

**NEPAD/APRM KENYA SECRETARIAT**

**STAFF PERFORMANCE APPRAISAL REPORT**

**Revised June, 2021**

**PREAMBLE**

1. Staff Performance Appraisal System (SPAS) is a component of Performance Management System in the Secretariat and integrates individual employee

work planning, target setting, execution of targets, performance reporting, feed- back and appraisal.

1. The overall objective of the SPAS is to manage performance of employees
   1. This appraisal report will be completed by all officers in the Secretariat.
2. The Appraisee and the supervisor will set Specific Measurable Achievable Realistic Time bound (SMART) targets aligned to the Directorate / Division /Unit objectives as indicated in the annual work plan
3. The SPAS form shall be fille d by the appraisee in consultation with the supervisor.
4. The Appraisee and the Supervisor should read the SPAS guidelines prior to embarking on the actual appraisal.
5. The completed SPAS report shall be submitted to the Head of HRM at the end of

the appraisal period for deliberation by the Secretariat’s Performance Management Committee.

1. **Rating Scale:** The following rating shall be used to indicate the level of performanceby an Appraisee

|  |  |  |  |
| --- | --- | --- | --- |
| Achievement of Performance Targets | Rating Scale |  |  |
|  |  |
|  |  |  |  |
| Achievement higher than 100% of the agreed performance | Excellent | 101% + |  |
| targets. |  |
|  |  |  |
| Achievement up to 100% of the agreed performance | Very Good | 100% |  |
| targets. |  |
|  |  |  |
|  |  |  |  |
| Achievement between 80% and 99% of the agreed | Good | 80% - 99% |  |
| performance targets. |  |
|  |  |  |
| Achievement between 60% and 79% of the | Fair | 60% - 79% |  |
| agreed performance targets. |  |
|  |  |  |
|  |  |  |  |
| Achievement between 0% and 59% of the agreed | Poor | 59% and Below |  |
| performance targets. |  |
|  |  |  |

1. Performance rating scores shall be based on verifiable evidence.
2. Where the Appraisee is not satisfied with the SPAS evaluation, he /she may appeal to the Secretariat’s Performance Management Committee as provided in the SPAS guidelines.

|  |  |
| --- | --- |
| **STAFF PERFORMANCE APPRAISAL REPORT** | |
| Employee’s Name:  Name\_SelfAppraisal | Job Title:  JobTitle\_SelfAppraisal |
| Department:  Department\_SelfAppraisal | Division/Section:  Divisonsection\_SelfAppraisal |
| Code  Grade\_SelfAppraisal | Years of service:  Years\_of\_service |
| Period Under Review:  PeriodUnderReview\_SelfAppraisal | Last Review Date:  LastReviewDate\_SelfAppraisal |
| Supervisor’s Name:  SupervisorsName\_SelfAppraisal | Job Title:  JobTitle\_SelfAppraisal |

**Objectives of the Secretariat;**

1. To enhance Research, advocacy and outreach programmes to increase awareness levels of the role of NEPAD/APRM Kenya Secretariat
2. To promote good governance practices at the National and the County level
3. To promote and improve learning, linking, tracking and implementation of AUDANEPAD/APRM programmes in Kenya and the Eastern Africa Region
4. To develop capacity to enhance efficiency and transparency in service delivery
5. To strengthen the legal framework under which the Secretariat is established for ease of project funding and implementation
6. To facilitate mobilization of resources for County, National and Regional flagship projects

**Section 2(a): Individual Performance Targets derived from the Directorate / Division / Unit / Supervisor’s Work Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (A)  Agreed Performance Targets | | (B)  Performance  Indicator(s) | (C)  Achieved results in line with the performance  indicator | (D)  Performance Appraisal Score  (See rating  Scale) |
| ( To be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period) | | | | (To be completed by the Supervisor in consultation with the Appraisee at the end of the appraisal period) |
|  | StraObjective | ExpOutput | ActivitieT | final\_Score |
| **Total appraisal score on performance targets**  **Mean appraisal score (%)** | | | |  |
|  |

Section **2(b): To be signed at the beginning of the appraisal period**

The Appraisee’s commitment to achieve the agreed individual performance targets.

**Name of Appraisee:** …………………………………………………………………………

**Signature:** …………………………… **Date:** ……………………………………………………….

**Supervisor’s Name:** ………………………………………………………………………………………….

**Signature:** ……………………………………... **Date:** ………………………………………………

***(Immediate Supervisor)***

**Section 2(c): Staff Training and Development Needs**

**Appraisee’s training and development needs in order of priority as Identified by the appraisee and**

**supervisor based on performance gaps**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Identification** | **Training Recomendations** | **Training Dates** |  |
| Trainer\_TrainingLinesNameofTraining\_TrainingLines | TrainingIdentification\_TrainingLines | **ImplematationDate\_TrainingLines** |  |

**Section 3: Mid-Year Review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agreed | | Performance Indicator (s) | Targets | Remarks |
|
| Performance | |  | changed or | (Indicate Level of |
| Targets | |  | added | Achievement) |
| 1 |  |  |  |  |
|  |  |  |  |  |
| 2 |  |  |  |  |
|  |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |

**Supervisor’s Name:**

**Signature: Date:**

**Section 4: Appraisee’s comments and additional assignments**

1. **Appraisee’s comments on performance including any mitigating factors**

AppraiseeComments…………………………………………………………………………

1. **Additional assignments**

Additional\_Assignment…………………………………………………………………………………..……………

………………………………………………………………………………………..

**Section 5: Supervisor’s comments on appraisee’s performance at the end of the year including any factors that hindered performance (Please indicate if the appraisee requires to be put on a performance improvement plan/ programme. If so, indicate the type).**

SupervisorComments…………………………………….……………………………………………

…………………………………………………………………………………………..……………

**Supervisor’s Name:** ………SupervisorsName\_SelfAppraisal…………

**Signature:** …………………………… **Date:** ……………………………………...

**Section 6 : :** Recommendation of rewards or sanctions to the Chief Executive Officer by the Secretariat’sPerformance Management Committee:

1. Reward type (Bonus, Commendation letter etc.) …………….......................................
2. Sanction (Warning, Separation, etc.) ………….........................................................

Minute No…………………………Meeting held on ………………………………………

Chairperson: Name: ………..…………………………...……………………………….

Signature: …………………………………… Date: ……………………………………...

Secretary: Name…………………………………………………………………………………………….

Signature: …………………………………… Date: ……………………………………...

**Chief Executive Officer: Approved/ Not Approved**

**Comments:**

……………………………………………………………………………………………………….

…………………………………………………………………………………………..……………

………………………………………………………………………………………..

Names…………………………………………………………………………………………

**Signature:…………………………………………………Date:……………………………………**

**Contacts**

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**Our Vision**

*A model facilitator and advocate for Africa’s development and governance agenda in the continent.*

**Our Mission**

*To promote effective and efficient coordination, advocacy, and communication for AU’s programmes nationally and regionally.*

**Our Core Values**

Integrity

Professionalism

Efficiency and Effectiveness

Innovativeness

Equity and Equality

Accountability and Transparency****