



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|------------------------------------|
| Staff Number: | NLC20140036 | Staff Name: | Edward Bosire Maoncha |
| ID Number: | 11704098 | Employee E-mail: | edward.bosire@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2022-2023 |
| Terms of Service: | Permanent and Pensionable | Gender: | Male |
| Work Station | 01-Mombasa County | Job Grade: | NLC3 |
| Dept/Directorate | CCO | Appraisal Status | Appraisee Reviewed |
| 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

- 1.To secure public institutional land
2. To mainstream final survey in the vesting process for compulsorily acquired lands
- 3.To sustainably manage natural resources
4. To enhance access to alienated and unalienated public land for development
- 5.To develop a comprehensive public land inventory and data base
- 6.To regularize urban land allocations
- 7.To mainstream land use planning in the national and county development agenda
- 8.To provide redress to land disputes
9. To provide redress to Historical Land Injustices (HLI)
- 10.To enhance corporate image of the Commission through County office
- 11.To improve work environment
- 12.To ensure financial sustainability
- 13.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 |
|--|---|----------------------|--------------------------------|--------------------|---------------|
| 1. To secure 30 no. of documented public institutions land and to submit to Land Administration & Management Directorate for processing from 1st July, 2022 to 30th June, 2023 | No. of parcels identified and submitted to Land Administration for processing | 40 parcels out of 30 | | 150 | 0 |



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| 2.To conduct ground status reports with aim of recovering 10 no. of public institutional land parcels identified from 1st July, 2022 to 30th June, 2023 | No.of public institution land parcels identified for recovery - ground status report | 55 parcels identified for recovery. Most of the parcels fall under landing sites. The commission investigated the matter. | | 200 | 0 |
| 3. To document 300 no. of the surveyed and unsurveyed acquired public land identified and submitted for processing from 1st July, 2022 to 30th June, 2023 | No. of parcels identified | 612 parcels out of 300 parcels identified | | 200 | 0 |
| 5.To identify 10 no. natural resources and ecologically sensitive areas from 1st July, 2022 to 30th June, 2023 | No. of sites identified | 22 out of 10 sensitive areas identified areas identified | | 200 | 0 |
| 6.To receive, review and recommend 5 no. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July, 2022 to 30th June, 2023 | No. of applications submitted to Land Administration | 3 out 5 processed. 214 expired leases identified and sent to the commission | | 200 | 0 |
| 7.To develop 30 no. of inventory of land parcels in Community and Settlement schemes from 1st July, 2022 to 30th June, 2023 | No. of public land parcels identified | 66 out of 30 parcels identified | | 200 | 0 |
| 8.To update 50 no. of ground verification County comprehensive public land inventory from 1st July, 2022 to 30th June, 2023 | Quarterly status reports | 105 out of 70 parcels identified. | | 150 | 0 |
| 9.To inventorize 4 no.of the status of urban centers from 1st July, 2022 to 30th June, 2023 | Quarterly status reports on status of urban centers submitted | 4 status reports prepared | | 100 | 0 |
| 10.To document rights in urban areas (100 no.) from 1st July, 2022 to 30th June, 2023 | No.of verified list of beneficiaries submitted | 654 plots /applicants documented and sent to HQ for action | | 200 | 0 |
| 11.To develop 4 no. of reports on Land Use Planning status in the County (CSP, LPS, and other Planning projects) from 1st July, 2022 to 30th June, 2023 | Status report prepared and submitted | 4 areas planned for titling including Chaani site and service,Mikindani site and service andMiritini | | 100 | 0 |



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| 12.To monitor and oversight 2 no. preparation of land use plans for land reserved and held by public agencies from 1st July, 2022 to 30th June, 2023 | No.of parcels identified and submitted to HQ | 2 plans prepared including Dongo Kundu SEZ | | 100 | 0 |
| 13.To develop a report on 5 no. of disputes handled through use of ADR /TDR in the county(received and processed) from 1st July, 2022 to 30th June, 2023 | No. of disputes handled (received and processed) | 12 disputes handled | | 200 | 0 |
| 14.To resolve land disputes through effective Court Cases management (4 no.) from 1st July, 2022 to 30th June, 2023 | No. of Court User committee sessions attended | 8 CUCs attended | | 200 | 0 |
| 15.To resolve land disputes through effective Court Cases management from 1st July, 2022 to 30th June, 2023 | Timely submission of Cause list (Weekly) | cause lists timely submitted. A total of 198 cases recorded | | 200 | 0 |
| 16.To conduct 12 no. of preliminary investigations and develop reports of HLI matters in the County from 1st July, 2022 to 30th June , 2023 | No. of preliminary investigations conducted | 16 investigation reports made | | 133.33 | 0 |
| 17.To sensitize public (12 no meetings) on NLC mandates, service delivery timeliness, Commission charter displayed from 1st July , 2022 to 30th June 2023 | No. of awareness forums /meetings | 22 Meetings public meetings held and 66 county engagements. a total of 88 out of 15. | | 200 | 0 |
| 18.To requisition, receive and distribute Communication, Educational, Public awareness to the public from 1st July, 2022 to 30th June, 2023 | No. of of CEPA materials distributed (Communication, Educational, Public awareness) | Received the commission's annual report for FY 2021/2022 | | 100 | 0 |
| 19. Preparation of 4 no. of requisition forms for office equipment, furniture and fittings, cleaning supplies and other essentialson quarterly basis. | No. of requisition forms for office equipment, furniture and fittings, cleaning supplies per quarter | 4 requisitions made | | 100 | 0 |
| 20. To maintain an updated asset register of all the assets in the county from 1st July 2022 to 30th June, 2023 | Updated asset register | Asset register maintained | | 100 | 0 |
| 21.To ensure a prudent expenditure on imprest advanced from 1st July 2022 to 30th June, 2023 | Timely surrender of imprest | Imprest surrendered timely | | 100 | 0 |
| 22.To develop 1 County workplan for FY 2023/2024 between 1st - 15th June 2023 | County workplan for 2023-2024 | 1 workplan prepared | | 100 | 0 |



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| 23. To prepare and submit 4 quarterly reports on the performance of the County | No.of quarterly reports submitted | 4 quarterly reports submitted | | 100 | 0 |
| 24.To prepare and submit annual report for FY 2022 - 2023 on the performance of the County | County Annual Report | County annual report prepared | | 100 | 0 |
| 25.To conduct mid-year and annual annual staff performance appraisal for all staff in the county within the stipulated timeliness in the Commission Performance Management Cycle | -Mid-Year review report. -Annual Staff Appraisal Report | Mid-year conducted and annual staff performance appraisal done | | 100 | 0 |
| Total Appraisee Score on Performance Targets | | | | 3533.33 | 0.00 |
| Mean Appraisal Scores | | | | 147.22% | 0% |

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Targets are realistic and 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

Performance impressive and satisfactory.

MID YEAR REVIEW

| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
|--|--|-------------------------|------------------|
| 1. To secure 30 no. of documented public institutions land and to submit to Land Administration & Management Directorate for processing from 1st July, 2022 to 30th June, 2023 | No. of parcels identified and submitted to Land Administration for processing | Target not changed | Achieved 7/30 |
| 2.To conduct ground status reports with aim of recovering 10 no. of public institutional land parcels identified from 1st July, 2022 to 30th June, 2023 | No.of public institution land parcels identified for recovery - ground status report | Target changed to 50 | Achieved 77 |
| 3. To document 300 no. of the surveyed and unsurveyed acquired public land identified and submitted for processing from 1st July, 2022 to 30th June, 2023 | No. of parcels identified | Target not changed | Achieved 152/300 |



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| 5.To identify 10 no. natural resources and ecologically sensitive areas from 1st July, 2022 to 30th June, 2023 | No. of sites identified | Target not changed | 5/10 sites identified. |
| 6.To receive, review and recommend 5 no. of applications for extention/renewal of lease to Land Administration & Management Directorate for processing from 1st July, 2022 to 30th June, 2023 | No. of applications submitted to Land Administration | Target not changed | 1 renewal of lease processed. |
| 7.To develop 30 no. of inventory of land parcels in Community and Settlement schemes from 1st July, 2022 to 30th June, 2023 | No. of public land parcels identified | Target not changed | 28 parcels identified. |
| 8.To update 50 no. of ground verification County comprehensive public land inventory from 1st July, 2022 to 30th June, 2023 | Quarterly status reports | Target changed to 70 | 62 parcels identified. |
| 9.To inventorize 4 no.of the status of urban centers from 1st July, 2022 to 30th June, 2023 | Quarterly status reports on status of urban centers submitted | Target not changed | 2 urban centers. Shanzu and Vikobani |
| 10.To document rights in urban areas (100 no.) from 1st July, 2022 to 30th June, 2023 | No.of verified list of beneficiaries submitted | Target changed to 200 | 162/100 beneficiaries listed |
| 11.To develop 4 no. of reports on Land Use Planning status in the County (CSP, LPS, and other Planning projects) from 1st July, 2022 to 30th June, 2023 | Status report prepared and submitted | Target not changed | 2 reports prepared. Shanzu open space and Vikobani plot 900 |
| 12.To monitor and oversight 2 no. preparation of land use plans for land reserved and held by public agencies from 1st July, 2022 to 30th June, 2023 | No.of parcels identified and submitted to HQ | Target not changed | 1 parcel. Forestry department- Regional HQT |
| 13.To develop a report on 5 no. of disputes handled through use of ADR /TDR in the county (received and processed) from 1st July, 2022 to 30th June, 2023 | No. of disputes handled (received and processed) | Target not changed | 4 disputes mediated. |



