



Mekong River Commission

For Sustainable Development

PERFORMANCE ASSESSMENT FORM FOR CONSULTANCY SERVICES BY FIRMS

<Contract reference number> <Contract title>

1. SUPPLIER

Member	Name(s) of Firm(s)
Leader*	
Partner 2*	
Etc ... *	

2. PERFORMANCE PERIOD OF CONTRACT

From	< Date >	To	< Date >
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3. PERFORMANCE RATING OF CONTRACTOR

Factor	Rating	Comments (if rating is not 3)
Achievement of contract objectives (as specified in the Terms of Reference)		
Ability to meet deadlines		
Quality of service		

Rating scheme

1	Excellent
2	Good
3	Average
4	Below average
5	Unsatisfactory

4. PERFORMANCE RATING OF KEY EXPERTS

Name	Client Relations	Written Communication	Verbal Communication	Drive & Determination	Job Management	Personal Effectiveness	Technical Competence	Overall

Rating scheme

1	Excellent
2	Good
3	Average
4	Below average
5	Unsatisfactory

5. PROJECT MANAGER

Full Name

Signature

Date