	Staff Name:	Ben Tuwai Bett
ID Number:	11575267	Employee E-mail:	ben.bett@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2020-2021
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC3
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

To develop the capacity of staff and to enhance efficiency and transparency in service delivery

To facilitate an equitable and secure work environment for all

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Train Commissioners and staff in identified thematic areas between 1st July, 2020 to 30th June, 2021	Approved budgets, Attendance list, Training program, Nomination letter	target dropped	target dropped	100	100
Bench marking with best industry practice between 1st October and 31st December 2020	Memos, Questionnaire, Budget approvals	Benchmarking letters sent out	Benchmarking letters sent out	100	100
Establish and operationalize a training revolving fund between 1st April and 30th June, 2021	Budget approval, staff circular, No. of employees funded through the scheme	The training revolving fund factored under the 2021-2026 strategic plan	The training revolving fund factored under the 2021-2026 strategic plan	100	100
To recruit 59 additional staff to the Commission between 1st July, 2020 to 30th September, 2020	No. of staff recruited, interview minutes, Job advert, Appointment letters	One hundred and thirty two (132) new staff recruited	One hundred and thirty two (132) new staff recruited	150	150
To recruit 100 interns between 1st July, 2020 to 30th June, 2021	No. of interns recruited, Shortlisting minutes, Intern advert, Appointment letters	Forty three(43) interns engaged in various Directorates and Departments between July 2020 to June 2021	Forty three(43) interns engaged in various Directorates and Departments between July 2020 to June 2021	60	90



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To review Job Descriptions for all existing and new jobs in the Commission for the purpose of Job Evaluation (JE) by SRC.	Reviewed JDs, Report to SRC	Two hundred and five job descriptions developed/reviewed and forwarded to SRC	Two hundred and five job descriptions developed/reviewed and forwarded to SRC	100	100
To recruit 60 students on attachment between 1st July, 2020 to 30th June, 2021	No. of students recruited, Attachment advert, Appointment letters	Sixty(60) students engaged in various Directorates, Departments and Counties	Sixty(60) students engaged in various Directorates, Departments and Counties	100	100
To restructure the Commission between 1st April and 30th June, 2021	Memos, Minutes on meetings to restructure the Commission	New Organization Structure developed	New Organization Structure developed	100	100
To review schemes of service/career progression guidelines between 1st April to 30th June, 2021	Memos, Minutes on meetings to restructure the Commission	The Commission partnered with DPSM and the work is still on progress	The Commission partnered with DPSM and the work is still on progress	100	100
To review HR manual and develop new policies, procedures and practices i.e. diversity policy, grievance handling machinery, succession management, employee assistance program and reward and sanctions policy between 1st January to 30th June, 2021	Benchmark report on best industry practice, Circular to staff, Reviewed manual and developed policies and procedures	The Commission partnered with DPSM and the work is still on progress	The Commission partnered with DPSM and the work is still on progress	100	100
To review the staff establishment to achieve optimum staffing levels in the Commission between 1st January and 30th June, 2021	Reviewed staff establishment, Minutes of meetings	Staff establishment has been reviewed as per the new organization structure	Staff establishment has been reviewed as per the new organization structure	100	100
Drawing of directorate work plan for FY 2021/2022 between 11th June and 19th June, 2021	Developed work plan, Memos	FY 2021/2022 Work plan developed	FY 2021/2022 Work plan developed	100	100
Assist staff in conducting mid-term performance evaluations between 2nd January and 15th January, 2021	Circulation of mid-term review reports, Memos	Memos and circulars sent to staff in regard to performance appraisal	Memos and circulars sent to staff in regard to performance appraisal	100	100