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| 14.To resolve land disputes through effective Court Cases management (4 no.) from 1st July, 2022 to 30th June, 2023 | No. of Court User committee sessions attended | Target not changed | 6 CUC meetings attended |
| 15.To resolve land disputes through effective Court Cases management from 1st July, 2022 to 30th June, 2023 | Timely submission of Cause list (Weekly) | Target not changed. | 104 cases recorded. |
| 16.To conduct 12 no. of preliminary investigations and develop reports of HLI matters in the County from 1st July, 2022 to 30th June , 2023 | No. of preliminary investigations conducted | Target not changed. | 6/12 investigations. |
| 17.To sensitize public (12 no meetings) on NLC mandates, service delivery timeliness, Commission charter displayed from 1st July , 2022 to 30th June 2023 | No. of awareness forums /meetings | Target increased to 15 | 14 meetings conducted |
| 18.To requisition, receive and distribute Communication, Educational, Public awareness to the public from 1st July, 2022 to 30th June, 2023 | No. of of CEPA materials distributed (Communication, Educational, Public awareness) | Target not changed | 100 % attained |
| 19. Preparation of 4 no. of requisition forms for office equipment, furniture and fittings, cleaning supplies and other essentialson quarterly basis. | No. of requisition forms for office equipment, furniture and fittings, cleaning supplies per quarter | Target not changed | 2 requisition forms |
| 20. To maintain an updated asset register of all the assets in the county from 1st July 2022 to 30th June, 2023 | Updated asset register | Target not changed | 1 register |
| 21.To ensure a prudent expenditure on imprest advanced from 1st July 2022 to 30th June, 2023 | Timely surrender of imprest | Target not changed | 100% utilisation |
| 22.To develop 1 County workplan for FY 2023/2024 between 1st - 15th June 2023 | County workplan for 2023-2024 | Target not changed | 1 workplan |
| 23. To prepare and submit 4 quarterly reports on the performance of the County | No.of quarterly reports submitted | Targets not changed | 2 reports submitted |



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| 24.To prepare and submit annual report for FY 2022 - 2023 on the performance of the County | County Annual Report | Target not changed | Annual report to be submitted end of year. |
| 25.To conduct mid-year and annual annual staff performance appraisal for all staff in the county within the stipulated timeliness in the Commission Performance Management Cycle | -Mid-Year review report. -Annual Staff Appraisal Report | Target not changed | 7 mid- year appraisals done |

MID YEAR APPRAISEES'S COMMENTS

Performance generally satisfactory. A few targets varied.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Kindly work towards achieving your targets.

VALUES AND STAFF COMPETENCIES APPRAISAL

| Criteria Cluster | Appraisee's Values and Competencies | Immediate Supervisor Comments |
|------------------|-------------------------------------|-------------------------------|
|------------------|-------------------------------------|-------------------------------|

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I uphold high levels of professionalism so as to improve the image of the commission and to enable the commission effectively deliver its mandate.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

| Training & Development Needs | Duration | Type of Training |
|------------------------------|----------|-------------------|
| Supervisory | 6 weeks | SLDP |
| Supervisory - SLDP | 6 weeks | Management course |

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The training will empower me with adequate managerial skills for better execution of my mandate. The SLDP course is repeated. It can be substituted by Minute writing course.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

| Second Supervisor Comments | Second Supervisor Recommendations |
|----------------------------|-----------------------------------|
| | |