

Performance Evaluation of Individual Consultant

Asian Development Bank



Assignment name :
 (and TA no., if applicable)
 Name of Expert :
 TAIS ID No. :
 Contract No. :
 Consultant Type : (Individual or Staff Consultant)
 Nature of Assignment :

Citizenship :
 Dept./Office :
 Period of Assignment
 From :
 To :
 Person-days :
 Requested by :

I. CRITERIA	II. RATING				
	Excellent	Satisfactory	Marginal	Unsatisfactory	Not Applicable
1. Practical knowledge of and experience in the field concerned					
2. Ability to adapt knowledge and experience to assigned tasks					
3. Initiative					
4. Productivity					
5. Ability to work with others					
6. Adherence to ADB's and executing agency's working regulations					
7. Quality of work completed					
8. Others (specify)					
III. OVERALL PERFORMANCE					

Reviewer's comments:

COSO comments:

Evaluated By: <i>(Project Officer who supervised the consultant)</i>	Date	Endorsed by: <i>(Director of user division)</i>	Date
Name and Signature			
Reviewed by COSO:	Action Recommended:	Date	

Narrative Descriptions of the Performance Evaluation Criteria

1. 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?

2. 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? Were the ADB staff involved confident that the consultant would competently complete the assignment?

3. Initiative

Did the consultant propose any sound innovations? Was the consultant's method of searching for data practical? Did the consultant need more or less assistance than usual with the arrangements?

4. Productivity

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

5. Ability to work with others

Did the consultant maintain cordial relations with ADB staff and counterpart officials? While on mission, did the consultant work cooperatively with the group? Did the consultant respect the local culture?

6. Adherence to ADB's and executing agency's working regulations

Did the consultant work within ADB's and the executing agency's normal procedures and regulations?

7. Quality of work completed

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, without jargon? 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? Did the consultant's report cover all the issues raised?