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Staff performance appraisal Moderation for the Financial Year 2019-2020 between September and 31st October, 2020	Attendance list for moderation Committee, Circulation of end term performance reports	Target dropped	Target dropped	100	100
Undertake team building for staff to improve productivity and personal relations in the Commission between 1st October, 2020 to 30th June, 2021	Team building report, No. of staff taken through team building, Attendance list, team building program, Staff profiling	Target dropped	Target dropped	100	100
Implement recommendations of the staff satisfaction and work environment survey report between 1st October, 2020 and 30th June, 2021	Approvals secured to implement the recommendations, Memos to staff	Target dropped	Target dropped	100	100
Procurement / renewal of staff medical cover between 1st October and 31st December, 2020	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Staff medical cover renewed with effect from 24th January 2021	Staff medical cover renewed with effect from 24th January 2021	100	100
Procurement / renewal of Group Personal Accident Cover between 1st October and 31st December, 2020	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Group Personal Accident cover renewed	Group Personal Accident cover renewed	100	100
Procurement of group life assurance (GLA) for NLC staff between 1st April and 30th June, 2021	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Group life assurance for staff renewed	Group life assurance for staff renewed	100	100
Disburse Mortgages and Car loans to staff between 1st October, 2020 to 30th June, 2021	Loan award letters, Sale agreements, Copies of House titles and Car log books	Applications received from interested staff and meetings held to discuss the same	Applications received from interested staff and meetings held to discuss the same	100	100
Fully automate HR services between 1st October, 2020 to 31st March, 2021	On-line processing of HR services	Fully automated	Fully automated	100	100
Hold the pension scheme AGM and conducting staff awareness training on pension matters between 1st October and 31st December, 2020	Attendance list, Training notes, minutes of AGM	Target changed	Target changed	100	100
Training committee members on crosscutting issues i.e. OSHA, HIV and AIDS, Gender, Persons living with disability and Alcohol and Substance abuse between 1st October and 31st December, 2020	Attendance list, Training program, Certificates of attendance	Target dropped	Target dropped	100	100
Carry out baseline survey on crosscutting issues. HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st January and 31st March, 2021	Questionnaires, Memos, Staff circulars	Target changed	Target changed	100	100



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Appointments/review to various HR related Committees between 1st August and 30th September, 2020	Staff circular, Appointment letters	Various HR Committees reconstituted e.g Corruption Prevention Committee, Integrity Assurance Committee, Values and Integrity Committee	The following HR Committees constituted:- Corruption Prevention Committee, Integrity Assurance Committee, Values and Integrity Committee	100	100
Total Appraisee Score on Performance Targets				2510.00	2540.00
Mean Appraisal Scores				100.4%	101.6%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Will strive to achieve the targets as set.	The targets set are SMART. You may now go ahead and work on achieving them. We shall review the same at mid-year.

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 targets were met despite the challenges brought about by Covid-19 pandemic	This is an excellent performance. Keep it up.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Train Commissioners and staff in identified thematic areas between 1st July, 2020 to 30th June, 2021	Approved budgets, Attendance list, Training program, Nomination letter	Target dropped	Target was dropped due to budgetary constraints
Bench marking with best industry practice between 1st October and 31st December 2020	Memos, Questionnaire, Budget approvals	Target not changed or added	Target not changed or added
Establish and operationalize a training revolving fund between 1st April and 30th June, 2021	Budget approval, staff circular, No. of employees funded through the scheme	Target not changed or added	Target not changed or added



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To recruit 59 additional staff to the Commission between 1st July, 2020 to 30th September, 2020	No. of staff recruited, interview minutes, Job advert, Appointment letters	Target was changed to 3rd quarter of the year	Target changed due to COVID -19 pandemic and awaiting approval by the Commission
To recruit 100 interns between 1st July, 2020 to 30th June, 2021	No.of interns recruited, Shortlisting minutes, Intern advert, Appointment letters	Target changed	Target changed to 70 interns due to COVID-19 pandemic
To review Job Descriptions for all existing and new jobs in the Commission for the purpose of Job Evaluation (JE) by SRC.	Reviewed JDs, Report to SRC	Target changed.	Target was changed to between 1st October and 31st December, 2020
To recruit 60 students on attachment between 1st July, 2020 to 30th June, 2021	No.of students recruited, Attachment advert, Appointment letters	Target was changed	Target was changed to 30 students due to COVID -19 pandemic
To restructure the Commission between 1st April and 30th June, 2021	Memos, Minutes on meetings to restructure the Commission	Target not changed or added	Target not changed or added
To review schemes of service/career progression guidelines between 1st April to 30th June, 2021	Memos, Minutes on meetings to restructure the Commission	Target not changed or added	Target not changed or added
To review HR manual and develop new policies, procedures and practices i.e. diversity policy, grievance handling machinery, succession management, employee assistance program and reward and sanctions policy between 1st January to 30th June, 2021	Benchmark report on best industry practice, Circular to staff, Reviewed manual and developed policies and procedures	Target not changed or added	Target not changed or added
To review the staff establishment to achieve optimum staffing levels in the Commission between 1st January and 30th June, 2021	Reviewed staff establishment, Minutes of meetings	Target not changed or added	Target not changed or added
Drawing of directorate work plan for FY 2021/2022 between 11th June and 19th June, 2021	Developed work plan, Memos	Target not changed or added	Target not changed or added
Assist staff in conducting mid - term performance evaluations between 2nd January and 15th January, 2021	Circulation of mid-term review reports, Memos	Target not changed or added	Target not changed or added



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Staff performance appraisal Moderation for the Financial Year 2019-2020 between September and 31st October, 2020	Attendance list for moderation Committee, Circulation of end term performance reports	Target was dropped	Target was dropped due COVID-19 pandemic
Undertake team building for staff to improve productivity and personal relations in the Commission between 1st October, 2020 to 30th June, 2021	Team building report, No. of staff taken through team building, Attendance list, team building program, Staff profiling	Target dropped	Target was dropped due to financial constraints and COVID-19 pandemic
Implement recommendations of the staff satisfaction and work environment survey report between 1st October, 2020 and 30th June, 2021	Approvals secured to implement the recommendations, Memos to staff	Target dropped	Target dropped due to financial constraints to implement the recommendations
Procurement / renewal of staff medical cover between 1st October and 31st December, 2020	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Target not changed or added	Target not changed or added
Procurement / renewal of Group Personal Accident Cover between 1st October and 31st December, 2020	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Target not changed or added	Target not changed or added
Procurement of group life assurance (GLA) for NLC staff between 1st April and 30th June, 2021	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Target not changed or added	Target not changed or added
Disburse Mortgages and Car loans to staff between 1st October, 2020 to 30th June, 2021	Loan award letters, Sale agreements, Copies of House titles and Car log books	Target not changed or added	Target not changed or added
Fully automate HR services between 1st October, 2020 to 31st March, 2021	On-line processing of HR services	Target not changed or added	Target not changed or added
Hold the pension scheme AGM and conducting staff awareness training on pension matters between 1st October and 31st December, 2020	Attendance list, Training notes, minutes of AGM	Target changed	Target was changed to the 4th quarter of the year due to COVID - 19 pandemic and to enable the auditors to audit the 2020 accounts of the scheme



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Training committee members on crosscutting issues i.e. OSHA, HIV and AIDS, Gender, Persons living with disability and Alcohol and Substance abuse between 1st October and 31st December, 2020	Attendance list, Training program, Certificates of attendance	Target dropped	Target dropped due to financial constraints
Carry out baseline survey on crosscutting issues. HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st January and 31st March, 2021	Questionnaires, Memos, Staff circulars	Target not changed or added	Target not changed or added
Appointments/review to various HR related Committees between 1st August and 30th September, 2020	Staff circular, Appointment letters	Target changed	Target was changed to 4th quarter of the year to give ample time for identifying the members of the various committees

MID YEAR APPRAISEES'S COMMENTS

The review of the targets at the mid-year point was objective and fair.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

You may now proceed and achieve the remaining targets for the 2nd half of the year.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
HR Annual Conference	four (4) days	Professional Training
Strategic Human Resource Management Course	seven (7) days	Management Training Course
Management Development Course	five (5) days	Management Training Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Need the training to equip me with the relevant skills in order to effectively and efficiently deliver on the targets set

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Will endeavor to have you trained on the courses identified subject to the availability of funds

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Second Supervisor Recommendations



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Excellent performance

None