

UN PERFORMANCE EVALUATION FORM FOR STANDBY PERSONNEL

PART 1 - Basic Information (To be completed by the supervisor)				
NAME (LAST, FIRST)	TITLE OF POST	DUTY STATION (Country)	UN HOST AGENCY	SECONDING AGENCY
Dr. Bob Alex Ogwang	Long Range Forecasting Expert	Niger	UNDP	ACMAD

<p>FUNCTION (a brief description of key tasks) Update of the Technical Note on the “Annual State of Climate of Africa for 2019”; Contribution to the production of the monthly technical note on long range forecast (including, Estimated cumulative precipitation profile, seasonal spatial precipitation trend maps); Developing scripts for automated generation of selected climate products at ACMAD (decadal and monthly timescales); Contributing to other operational product generation, including dekadal bulletins, drought bulletins, long range forecast bulletins, Briefs for policy and decision makers; participation in appropriate national, regional and international programs (meetings, workshops, conferences, etc, including NORCAP related programs)</p>	<p>PERIOD OF DEPLOYMENT: FROM: January TO April 2020</p>
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PART 2 - Key Assignments and Outputs of the Deployment (As stated in the terms of reference. To be completed by the supervisor and the deployee. The supervisor may request the technical focal point of the deployee to provide input)		
Planned key assignments and outputs (to be completed upon arrival by the deployee)	Self assessment and comments by the deployee on achievements, indicating if outputs were achieved	Evaluation and comments by the supervisor
(1) - Update of the Technical Note on the “Annual State of Climate of Africa for 2019”	The ‘Technical Note on the Annual State of Climate of Africa for 2019’ updated. The updated products include: Precipitation and Temperature analyses (such as ranked anomalies of temperature, spatial and temporal maps), identification of current trends and rates of temperature increase/decrease over Africa and the sub-regions as per 2019. Annual cycles of temperature and precipitation, observed extreme events and cyclone activities over south western Indian Ocean.	The general contribution by the deployee is very relevant to the expected outputs. He has exhibited the ability to understand methods and develop tools for generation of products. His contribution to upgrade and update ACMAD’s technical notes with new products is praiseworthy. These outputs are relevant and important for future implementation of capacity building for NMHSs and to provide African negotiators at the UNFCCC COPs as well as policy and decision makers with adequate information on the extent of climate variability and climate change for appropriate actions and increased resilience to climate change in Africa
(2) - Monthly contribution to the generation of Technical Note on Long Range Forecast;	Monthly operational products for inclusion in the ‘Technical Note on Long Range Forecast’ produced. The Products include: estimated accumulated precipitation profiles for stations across the continent, seasonal precipitation variability and seasonal precipitation trend maps.	The deployee contributed actively in generating these products as expected. The products are part of the climate services needed to sustain Africa's contribution to combat climate change. Long Range Forecast products are part of the mandatory functions of ACMAD as a WMO designated Regional Climate Centre for Africa
(3) - Development of scripts and documentation of procedures for generating selected products at ACMAD	-GrADS scripts updated/developed for automatic production of winds, relative humidity, geopotential height and sea level pressure for different timescales (10-daily, Monthly and seasonal). -Updated the procedure for generating selected products in the ‘annual state of climate’ and generating precipitation trend maps for use at ACMAD and for future training.	The deployees motivation has been instrumental at different activities, including developing procedures for product generation, scripts and participating in relevant programs at the centre. This is important for the sustained provision of climate services for increased resilience to climate change in Africa. Some ‘National Experts’ who are on-the-job training at ACMAD have been exposed to training with the deployee among the trainers.

(4) - Contributing to operational product generation, including dekadal bulletins, drought bulletins, long range forecasting bulletins, briefs for policy and decision makers and related reviews of the bulletins.	-The operational climate products produced, including drought bulletins, dekadal bulletins, long range forecasting bulletins, briefs for policy and decision makers. Related bulletins reviewed.	The contribution of the deployee to the generation of operational products at ACMAD is commendable. Future deployment of more experts at ACMAD would be appreciated
(5) Remote tasks in April 2020. -Contribution of products for the Long Range Forecast (LRF) -Development of a procedure manual to generate products in the state of climate for Africa -Updating scripts for generating the products contributed to the Long Range Forecasts -Upgrading scripts for products in the state of climate of Africa -Sharing the upgraded scripts and procedures with ACMAD	-Products contributed (until June 2020) for LRF include: Cumulative estimated precipitation profile, trend maps for (ARC2, CHIRPS, CAMS OPI). -A procedure manual based of state of climate 2019 developed and shared with ACMAD. -Upgraded scripts for products in the state of climate, with guidelines for their operations shared with ACMAD. -All related tools and software made available on the PC at ACMAD under SOFTWARE folder.	The deployee contributed remotely in April due to COVID-19. The procedure and scripts developed are useful for the generation of operational products at the centre. More future collaboration in terms of expert deployment and other will be appreciated.

