

Appendix A: CBM's 360 Performance Evaluation Plan

HRH2030 (Human Resources for Health in 2030) - Capacity Building for Malaria 360-degree assessment of interpersonal and professional skills

December 2019

Name:

Role:

Country:

Adviser Evaluated:

The objective of the 360-degree evaluation is to assess the performance of the long-term technical advisors of HRH2030-Capacity Building for Malaria with the intention of having 1) a better understanding of overall performance, including technical and management strengths and weaknesses; 2) to help advisors identify areas of future professional development; 3) to ensure a mutual and constructive feedback process.

This assessment allows you to provide both positive and constructive feedback on the counsellor's interpersonal and professional skills. If you have any suggestions on how the person might improve, please add them as well.

Instructions, Part 1: Rank the strengths and areas to improve from the advisor between **1 (lowest)** and **5 (highest)**, based on the performance indicators below; and provide additional comments to further explain the given score:

- I. Technical added value**, how you think the counsellor understands and keeps abreast of best practices for malaria prevention, control and elimination; the extent to which the advisor brings technical and managerial added value:

Lower **1** **2** **3** **4** **5** **Higher**

Areas of strength:

Areas for improvement:

2. Fiability, the extent to which you have confidence that the advisor will advance initiatives and/or activities, and trust them by working independently with NMCP staff :

Lower 1 2 3 4 5 **Higher**

Areas of strength:

Areas for improvement:

3. Communication, how the advisor communicates with you and your team members; think about the extent to which the advisor promotes open communications:

Lower 1 2 3 4 5 **Higher**

Areas of strength:

Areas for improvement:

4. Teamwork, how the advisor supports other members of the NMCP team:

Lower 1 2 3 4 5 Higher

Areas of strength:

Areas for improvement:

5. Professionalism, how the advisor behaves with yourself and other stakeholders:

Lower 1 2 3 4 5 Higher

Areas of strength:

Areas for improvement:

Instructions, Part 2: Below is a list of general categories for open-ended comments, with additional questions with instructions. For each category, please provide both positive and constructive feedback, giving examples of how the advisor has performed well or can improve in the given area. Please limit your observations for each category to no more than 3-4 sentences.

6. Reactivity / Speed. How responsive is the advisor when you ask for information? Does the advisor provide timely feedback to your requests?

7. Respect / Tone. How would you describe the tone of communication between you and the advisor? Do you think your colleague is respectful in his or her communication style with you?

8. Manner / Method. What do you think of the manner the counsellor uses to come and talk to you about work-related issues? What do you think of the method with which the advisor sends you requests (e.g., emails, calls using s voicemail, office visits, etc.)?

9. Content / Objective. To what extent does the advisor communicate the purpose or reasoning behind the requests of you? Does the advisor explain the reason, the USAID regulations, or the technical need of why the action requested is necessary?

10. Major accomplishments. Please share what you see as the key achievements of your collaboration over the past year with HRH2030-CBM, and in particular what has been accomplished by the advisor who supported your team.

Do you have anythings else to add?

THANK YOU! Merci!