

360 Degree Feedback Form - Grantor Project Officer

This form is to provide 360 degree feedback to the **[grantor] Project Officer, [name]**, on areas critical to the success of CLASS.

This form will be filled by the CLASS team members and leader (including self-review) who were in **[country]** for the trip ending **[date]**. It is important that you provide thoughtful and candid feedback **supported by specific examples**.

This feedback is anonymous and is automatically summarized. The program manager will share this summary with the **[grantor] Project Officer** as needed for purposes of individual reviewer/ leader/officer development.

Question 1.

What is your role in CLASS?

Required.

<input type="radio"/>	[Grantor] member
<input type="radio"/>	Team leader
<input type="radio"/>	Team member (and NOT team leader)
<input type="radio"/>	Other: <input type="text"/>

Question 2.

What is the name of the **[grantor] Project Officer** for your group? If you are the **[grantor] Project Officer**, please add (Self) after your name.

Required. Limit response to 150 characters.

Question 3.

How many days did you interact with the **[grantor] Project Officer**? If you are the **[grantor] Project Officer**, choose 'everyday'.

Required.

<input type="radio"/>	Everyday
<input type="radio"/>	Half or more days of their visit
<input type="radio"/>	More than a quarter but less than half of their visit
<input type="radio"/>	Less than a quarter of their visit
<input type="radio"/>	Other: <input type="text"/>

Question 4.

Overall, how would you evaluate the performance of the [grantor] Project Officer?

Required.

<input type="radio"/>	Outstanding
<input type="radio"/>	Excellent
<input type="radio"/>	Good
<input type="radio"/>	Average
<input type="radio"/>	Poor
<input type="radio"/>	Don't know

COMPETENCY DOMAIN I: LOCAL CONTEXT

Competency: *Demonstrates sound understanding of the cultural, social, economic and political environments within which the [international and local partner and local site] operate.*

Question 5.

How strong is the [grantor] Project Officer on each of the following attributes?:

Required.

	Strong	Proficient	Needs Development	Not Applicable	Don't Know
Reads pre-assessment materials					
Identifies gaps in information needed to understand the local context.					
Takes steps to acquire necessary information to address the gaps.					
Networks to validate resulting analysis of partner/country context.					
Provides clear guidance on any new areas for coverage during the assessment.					

Question 6.

Additional Comments:

Limit response to 300 characters.



300 characters remaining

COMPETENCY DOMAIN II: ACCOUNTABILITY

Competency: *Is accountable to client (i.e.grantor/team) for the services rendered.*

Question 7.

How strong is the [grantor] Project Officer on each of the following attributes?:

Required.

	Strong	Proficient	Needs Development	Not Applicable	Don't Know
Checks that own understanding of role and responsibilities correspond and are acceptable to client.					
Establishes and maintains appropriate accountability (including financial) and reporting systems with client.					
Recognizes situations that are unsafe and identifies the actions needed to rectify them.					
Demonstrates accountability for one's own decisions and accepts responsibility for one's own professional judgments, recommendations and services provided.					
Is available for consultation at key times during the assessment and debriefings.					

Question 8.

Additional Comments:

Limit response to 300 characters.



300 characters remaining

COMPETENCY DOMAIN III: ETHICAL & LEGAL PRACTICE

Competency: *Understands and works within ethical and legal parameters in all interactions with, and on behalf of, [grantor].*

Question 9.

How strong is the **[grantor]** Project Officer on each of the following attributes?:

Required.

	Strong	Proficient	Needs Development	Not Applicable	Don't Know
Provides services in a manner consistent with the laws and regulations governing professional behavior and practice in one's home country and the assessment country.					
Provides advice and guidance that respect local laws, regulations, policies, standards and guidelines and his/her own ethical obligations.					
Is sensitive to the client's culture, traditions and patterns of decision-making.					
Deals with others in an open and honest manner.					

Question 10.

Additional Comments:

Limit response to 300 characters.



300 characters remaining

COMPETENCY DOMAIN IV: SERVICE PROVISION

Competency: *Renders services that reflect partners (international and local grantee, clinical facilities) need and capacity.*

Question 11.

How strong is the **[grantor]** Project Officer on each of the following attributes?:

Required.

	Strong	Proficient	Needs Development	Not Applicable	Don't Know
Facilitates inclusion of all key people in planning and assessment activities.					
Uses and develops where necessary appropriate assessment tools.					
Demonstrates well developed problem-solving, critical thinking and strategic planning skills.					
Works to empower partners to act in an informed and skilled way on own behalf.					
Refers [grantors]/partners to appropriate agencies, organizations or people when services beyond one's abilities are requested or required.					

Question 12.

Additional Comments:

Limit response to 300 characters.

300 characters remaining

COMPETENCY DOMAIN V: COMMUNICATION

Competency: *Communicates effectively and builds positive relationships with and on behalf of [grantor].*

Question 13.

How strong is the **[grantor]** Project Officer on each of the following attributes:

Required.

	Strong	Proficient	Needs Development	Not Applicable	Don't Know
Builds and maintains working relationships with sensitivity and respect for diversity.					
Frames questions and activities in a style that reflects an awareness of host country culture, capabilities, and financial, human and legal constraints.					
Holds a non-judgmental, respectful perspective when confronted with disparate points of view, customs or ways of doing things					
Encourages and manages diverse perspectives constructively.					
Engages self and client in exploring alternative ideas and solutions and generates, analyzes and evaluates options.					

	Strong	Proficient	Needs Development	Not Applicable	Don't Know
Handles sensitive issues related to international donor or implementing partners					
Recognizes, assesses and manages interpersonal conflict and acts to prevent or resolve it using a range of communication skills.					
Uses precise, audience sensitive and technically appropriate language when providing feedback.					
Provides feedback on the final debriefing presentation in a timely manner.					
Writes clearly and cogently, using appropriate form and format for report writing.					

Question 14.

Additional Comments:

Limit response to 300 characters.

300 characters remaining

Thank you for your feedback

Questions or Comments?

Contact [name] at [e-mail address]