

Internal Consultancy Evaluation Criteria

Date: _____

To: [Consultant's Name]

From: [Your Name]

Subject: Evaluation of Internal Consultancy

Evaluation Criteria

1. **Understanding of Business Needs:**
 - Clarity in understanding project objectives.
 - Alignment of consultancy approach with business goals.
2. **Expertise and Knowledge:**
 - Relevant experience in similar projects.
 - Demonstration of subject matter expertise.
3. **Quality of Deliverables:**
 - Adherence to deadlines and timelines.
 - Quality and thoroughness of reports and presentations.
4. **Communication Skills:**
 - Effectiveness in conveying ideas and solutions.
 - Responsiveness to feedback and questions.
5. **Impact on the Organization:**
 - Measurable outcomes and improvements.
 - Stakeholder satisfaction and engagement.

Please provide your feedback based on the above criteria by [specific deadline].

Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Position]