



UNIVERSITY OF NAIROBI

Office of the Vice Chancellor

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January 22, 2021

Mr. Collins F. Omondi
Chief Legal Officer (Ag.),
Central Administration

Dear Mr. Omondi,

FY 2019/2020 LEGAL OFFICE PERFORMANCE

The Transformation, Performance Management and Reform Unit, using guidelines provided by the Public Service Performance Management and Monitoring Unit, evaluated the cumulative performance for the year. It is noted that the Legal department prepared and submitted the cumulative performance report for the period in the prescribed format.

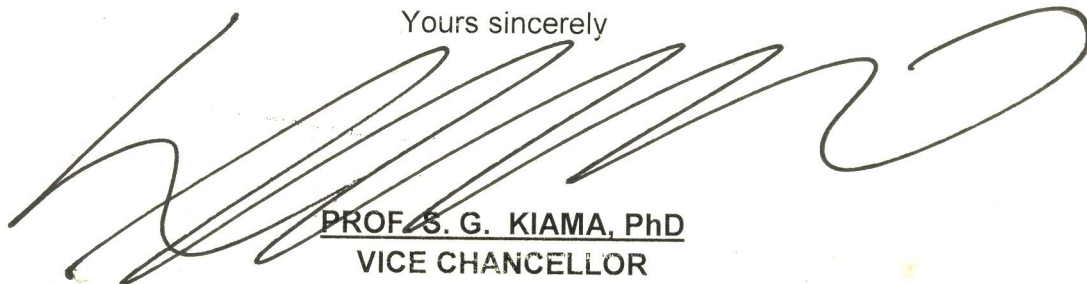
The procedure for the actual evaluation, the evaluation process and the scores were developed and agreed upon with the legal team during the review of performance. The evaluation schedule detailing parameters and raw scores is attached for your guidance.

The department's overall performance was rated as **Good**, with a composite score of **3.1555**.

Out of twenty six Central Administration departments, the department was ranked number thirteen (*see attached ranking score sheet*). I take this opportunity to commend you for this performance.

The Department is encouraged to work harder to achieve even better performance in the FY 2020/2021.

Yours sincerely



PROF. S. G. KIAMA, PhD
VICE CHANCELLOR



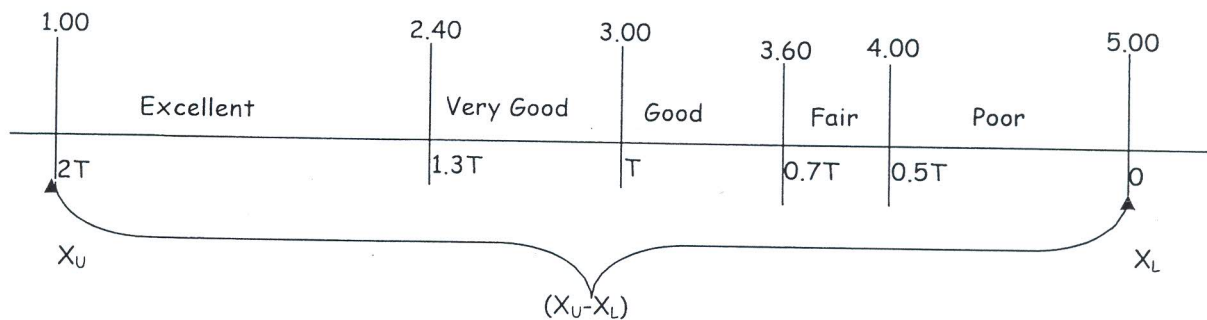
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CERTIFIED

Quality Management System Excellence in University Education and Training

7.8.4 Computation of Performance Criteria Values

Performance is rated on a scale of 1.00 to 5.00 where 1.00 represents achievement equal or greater than $2T$ and 5.00 represents "Zero" achievement and below. This means that an achievement of $2T$ and above attracts a raw score of 1.00, while an achievement of "Zero" and below attracts a raw score of 5.00 in situations where higher value in achievement is desirable.

This is presented in the diagram shown below:



Where, T = Target
 X_a = Actual Achievement
 $X_U = 2T$ = Upper Criteria Value
 $X_L = 0$ = Lower Criteria Value
 Span = 4, i.e. (5.00 - 1.00)

The methodology for calculating the raw score of any achievement is more like measuring the distance which performance has "travelled" inside the entire span from 1.00 to 5.00. Calculation of the Raw Score is based on the Actual Achievement (X_a) as it relates to the Target (T).

$$\text{Raw Score} = \text{Upper Criteria Value Limit} + \text{Span} \left\{ \frac{X_U - X_a}{X_U - X_L} \right\}$$

NB: All criteria value ranges are determined by the same formula that assigns proportionately the criteria values from 1.00 to 5.00. This results in a single span of 4 and hence one formula for all values.



UNIVERSITY OF NAIROBI

PERFORMANCE CONTRACT RANKING FOR THE FINANCIAL YEAR 2019/2020

ALL CENTRAL ADMINISTRATION DEPARTMENTS

#.	Unit	Performance Score	Comments
1	INTERNAL AUDIT	2.7134	Very Good
2	OPEN, DISTANCE AND E-LEARNING	2.7357	Very Good
3	GRADUATE SCHOOL	2.973	Very Good
4	PROCUREMENT	2.9836	Very Good
5	SECURITY AND SAFETY SERVICES	2.989	Very Good
6	INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE	3.0198	Good
7	ESTATES	3.0305	Good
8	LIBRARY & INFORMATION SERVICES	3.0456	Good
9	OFFICE OF CAREER SERVICES	3.076	Good
10	CORPORATE AFFAIRS	3.086	Good
11	PLANNING	3.1285	Good
12	INTELLECTUAL PROPERTY MANAGEMENT OFFICE	3.1286	Good
13	LEGAL OFFICE	3.1555	Good
14	UNIVERSITY HEALTH SERVICES	3.1622	Good
15	STUDENT WELFARE AUTHORITY	3.1652	Good
16	ADMINISTRATION	3.2011	Good

17	ACADEMIC DIVISION	3.2246	Good
18	SPORTS AND GAMES	3.431	Good
19	FINANCE	3.4662	Good
20	DEAN OF STUDENTS	3.6498	Fair
21	CONSTRUCTION AND MAINTANANCE	3.6561	Fair
22	QUALITY ASSURANCE	3.6756	Fair
23	SCIENCE & TECHNOLOGY PARK	3.8198	Fair
24	ADVANCEMENT OFFICE	3.8549	Fair
25	BOARD OF COMMON UNDERGRADUATE COURSES	3.8777	Fair
26	TRANSPORT AND GARAGE	3.9229	Fair

NOTE: UNIVERSITY PRESS AND CIPL DEPARTMENTS WERE NOT EVALUATED