

**Adviser Performance Assessment (APA)**

# DISCLOSURE STATEMENT:

**DFAT uses APAs to assess assists in consistently reinforcing expectations and assessing performance to identify opportunities for enhancing individual Adviser performance. It acknowledges where Adviser performance is satisfactory (or above) and identifies where performance is unsatisfactory (or below) to ensure value for money is being achieved.**

**Input from APAs is also used in tender evaluations when assessing nominated personnel, and to provide supporting evidence for future Adviser remuneration considerations, in line with the Adviser Remuneration Framework. APAs are DFAT owned documents stored in its information and records management systems. APA information can be used for internal DFAT purposes and de-identified performance reporting to the public and the Government, including but not limited to, informing future procurement evaluations by tender Evaluation Committees, partner selection decisions, funding to multilateral organisations, partner governments and DFAT’s aid program publications. Partners will be de- identified for the purposes of performance data analysis used in public reporting, unless there is a legal duty to do so. Partners must seek DFAT’s written consent to share APAs with third parties.**

**NOTES FOR COMPLETING:**

1. This form is to be used by DFAT and/or its implementing Partners for assessing Adviser performance.
2. An Adviser Performance Assessment (APA) is undertaken on completion of an adviser contract, or annually for engagements longer than one year in duration.
3. APAs should be completed for all Long Term and Short Term Advisers.
4. DFAT or its implementing Partner may seek the views of Partner Government officials involved in the activity when completing the APA.
5. Where underperformance is identified in an APA, practical steps to rectify the performance issues must be put in place. Where underperformance is not sufficiently rectified, there must be practical consequences.
6. Advisers are required to endorse the completed APA within 15 working days of receipt.
7. Advisers may include a written response with the APA to address any issues raised.
8. Responses must be returned electronically to the party conducting the APA (i.e. DFAT or Managing Contractor).
9. Failure to respond within 15 working days of receipt is deemed as acceptance of the APA.
10. Completed APAs are placed on DFAT’s performance register and remain valid for five (5) years.
11. APAs, including written responses from Advisers, can be used by DFAT as part of a future adviser selection process.
12. APAs may be provided by DFAT to other Partner (Government, Multilateral etc.) procurement processes which involve DFAT funds.
13. This APA Smartform pdf must be emailed by forwarding the pdf to DFAT Partner and Adviser for endorsement.
14. Only submit the form once all parties have endorsed the APA.
15. The last person to endorse the APA will be responsible for submitting the form by clicking on the “submit button” at the top of the form.
16. The completed APA will be sent to [contractor.performance@dfat.gov.au](mailto:contractor.performance@dfat.gov.au) for registration.

# This APA form must be electronically forwarded and submitted to DFAT to enable the data to be uploaded effectively. Do not scan this document and send to DFAT for processing.



**Adviser Performance Assessment (APA)**

**Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Adviser Name** |  | **Agreement Name** |  |
| **Managing Contractor** |  | **Agreement Number** |  |
| **Agreement Start Date** |  | **Agreement End Date** |  |
| **Reporting period start date** |  | **Reporting period end date** |  |
| **Total Value** |  | **Country/Region** |  |
| **APA drafted by** |  | **ARF Classification** |  |
| **APA drafted Company** |  | **Role Type** | STA |
| **Approved by** |  | **Date approved** |  |

**Australian Aid – Rated Performance Criteria**

Rate each statement using the following six point scale as a guide.

|  |  |  |  |
| --- | --- | --- | --- |
| **Satisfactory** | | **Less than satisfactory** | |
| 6 | Very good; satisfies criteria in all areas | 3 | Less than adequate; on balance does not satisfy criteria and /or fails in at least one major area |
| 5 | Good; satisfies criteria in almost all areas | 2 | Poor; does not satisfy criteria in several major areas |
| 4 | Adequate; on balance satisfies criteria; does not fail in any major area | 1 | Very poor; does not satisfy criteria in any major area |

1. **Deliver Lasting Results and Impact – Is the adviser achieving the agreed deliverables?**

1a) Achieves results and delivers on time; ensuring deliverables are of high quality, accurate and meet the defined requirements

NA

1b) Progress in capacity building and knowledge transfer to key counterpart(s), as per the defined requirements.

NA

1c) Demonstrates effective leadership and management, as per the defined requirements.

NA

1. **Demonstrated effective, ethical, efficient and economical use of resources – Does the adviser demonstrate Value for Money principles in their approach to the defined requirements?**

2a) Delivers defined services within budget.

NA

2b) Applies lessons learnt to enhance value for money.

NA

1. **Collaboration, Communication and Responsiveness – Does the adviser work collaboratively, communicate effectively with stakeholders and respond effectively to emerging issues**

NA

3a) Demonstrates professional conduct and cultural sensitivity by communicating effectively, working collaboratively and building effective relationships.

3b) Demonstrates appropriate flexibility and responsiveness to DFAT (and/or its implementing partner) and the Partner Government’s requests.

NA

3c) Addresses problems/issues openly and constructively.

NA

1. **Risk Management – Does the adviser effectively manage risk and operate in a manner consistent with DFAT policies?**

4a) Effectively manages risks and informs DFAT of any risks or issues that may adversely affect timing, cost or quality of services.

NA

4b) Takes appropriate account of DFAT policies including on Child Protection, Environmental and Resettlement safeguards; Gender Equality and Disability Inclusive Development.

NA

1. **Other Contract Specific Measurable(s)**

NA

5a) Other Specific Contract Measures

**SUPPORTING EVIDENCE IS REQUIRE IF A RATING OF 3 OR BELOW OR 6 IS GIVEN.**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Endorsements*** | |  |  |
| **Advisers Name:** | | **Advisor Date of Endorsement:** | **Comments** |
| **DFAT Partner Representative Name** | | **Endorsed Date:** | **Comments** |
|  |  |
| **Company:** | |
| **DFAT Representative Name** | | **Endorsed Date:** | **Comments** |