

Partner Performance Assessment (PPA)

Instructions

It is mandatory to complete an annual PPA for NGOs, commercial suppliers and multilateral partners with agreements valued \$3 million and above. Core contributions to multilateral organisations and agreements of an administrative nature are exempt from completing a PPA. PPAs are usually completed by Agreements Managers and based on the most recent 12 month period where performance information is available.

Partners must be given a minimum of 15 working days to review and endorse the assessment. PPA must be approved by a relevant EL2 officer or above. The completed PPA (Smart PDF) must be uploaded directly into AidWorks by 1 May.

For further information please refer to the Good Practice Note, or contact the relevant partner area: for NGOs contact ngoengagement@dfat.gov.au, for multilateral organisations contact aidriskmanagement@dfat.gov.au, for commercial suppliers contact contractor.performance@dfat.gov.au.

Disclosure Statement:

DFAT uses PPAs to assess how well implementing partners are delivering the services required in aid agreements and to inform future funding decisions. PPAs are DFAT owned documents stored in its information and records management systems. PPA 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 PPAs with third parties.

Summary

Agreement name			
Partner's name		Agreement number	
Investments within cluster	Delete this row		
Agreement start date		Agreement end date	
Reporting period start date		Reporting period end date	
Total approved value \$AUD		Country/Region or program	SELECT
Report drafted by		Sector	SELECT
Approved by		Date approved	
Partner type	<input type="radio"/> NGO <input type="radio"/> Commercial Supplier <input type="radio"/> Multilateral Organisation <input type="radio"/> Other		
Agreement type	<input type="radio"/> Procurement <input type="radio"/> Grant		

Rate each assessment criterion using the [PPA Ratings Matrix](#)

1. Deliver Lasting Results and Impact - *Is the delivery partner achieving agreed objectives and results and promoting sustainability?*

a) Results focused and delivers on time, ensuring deliverables are of high quality, accurate and meet the defined requirements	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
b) Undertakes sound monitoring and evaluation reporting that includes quantitative and qualitative evidence of progress against objectives	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
c) Promotes sustainability and where applicable, is prepared for transition in/out of the activity	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

Assessment

<p><i>Text is required for all ratings (1 – 6). Provide evidence and analysis to support the overall assessment and indicate the extent to which we are achieving the results expected at this time. (no more than 300 words)</i></p>	
For overall assessment use the PPA ratings matrix	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

2. Maximise Value for Money (VfM) – Is value for money being delivered ensuring effective, ethical, efficient and economical use of funds?

a) Committed to eliminating inefficiency and duplication and applying lessons learnt to enhance VfM	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
b) Delivers defined services within budget (predicted budgets compare well to actual expenditure)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
c) Scrutinises costs to pursue the most cost-effective options and considers proportionality in planning/allocating resources	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
d) Robust systems and procedures in place to monitor and manage VfM during implementation	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

Assessment

*Text is required for all ratings (1 – 6). Provide evidence and analysis to support the overall assessment and indicate the extent to which value for money is being delivered.
(no more than 300 words)*

For overall assessment use the PPA ratings matrix	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
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3. Collaboration, Communication and Responsiveness – Does the partner work collaboratively, communicate effectively with stakeholders and respond effectively to emerging issues?

a) Communicates effectively with stakeholders and counterparts (including partner government, other donors, private sector, communities and beneficiaries as appropriate), works collaboratively, builds effective relationships and ensures DFAT is consulted on key developments and emerging issues	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
b) Demonstrates appropriate flexibility and responsiveness to DFAT requests and addresses problems/issues openly and constructively	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

Assessment

*Text is required for all ratings (1 – 6). Provide evidence and analysis to support the overall assessment and indicate the extent to which the partner effectively communicates with stakeholders.
(no more than 300 words)*

For overall assessment use the PPA ratings matrix	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
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4. Policy Alignment, Risk Management and Innovation – Does the partner operate in a manner consistent with DFAT policies and priorities, effectively managing risk, fraud and corruption, and promoting innovation?

a) Partner takes appropriate account of DFAT policies including on Child protection, Environmental and Resettlement safeguards, Gender Equality and Disability Inclusive Development	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
b) Has effective systems for identifying, managing and reporting risk, fraud and corruption and informs DFAT of risks/issues that may adversely affect timing, cost or quality of services as agreed	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
c) Partner follows branding guidelines, including use of the DFAT crest and Australian Aid Identifier, and promotes the visibility of Australian Government funded aid investments as appropriate	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
Innovation (This is not a performance standard. A low rating against this question does not necessarily result in a poor performance assessment)	
d) Partner proposes and implements innovative development approaches (e.g. results-based aid; trialling/ adapting new technologies), leveraging new partnerships/sources of finance, whilst mitigating associated risks	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

Assessment

<i>Text is required for ratings 1 to 6 (no more than 300 words)</i>	
For overall assessment use the PPA ratings matrix	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

5. Effective partner personnel – Does the partner provide personnel with appropriate skills and experience and manage them effectively?

a) Senior personnel demonstrate effective leadership and management, achieve results against agreed responsibilities and communicate effectively	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
b) Head/Regional Office provides effective support and oversight to the in-country team	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
c) Recruitment and management of staff is conducted in a timely and professional manner and DFAT has been alerted to any recruitment/staffing issues	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

Assessment

<p><i>Text is required for all ratings (1 – 6). (no more than 300 words)</i></p>	
<p>For overall assessment use the PPA ratings matrix</p>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

6. Other Agreement Specific Measurable(s)

<p><i>If necessary, use the fields below to add any indicators specific to the partner performance agreement.</i></p>	
a)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
b)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
c)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
d)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

Assessment

<p><i>(no more than 300 words)</i></p>	
<p>Overall assessment</p>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

7. General comments

Use this text box to record any other information relevant to the performance of the partner. If there is insufficient space, a separate pdf can be uploaded to AidWorks. Advise here where additional information can be found, if applicable.
(no more than 500 words)

Partner acknowledgement

☐ I/we endorse this Partner Performance Assessment.

Name:	
Position:	
Date:	

OR

☐ I/we do not endorse this Partner Performance Assessment and attach a written statement detailing the reasons for this.

Name:	
Position:	
Date:	

OR

☐ No comment received from the partner within the requisite period (partner should be given at least 15 working days to endorse ratings).

Name:	
Position:	
Date:	