

Partner Performance Assessment (PPA)

(EXAMPLE ONLY – Smart PDFs are downloaded from AidWorks)

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	<i>Agreement name</i>		
Partner's name	<i>Name of NGO, commercial supplier or multilateral organisation</i>	Agreement number	<i>Agreement Number</i>
Agreement start date	<i>Start Date of Agreement</i>	Agreement End Date	<i>End Date of Agreement</i>
Reporting period start date	<i>Start date of the reporting period covered in this PPA</i>	Reporting period end date	<i>End date of the reporting period covered in this PPA</i>
Total value	<i>\$AUD</i>	Country/Region	<i>Country / Region Name</i>
Report drafted by	<i>Name</i>	Sector	<i>Sector Name</i>
Approved by	<i>Counsellor / Director Name</i>	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		

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 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	1	2	3	4	5	6
b) Undertakes sound monitoring and evaluation reporting that includes quantitative and qualitative evidence of progress against objectives	1	2	3	4	5	6
c) Promotes sustainability and where applicable, is prepared for transition in/out of the activity	1	2	3	4	5	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 we are achieving the results expected at this time.

(no more than 300 words)

Overall rating	1	2	3	4	5	6
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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	1	2	3	4	5	6
b) Delivers defined services within budget (predicted budgets compare well to actual expenditure)	1	2	3	4	5	6
c) Scrutinises costs to pursue the most cost-effective options and considers proportionality in planning/allocating resources	1	2	3	4	5	6
d) Robust systems and procedures in place to monitor and manage VfM during implementation	1	2	3	4	5	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)

Overall rating

1 2 3 4 5 6

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	1	2	3	4	5	6
b) Demonstrates appropriate flexibility and responsiveness to DFAT requests and addresses problems/issues openly and constructively	1	2	3	4	5	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)

Overall rating

1 2 3 4 5 6

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	1	2	3	4	5	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	1	2	3	4	5	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	1	2	3	4	5	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	1	2	3	4	5	6
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Assessment

Text is required for all ratings (1 – 6).

(no more than 300 words)

Overall rating

1 2 3 4 5 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	1	2	3	4	5	6
b) Head/Regional Office provides effective support and oversight to the in-country team	1	2	3	4	5	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	1	2	3	4	5	6

Assessment

<i>Text is required for all ratings (1 – 6).</i>						
(no more than 300 words)						
Overall rating	1	2	3	4	5	6

6. Other Agreement Specific Measurable(s) -

<i>If necessary, use the fields below to add any indicators specific to the partner performance agreement.</i>						
a) [Add as required]	1	2	3	4	5	6
b) [Add as required]	1	2	3	4	5	6
c) [Add as required]	1	2	3	4	5	6
d) [Add as required]	1	2	3	4	5	6

Assessment

(no more than 300 words)						
Overall rating	1	2	3	4	5	6

7. General Comments

<i>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.</i>						
(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 (partners should be given at least 15 working days to endorse ratings).

Name:	
Position:	
Date:	