

## ANNEX 5 – AWARD PERFORMANCE REPORT FORMAT

| Award Performance Report Format                                                                                                                                                                                                                                                                                                     |
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| <b>PART I: Award Information</b>                                                                                                                                                                                                                                                                                                    |
| 1. Award-making Entity:                                                                                                                                                                                                                                                                                                             |
| 2. Name of Awardee:                                                                                                                                                                                                                                                                                                                 |
| 3. Award Number:                                                                                                                                                                                                                                                                                                                    |
| 4. Award Type:                                                                                                                                                                                                                                                                                                                      |
| 5. Total Award Amount: (if subaward, subaward value)                                                                                                                                                                                                                                                                                |
| 6. Period of Performance:                                                                                                                                                                                                                                                                                                           |
| 7a. Agreement Officer: (Name, Telephone Number and E-mail address)                                                                                                                                                                                                                                                                  |
| 7b. Technical Officer (COR/AOR): (Name, Telephone Number and E-mail address)                                                                                                                                                                                                                                                        |
| 7c. Project Description (up to 200 words):                                                                                                                                                                                                                                                                                          |
| <b>PART II: Performance Assessment (to be completed by Agency)</b>                                                                                                                                                                                                                                                                  |
| 1. Quality of product or service, including consistency in meeting goals and targets, and cooperation and effectiveness of the awardee in fixing problems. Comment:                                                                                                                                                                 |
| 2. Cost control, including forecasting costs as well as accuracy in financial reporting. Comment:                                                                                                                                                                                                                                   |
| 3. Timeliness of performance, including adherence to contract schedules and other time-sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient operation of tasks. Comment:                                                                               |
| 4. Customer satisfaction, including satisfactory business relationship to clients, initiation and management of several complex activities simultaneously, coordination among subcontractors and developing country partners, prompt and satisfactory correction of problems, and cooperative attitude in fixing problems. Comment: |
| 5. Effectiveness of personnel including effectiveness and appropriateness of personnel for the job; and prompt and satisfactory changes in personnel when problems with clients were identified. Comment:                                                                                                                           |

[END OF ANNEX 5 - AWARD PERFORMANCE REPORT FORMAT]