



### Advisor Performance Assessment (APA) Template

*To be read in conjunction with the APA Fact sheet*

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 (if required) \_\_\_\_\_  
APA drafted Contractor \_\_\_\_\_ Role Type \_\_\_\_\_  
Approved by \_\_\_\_\_ Date approved \_\_\_\_\_

*Use the Rated Performance Criteria to inform the discussion and to determine an overall rating*

#### Overall Results

1. Deliver Lasting Results and Impact – Is the adviser achieving the agreed deliverables? 1 2 3 4 5 6
2. Demonstrated effective, ethical, efficient and economical use of resources – Does the adviser demonstrate Value for Money principles in their approach to the defined requirements? 1 2 3 4 5 6
3. Collaboration, Communication and Responsiveness – Does the adviser work collaboratively, communicate effectively with stakeholders and respond effectively to emerging issues? 1 2 3 4 5 6
4. Risk Management – Does the adviser effectively manage risk and operate in a manner consistent with DFAT policies? 1 2 3 4 5 6
5. Other (contract defined, optional) 1 2 3 4 5 6

#### Comments

Provide an overall assessment of the advisors' performance supported by evidence and examples. Provide positive achievements for the reporting period, along with any areas for improvement or follow up.

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#### Authorisations

Advisers Name: \_\_\_\_\_ Endorse / Not Endorse \_\_\_\_\_ Date \_\_\_\_\_  
DFAT Partner Rep Name: \_\_\_\_\_ Endorse / Not Endorse \_\_\_\_\_ Date \_\_\_\_\_  
Managing Contractor name: \_\_\_\_\_ Endorse / Not Endorse \_\_\_\_\_ Date \_\_\_\_\_  
DFAT Representative Name: \_\_\_\_\_ Endorse / Not Endorse \_\_\_\_\_ Date \_\_\_\_\_  
Comments: \_\_\_\_\_