

Performance Evaluation for Special Service Agreement (SSA) Consultants

Contractual Information

Name of Consultant: Yuvarasen Gounden Contract No.: [REDACTED]

Division/Office: SAMCO

Name and title Supervisor¹: Neo Thabisile Mofokeng

Duration of Contract: From: 17 February 2025 To: 28 February 2025

Period Covered for this evaluation: From: 17 February 2025 To: 28 February 2025

Assessment of Quality of Work

1. List the main outputs/ deliverables as stated in the Terms of Reference (ToRs)
 - Recording of the meeting procedures for the duration of the meeting (2 days).
 - Draft minutes of meeting procedures need to be provided each day.
 - Providing a daily summary of discussions outlining key outcomes and outputs for the day: 1 -2 pages.
 - Summarizing of daily meeting procedures must be provided to DWYPD.
 - Providing decision register notes.
 - Compile and deliver final minutes and a comprehensive report of the proceedings to DWYPD within 7 working days after the conclusion of the meeting.

2. Did the consultant complete the assignment as per the TORs?

- Yes - No - Partly

If No or Partly, please specify:

_____ Duration of assignment not sufficient to complete the tasks assigned

_____ Quality / Timeliness of outputs or deliverables was unsatisfactory

_____ Personal/health reasons

_____ Other, please explain: [REDACTED]

3. Please provide a brief assessment of the following:
 - a. QUALITY OF WORK (please specify whether the end products correspond to the specifications of the TOR, and if not, why not):

Mr Gounden demonstrated professionalism in executing his duties for the period. He has produced a comprehensive report for the first G20 Empowerment of Women Working Group

¹ Supervisor must be an UN Women staff member

- b. RESULTS ACHIEVED (please specify whether the results correspond to the specifications of the TOR, and assess initiative/drive, including ability to take action and deliver):

Comprehensive Recording: Successfully recorded the meeting procedures for the entire duration of the 2-day meeting, ensuring all discussions and decisions were accurately captured.

Daily Draft Minutes: Provided draft minutes of the meeting procedures at the end of each day, allowing participants to review and confirm the accuracy of the recorded information promptly.

Daily Summaries: Delivered concise daily summaries (1-2 pages) outlining the key outcomes and outputs of each day's discussions, facilitating a clear understanding of the progress and decisions made.

Summarized Procedures: Compiled and submitted a summary of the daily meeting procedures to the Department of Women, Youth and Persons with Disabilities (DWYPD), ensuring they were kept informed of the meeting's progress.

Decision Register Notes: Maintained and provided detailed decision register notes, documenting all decisions made during the meeting for easy reference and follow-up.

Final Minutes and Report: Compiled and delivered the final minutes and a comprehensive report of the proceedings to DWYPD within 7 working days after the conclusion of the meeting, ensuring a thorough and timely documentation of the event.

Competency Indicators

Competency/Behavioural Indicator	Outstanding	Very Good	Good	Partially Satisfactory	Not Delivered
Respect for Diversity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness and Sensitivity Regarding Gender Issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Produces quality outputs/reports in a timely manner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills (written and oral)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team work (if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating scale:

- 1 Outstanding: in every instance, continuously and substantially exceeded expected levels of performance frequently
- 2 Very good: exceeded expected levels of performance
- 3 Good: fully meets expected levels of performance
- 4 Partially Satisfactory: occasionally falls short of expected levels of performance
- 5 Not delivered: continuously falls short of expected levels of performance

Would you consider re-engaging the consultant:

- i) In the same field of work? - Yes - No

ii) In another field of work? - Yes - No

If Yes, what field?

Overall performance rating

- Outstanding - Very Good - Good - Partially Satisfactory - Not delivered/Payment withheld

If payment was withheld, please specify reasons and what provisions have been made to ensure that either services are completed or whether the consultant has been served with notice of termination. **Heads of Offices/Division Directors should consult with the Deputy Director of Human resources prior to serving notice of termination.**

FINAL REMARKS

Please indicate below additional comments, if any:

Mr. Gounden ensured effective communication, accurate documentation, and timely reporting, contributing to the overall success of the first G20 Empowerment of Women Working Group

Completed and Reviewed

Supervisor²: Neo Thabisile Mofokeng

Title: Programme Analyst

Signature:



Date: 17/03/2025

Please provide a copy of this form to Human Resources and Finance

² Supervisor must be an UN Women staff member