# Consultant Assessment Form

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| --- | --- | --- | --- |
| Name of the Consultant |  |  |  |
| Short description of the consultancy |  |  |  |
| Period of hiring |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | CRITERIA | RATING (tick one box) | | | | |
| **Excellent** | **Fully satisfactory** | **Partly satisfactory** | **Not satisfactory** | **N/A** |
| 1 | Theoretical knowledge |  |  |  |  |  |
| 2 | Practical knowledge of and experience in the field concerned |  |  |  |  |  |
| 3 | Ability to adapt knowledge and experience to assigned tasks |  |  |  |  |  |
| 4 | Initiative |  |  |  |  |  |
| 5 | Productivity |  |  |  |  |  |
| 6 | Ability to work with others |  |  |  |  |  |
| 7 | Timeliness of work completed and reports |  |  |  |  |  |
| 8 | Quality of report and recommendations |  |  |  |  |  |
| 9 | Self sufficiency |  |  |  |  |  |
| 10 | Invoicing and administrative issues |  |  |  |  |  |
| 11 | Others (specify) |  |  |  |  |  |
|  | Overall performance |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Hiring manager | Name and function: |  |
| Date: |  |
| Comments: |  |
| Consultant | Date: |  |
| Comments: |  |
| Additional comments from the hiring manager | Date: |  |
| Comments: |  |

Narrative Descriptions of the Performance Evaluation Criteria

**Theoretical knowledge**

Determine the consultant’s level of theoretical knowledge and ability to apply his/her knowledge to the realities of the operation.

**Practical knowledge of and experience in the field concerned**

Did the consultant demonstrate practical knowledge and experience in the claimed areas of expertise? Were gaps apparent in the consultant’s knowledge or did the consultant lack experience in one or more areas? Did the consultant demonstrate a professional appreciation of the problems that arose?

**Ability to adapt knowledge and experience to assigned tasks**

Did the consultant thoroughly investigate, understand, analyze, and report on all the aspects of the assignment? Was the relevant IFRC staff involved confident that the consultant would competently complete the assignment?

**Initiative**

Did the consultant propose any sound innovations? Was the consultant’s method of searching for data practical and not disrupting the operation? Did the consultant need more or less assistance than usual with the arrangements?

**Productivity**

Did the consultant complete all the tasks in the terms of reference? Were the consultant’s tables, calculations, and other written outputs complete?

**Ability to work with others**

Did the consultant maintain cordial relations with IFRC staff and counterpart officials? Did the consultant respect the local culture? Was the consultant appreciated by the stakeholders?

**Timeliness of work completed and reports**

Did the consultant complete the work according to the agreed upon schedule? Did the consultant submit the report(s) on time? Did the consultant’s report cover all the issues raised?

**Quality of report and recommendations**

Assess whether the quality of the consultant’s outputs was fully satisfactory. Was the consultant’s report or contribution to the team’s report well organized, clearly and simply written? Did the consultant present his or her conclusions logically and convincingly, with adequate references? Were the consultant’s inputs and outputs complete, covering all the requirements in the terms of reference?

**Self sufficiency**

Was the consultant self sufficient with travel arrangements, technical equipment, adequate funds, health insurance etc?

**Invoicing and administrative issues**

Did the consultant invoice the IFRC correctly and was able to manage the administrative issues?