



Consultant Feedback Questionnaire

The Technical Support Facility for Eastern Africa is committed to providing the best possible service to our consultants, partners and clients. We would therefore like feedback about the assignment that we recently completed with you. Please take a few minutes to complete this short questionnaire. Feel free to be completely honest and extensive in your responses, as well as offer recommendations on how the TSF-EA can improve its services.

ASSIGNMENT:	CLIENT FOCAL POINT PERSON:
COUNTRY:	CONSULTANT:
FUNDED BY:	TSF FOCAL POINT PERSON:
START DATE OF THE ASSIGNMENT:	COMPLETION DATE OF THE ASSIGNMENT:

ON THE ASSIGNMENT:	Rating scale=1=Poor and 5=Excellent. Kindly CIRCLE your choice						Comment:
Please rate the quality of the Terms of Reference for this assignment.	1	2	3	4	5	N/A	Comment:
Please rate the support that you received from the TSF during the course of assignment.	1	2	3	4	5	N/A	Comment:
Do you think you received sufficient support from the TSF during the assignment?	YES	NO	DON'T KNOW		Comment:		
Did this assignment contribute to the development of your skills or those of your colleagues in the management of consultancies?	YES	NO	DON'T KNOW		Comment:		
Did this assignment contribute to the development of your skills/knowledge/experience in that technical area?							
Are you satisfied with the TSF's consultancy coordination process?	YES	NO	DON'T KNOW		Comment:		
Can you make any suggestions as to how we could improve the professionalism of our consultants?	Comment:						

ON THE CLIENT-CONSULTANT Relationship	Comments/Ratings. Rating scale=1=Poor and 5=Excellent
Are you satisfied with the support you received from the client during the consultancy? Please comment.	YES/NO Please comment...
Did the client focal point provide clarity on the technical content of the consultancy? Please comment.	YES/NO Please comment...
Were you able to deliver the consultancy outputs on time? Please explain	YES/NO Please comment...

QUALITY OF THE PRODUCTS	<i>Please rate the quality of the following deliverables where applicable:</i>						
The output/deliverable of the consultancy	1	2	3	4	5	N/A	
Final Technical Report	1	2	3	4	5	N/A	
Presentation or Workshop facilitation	1	2	3	4	5	N/A	
Materials	1	2	3	4	5	N/A	
Other (Specify):	1	2	3	4	5	N/A	

Please offer suggestions or comments as to how the TSF could have improved the management of this or similar consultancies?	
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Signed

Date

Please complete and return promptly to: bngoye@cafs.org
 This questionnaire is an important tool for the TSF Eastern Africa & UNAIDS to monitor the TSF services & deliverables. We appreciate the time spent in completing this form.