PART 3 – Impact and Sustainability of the Deployment


(To be completed by the supervisor)

1. IMPACT on Organisation: How (if at all) has this deployment strengthened your organisation or operation? (E.g. through transfer of skills, new initiatives, innovation, set-up of new systems, etc.)	- The deployee has worked very closely with other climate experts at the centre. The developed procedure documents and scripts/tools, as well as products are very essential for our operational climate services and more so for ACMAD as a WMO designated Regional Climate Centre (RCC) for Africa
2. SUSTAINABILITY for Organisation: How will your organisation ensure that the deployee's contribution is sustained? (E.g. institutionalisation of new practices, handover, replacement)	The deployee worked closely with ACMAD's staff and other technical regional partners. He provided training to on-the-job staffs from NMHS and regional staff at ACMAD on methods, tools, processes in line with ACMAD's strategy. The number of experts trained has gradually increased and the skills will be sustained with time. However, further collaboration and deployments at ACMAD will provide more technical support and broaden the training coverage, particularly for experts from NMHSs and regional centres.
3. EFFECT on the situation on the ground/persons of concern, if relevant: How has this deployment provided relief or assistance to affected populations?	N/A

PART 4 – Professional Competencies Evaluation

(To be completed by the supervisor, with input from technical focal point as applicable)

RATINGS	Unsatisfactory	Only Adequate	Satisfactory	Very Good	Exceptional	Comment
Technical competencies (Job competence, technical know-how and understanding) <i>To be completed by technical focal point if different from supervisor</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	
Work relations/interpersonal skills (Relations with other staff, Government and/or Implementing Agencies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	
Communication skills (Expression of ideas and thoughts, both in oral and in writing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	
Commitment/ Attitude (Dedication, initiative, enthusiasm, interest)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	

<p>RECOMMENDATION: The deployee should be considered for: (tick one and justify below)</p> <p><input type="checkbox"/> Deployments with the same type of tasks as this one</p> <p>X More complex and difficult tasks</p> <p><input type="checkbox"/> Less demanding tasks only</p> <p><input type="checkbox"/> Tasks in a different technical area</p> <p>Explanation: Over the past three years, he has accumulated operational knowledge and experience to support training of junior professional staff on climate monitoring products generation</p>	<p>GENERAL COMMENTS on the deployee's overall performance:</p> <p>The deployee's operational knowledge on climate monitoring products generation and his inter-personal relations are commendable.</p>
<p>Recommended competence development/training needs, if any:</p> <p>Operational Climate Products interpretation, new climate products identification and development to improve climate monitoring and assessments</p>	
<p>Supervisor's name: Dr. Andre Kamga F. Title: Director General Signature:  Date: Dec 10, 2020</p>	
<p>Frequency of contact with the deployee: frequently</p> <p><input type="checkbox"/> Daily x Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Less</p>	
<p>Technical focal point's name: (if relevant) Title: N/A Signature: Date:</p>	

PART 5 – The deployee's Review of Ratings/Assessment by the supervisor

<input type="checkbox"/> Agree with the above evaluation	<input type="checkbox"/> Do not agree with the above evaluation
<p>GENERAL COMMENTS by the deployee: Comment on your overall performance and on any skills or qualities that you have enhanced/gained during this mission:</p> <p>My deployment at ACMAD granted me an opportunity to meet and interact with experts with varying backgrounds and expertise. I managed to work very closely with all the experts, especially in generating various climate products and the development of all the associated product generation procedures and climate services bulletins at ACMAD. The deployment has also given me an opportunity to enhance my technical skills, as well as my ability to work in a multi-cultural environment. I have had the chance to interact very closely with the users of weather and climate information and the humanitarian community. This enabled me to understand the humanitarian aspects and the need for adaptation and increased resilience to climate change.</p>	
<p>COMPETENCE DEVELOPMENT AND TRAINING NEED: Please indicate your desire (if any) for further job-related training:</p> <p>Training opportunities organized by NRC/NORCAP and UN agencies are particularly important.</p>	
<p>Deployee's signature: _____ Date: _____</p>	

Instructions and Guidelines

1. The following guidelines should be used in evaluation of the standby personnel's performance. Part 1 and Part 2 of the form should be completed upon arrival of the standby personnel. The remaining parts should be completed before the departure of the standby personnel by the supervisor and technical focal point if deemed necessary.
2. Please pay particular attention to Part 3, as this information is essential for Standby Partners' donor reporting.
3. In the evaluation in Part 4, ensure consistent application of the rating operationalised as follows:
 - Unsatisfactory: The performance/quality of service failed to meet the minimum standards of acceptability. The lack of required quality contributed to the complete or near failure of the deployment.
 - Only Adequate: The performance/quality of service was only adequate. More had in fact been expected. On the other hand, the deficiency was not so grave as to jeopardize the objectives of the deployment.
 - Satisfactory: The performance/quality of service was sufficient for the satisfactory completion of the deployment.
 - Very good: The performance/quality of service was of a higher standard than expected and resulted in a fully satisfactory completion of the tasks given to the standby personnel.
 - Exceptional: The rating should be reserved for standby personnel whose performance/quality of service was of an exceptional degree, and therefore considered worthy of special note.
4. It is essential to bear in mind that the performance/quality of service should be evaluated in terms of the objectives and requirements of the deployment for which s/he was engaged.
5. The completed form with signatures should be submitted to the UN Agencies HQ SBPP Focal Points, the relevant Standby Partner and to the standby personnel.