

A. BASIC INFORMATION

Project / Services			
Vendor No.		Contract No.	
Name of Company		Duration of Contract (e.g. x months/years)	
Project owner (Division/Office)		Reporting Period	

B. ASSESSMENT CRITERIA and RATINGS

Contractor will be assessed against below performance categories:

Good	The Contractor's performance is beyond the requirements in the Terms of Reference and exceeds UNICEF's expectations.
Satisfactory	The Contractor's performance meets UNICEF's requirements as per Terms of Reference.
Requires Improvement	The Contractor's performance, while below the requirement as per Terms of Reference, is not causing significant business disruptions. The Contractor has deficiencies and requires continuous improvement in order to attain an improved rating.
Unacceptable	The Contractor's performance has major deficiencies that are significantly impacting UNICEF's business. Requires immediate corrective actions to raise performance to satisfactory levels.

1. QUALITY OF PERSONNEL; PERSONNEL ASSIGNED MEETS THE REQUIREMENTS OF UNICEF.

☐ - Good
 ☐ - Satisfactory
 ☐ - Requires Improvement
 ☐ - Unacceptable

Comments:

2. ADHERENCE TO TIME; TURNAROUND TIME FROM RECEIPT OF REQUEST TO PROVISION OF EMPLOYEES, PUNCTUALITY/TIMELINESS OF CONTRACTOR'S EMPLOYEES ASSIGNED TO UNICEF

☐ - Good
 ☐ - Satisfactory
 ☐ - Requires Improvement
 ☐ - Unacceptable

Comments:

3. QUALITY OF WORK; ACCURACY IN PACKING THE EXACT NUMBERS OF ITEM IN A KIT BOX, ACCURACY OF IDENTIFYING THE RIGHT ITEMS FOR A KIT, GOOD PACKING STANDARDS

☐ - Good
 ☐ - Satisfactory
 ☐ - Requires Improvement
 ☐ - Unacceptable

Comments:

4. TEAMWORK; CONTRACTOR ENSURES TEAMWORK AMONG LABOURERS ASSIGNED TO UNICEF

☐ - Good ☐ - Satisfactory ☐ - Requires Improvement ☐ - Unacceptable

Comments:

5. COMMUNICATION; CONTRACTOR DEMONSTRATES PROFESSIONAL COMMUNICATION WITH UNICEF AND THE LABOURERS ASSIGNED TO UNICEF

☐ - Good ☐ - Satisfactory ☐ - Requires Improvement ☐ - Unacceptable

Comments:

6. COMPLAINTANCE TO UNICEF RULES AND PROCEDURES: SAFETY INSTRUCTION, GDP PROCEDURE AND UNICEF ACCESS CONTROL,

☐ - Good ☐ - Satisfactory ☐ - Requires Improvement ☐ - Unacceptable

Comments:

Signed by:

Raju Shrestha
Chief, The Logistic Centre
Date:

TO BE FORWARDED TO CONTRACTING CENTRE ON COMPLETION BY THE CHIEF, TLC ON MONTHLY/QUARTERLY BASIS AS APPROPRIATE.