



Assessment criteria for the category of: **SBS Best Practice Award**

Applicant: _____ **Country:** _____

Introduction

This checklist serves as guidance for candidates who wish to submit an application, as well as for the assessors who will evaluate each application for both eligibility and merit.

Main criteria for consideration under the SBS Best Practice Award

This award distinguishes consulting innovations resulting in tangible improvements in the performance of client companies.

Part 1 – Initial Assessment

To be completed by assessors who will evaluate the initial submission to determine whether the application meets the basic requirements outlined in the Guidelines for Applicants. If the application does not meet these requirements, it cannot be considered further.

Criteria	Meet	Fail	Comments
Has this project been completed within the past three years?			
Has the applicant submitted the documents as required by the Guidelines for Applicants?			
Has the applicant provided suitable background information to enable assessment of their role in the project?			
Has sufficient material been submitted to assess merit for this award?			
Is it recommended that this application go forward for more detailed assessment?	YES	NO	
Overall comments of the assessor based on their initial review			



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In Parts 2 and 3 the assessors will evaluate the submission and provide a personal rating. This will guide the assessors' thinking and help them to determine an overall rating, which the Award International Committee will then use when voting on the application.

The assessment should take into consideration the information from the application materials as well as from interviews with the candidates, their colleagues, clients and any other references.

Part 2 – Detailed Review

For this part, please evaluate the applicant on a scale of 1-5 (with 5 being the highest score)

Criteria	1-5 points	Comments
To what extent does the applicant clearly and adequately identify the problem facing the client, the actions taken in the course of the consulting project and the results achieved?		
To what extent does the applicant clearly demonstrate the role they played in the project?		
How successful was the applicant in promoting best practices in the project design and implementation?		
To which extent does the project comply with the SBS Best Practices guidelines?		
To what extent do the results demonstrate the significance of the project, such that it can be considered a Best Practice project?		
Overall points:		
Overall assessment comments for this part:		



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Part 3 – Would recognition of this candidate’s project further the goals of Gabriel Al-Salem Foundation?

When an award is made it should clearly support and further the aims and goals of the Foundation. The following questions assess the way in which this applicant meets these requirements.

For this part, please give one point for yes and zero points for no.

Criteria	Yes	No	Reasons
Can the applicant’s work be seen as contributing to improving the quality of EBRD advisory projects and accelerating the provision of more sophisticated services?			
Overall, would publicity of this candidate’s work help further the public recognition of professionalism in consulting?			
Can the applicant’s work be seen as contributing to the recognition and growth of the management consulting profession in the applicant’s country?			
Would the award promote a positive image of the consulting profession in the applicant’s country?			
Would the award demonstrate how employing high standards, skills and ethics have contributed to high quality and results, leading to success for the client?			
Would this candidate’s work help build the image of the consulting profession?			
Does this submission demonstrate behaviour that could be shared with other Project Specialists to build the quality of the profession?			
Does the submission demonstrate theoretical and practical developments in the profession and support the ideal of collaboration and cooperation?			
Would publicity of the candidate’s work contribute to the recognition of the award?			
Would other EBRD staff/consultants generally see an award based on this submission as effective recognition of applicant’s role in EBRD co-financed projects?			



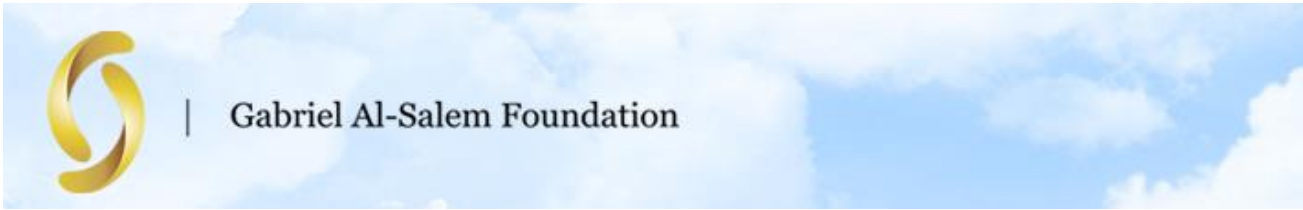
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Criteria	Yes	No	Reasons
Would the award promote the EBRD as a leading IFI in facilitating advisory services for small businesses?			
Overall points:			
Overall assessment comments for this part:			

Part 4 – Verification of applicant’s work or project (optional)

EBRD Small Business Support (SBS) shall confirm, upon the Committee's request, that the candidate complies with the award criteria for each nomination.

Criteria	Yes	No	Not Req'd	Comments
Is the assessor satisfied of the quality and integrity of the submitted project (including verifying with the client or other checking?)				
Has the assessor contacted SBS and established management agreement and approval of the submission?				



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Part 5 – Overall assessment

In this area the assessor should note their overall impressions of this submission, which should help guide their vote.

Total number of points (from Parts 2 and 3): _____

Overall comments on the merits of this application

Assessors name		Date	
Country			