



CONSULTANT PERFORMANCE EVALUATION

Consultant's Name: _____ Office: _____

Unit: _____ Project Title: _____

Contract Period: _____ Date of Evaluation: _____

Direction: Please write under column A your rating of the consultant's performance on each indicator using a scale from 1 to 5, defined as follows:

- | | |
|-----------------------|---|
| 5 – Exceptional | Performance consistently exceeds expectations |
| 4 – Superior | Performance exceeds several expectations |
| 3 – Fully effective | Performance fully meets all expectations |
| 2 – Needs improvement | Performance does not fully meet expectations |
| 1 – Unsatisfactory | Performance fails to meet expectations |

Performance Indicators*	Rating (A)	Sub Weights (B)	Rating Points (A) x (B)
QUALITY OF WORK Adheres to the quality standards of the Center. Completes all tasks specified in the terms of reference. Written reports are well-organized, clear and simple to understand.		50%	
TIMELINESS OF DELIVERABLES Submits expected outputs/deliverables on time or even well in advance to accommodate comments, suggestions and points for further improvement		20%	
EXPERT KNOWLEDGE Demonstrates practical knowledge and experience in the claimed area of expertise. Aware of current trends or issues relative to nature of work assignment at the Center. Able to identify or anticipate problems. Suggests multiple and specific solutions to an existing or anticipated problem and discusses the pros and cons of each solution. Makes sound recommendations based on facts and information gathered from reliable sources.		10%	
COMMUNICATION and INTERACTION WITH OTHERS Expresses thoughts, opinions and ideas in a clear, precise and objective manner. Cooperates and works well with Center staff and officers. Takes time and effort to understand the context or situation of the Center. Respects the ideas and opinions of others and considers such to be possible sources of solutions. Gives support when and where needed and able to disagree with others in a reasonable and rational way. Gains the confidence and trust of the Center staff in the course of delivering expected outputs.		20%	
OVERALL RATING (Sum of the Rating Points)			

Evaluated by:	Date	Endorsed by:	Date
_____		_____	
Name/Signature and Position		Name/Signature and Position	
Approved by:	Date	Action Recommended:	Date
_____		/ / Endorsed for future engagement	
Center Director		/ / Endorsed for extension of contract	
		/ / Other actions (pls. specify):	

* Attach TOR or Contract indicating deliverables

CONSULTANT PERFORMANCE EVALUATION

Service evaluation is required for all consultants of the Center. Consultants are personnel who are engaged for a particular project or undertaking and whose term ends upon project completion or termination determined at the time of engagement. They may include project associates, project coordinators and project managers.

Expectations from a consultant's performance are established through major deliverables and performance standards contained in the TOR for his/her engagement. Performance indicators as specified in this form detail areas by which the consultant's deliverables and work values are being measured; while actual ratings measure the depth and extent by which each indicator is achieved within agreed specifications and quality standards.

Individual performance areas or deliverables are rated on a five-point scale as follows:

Rating	Definition
5	<i>Exceptional</i> Performance has consistently exceeded most expectations against performance indicators in the performance contract. This level indicates that the consultant has delivered consistently exceptional results against all indicators. Point weight range: 4.51-5.00
4	<i>Superior</i> Performance exceeds several expectations against the performance indicators in the performance contract. This level indicates that the consultant has delivered superior results against most indicators. Point weight range: 4.00-4.50
3	<i>Fully Effective</i> Performance fully meets all expectations against the performance indicators in the performance contract. This level indicates that the consultant has delivered satisfactory or better results against all indicators. Point weight range: 3.00-3.99
2	<i>Needs Improvement</i> Performance does not fully meet all the expectations against the performance indicators in the performance contract. This level indicates that the consultant has delivered barely satisfactory results against most indicators. Point weight range: 2.00-2.99
1	<i>Unsatisfactory</i> Performance fails to meet the expectations to a significant degree in several areas against the performance indicators in the agreed performance contract. This level indicates that the consultant delivered unsatisfactory results on significant number of indicators. Point weight range: 1.00-1.99

Ratings for the individual indicators identified may have 0.5 increments. The result of the service evaluation review shall be the basis for a consultant's extension of contract, re-engagement and/or increase of remuneration package, if desired. For extension of contract or re-engagement, an overall performance rating of 3.0 is required.