

**FIRST 5 LA
CONSULTANT RESOURCE DIRECTORY**

**LEVEL II REVIEW
COVER SHEET**

DATE:	REVIEWER NAME:
APPLICANT NAME:	

POINTS POSSIBLE	TOTAL POINTS RECEIVED
105	

The rating scale is 1 to 5 with 1 = the lowest and 5 = the highest quality.
Please provide comments for any scores of 1 or 5.

RECOMMENDATION	
The applicant should be...	
<input type="checkbox"/> Invited to be included in the Consultant Resource Directory	<input type="checkbox"/> Not invited to be included in the Consultant Resource Directory

Comments:

FIRST 5 LA CONSULTANT RESOURCE DIRECTORY

The review framework does not necessarily correspond to the order of application materials. Reviewers are encouraged to consider the entire application, cover letter, résumé/curriculum vitae and summary of references research prior to completing this document.

I. KNOWLEDGE AND EXPERTISE					
To what extent does the applicant demonstrate...					
1. Knowledge of nonprofit organizational development and lifecycles	1	2	3	4	5
2. Knowledge of nonprofit administration, management, infrastructure and operations	1	2	3	4	5
3. Knowledge of nonprofit financial management and financial models	1	2	3	4	5
4. Knowledge of and experience with capacity building strategies and best practices	1	2	3	4	5
5. Experience with organizations serving the 0 to 5 constituency	1	2	3	4	5
6. Evidence of knowledge of appropriate strategies to assist clients in developing relationships and/or access to key resources such as funders, policy and decision makers and community leaders	1	2	3	4	5
7. Knowledge of and/or familiarity with early childcare, education, child development and family support needs and resources	1	2	3	4	5
8. Knowledge of the funding and political environment in Los Angeles County	1	2	3	4	5

Comments:

**FIRST 5 LA
CONSULTANT RESOURCE DIRECTORY**

II. CONSULTING EXPERIENCE

To what extent does the applicant demonstrate....

1. Experience (length of time) working as a nonprofit consultant	1	2	3	4	5
2. Expertise in assessing internal capacity and identifying key internal organizational, management and/or resource issues	1	2	3	4	5
3. Experience in convening, facilitating and building consensus	1	2	3	4	5
4. Ability to successfully plan and manage consulting engagements including: entry, realistic (achievable) project design; contracting; managing project phases; producing interim and final deliverables; project completion including evaluation and/or recommendations.	1	2	3	4	5
5. Ability to facilitate flexibility in organizational and financial management.	1	2	3	4	5
6. Effective writing and communication skills	1	2	3	4	5

Comments:

**FIRST 5 LA
CONSULTANT RESOURCE DIRECTORY**

III. REFERENCES AND COMPLETED PROJECTS

To what extent do the applicant's references provide evidence that the consultant....

1. Is able to design consulting engagement appropriate to client needs	1	2	3	4	5
2. Is able to communicate complex issues, stimulate creative thinking and negotiate differences.	1	2	3	4	5
3. Is accessible and flexible in accordance with product timeline and activities.	1	2	3	4	5
4. Has effective management and team building skills and is able to work with diverse perspectives among individuals and/or groups to build a shared vision and/or consensus	1	2	3	4	5
5. Has effective project management and (written and oral) communication skills	1	2	3	4	5
6. Completes deliverables and projects within agreed upon schedule and budget	1	2	3	4	5
7. Has made a demonstrable contribution to the client organization's development and/or success	1	2	3	4	5

Comments:
