

HRM Division, RCSC
Evaluation of Volunteer Programmes in Bhutan
EVALUATION FORM 2 A

PART I: TO BE COMPLETED BY THE VOLUNTEER'S COUNTERPART USING JOB DESCRIPTIONS/TOR AS A REFERENCE POINT.

Q. 1. About the Counterpart:

- a. Agency to which the Counterpart belong :
 - Ministry/Agency/Dzongkhag :
 - Department :
 - Division/School :

- b. Have your duties and responsibilities changed since the submission of Evaluation Form 1. If yes, please indicate them below. (please attach additional pages if required).
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- c. What is the duration of the period you have worked with the volunteer?
 - from day/month/year/ to

Q. 2. About the Volunteer:

- a. Volunteer's Name :
- b. Volunteer's Position :
- c. Agency to which the Volunteers is attached with:
 - Ministry/Agency/Dzongkhag :
 - Department :
 - Division/School :

NOTE: This report must be completed at the end of the tenure of Volunteer and submit to the RCSC one week before the debriefing/farewell visit to the Secretary, RCSC..

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- Place of posting/location :

d. Please outline the Agency goals the volunteer is required to meet:

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d. Has the Volunteer's duties and responsibilities changed since the submission of Evaluation Form 1. If yes, please indicate them below. (please attach additional pages if required).

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f. The duration of the volunteer worked with your Agency:

- from day/month/year/..... to.....

Q. 3. Please evaluate the degree of achievement of the volunteer's activity against the Agency goals as stated in Q.2 (d). Circle one of the numbers below that best represent your evaluation:

10 20 30 40 50 60 70 80 90 100%

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3.a) For an evaluation between 60 and 100%, please select from the reason/s below (check all that is relevant):

- Our Agency supported the volunteer activity
 - The volunteer was positive and had a good leadership style
 - The volunteer's technical expertise was very high
 - The volunteer activity met our needs
 - The volunteer was able to adapt to the local culture and customs
 - Specify any other reasons: _____
-

3.b) If your evaluation was lower than 60%, what are the reasons? (check all that is relevant):

- The volunteer was not enthusiastic or pro-active enough
 - The volunteer's technical expertise was low
 - The volunteer was not able to adapt to the local culture and customs
 - Specify any other reasons: _____
-

Q.4 Did the skills of the volunteer meet the skills required by your Agency? (please tick)

- It met our needs - Outstanding.

Please substantiate.....

- It met our needs - Very Good.

Please substantiate.....

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It met our needs - Good.

Please substantiate.....

It did not meet our needs - Below Expectations.

Please substantiate.....

Q.5. What were the advantages of having a volunteer? (check all that is relevant)

- Improvement of the policy, job practice and system of Agency.
- Improved PR and public awareness of the Agency.
- Upgrading of the skills and abilities of the staff.
- Positive effect of the attitude and approach of the volunteer to the work of local staff.

Q.6. Please describe the impact the volunteer had on the Agency and/or outline the improvements brought on by the volunteer:

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Q.7. Did the volunteer cause any inconvenience or have any undesirable effect?

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- Yes. If yes, please specify: _____
- No.

Q.8. What is the future plan for the replacement of the volunteer? (please tick)

- Need replacement, why?
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-
- Replacement not required, why?
-
-

Q.9. How do you think the volunteer has broadened his/her knowledge and understanding of Bhutan? (please tick)

- Knows Bhutan very well
- Knows Bhutan to some extent.
- Knows Bhutan very little.
- Finds it hard to understand Bhutan.

Please specify 'why' or 'how' you have come to this assessment:

-
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- **Signature and date of the Counter part** :.....

- **Name of the Counterpart** :.....

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- Position Title :.....

PART II: TO BE COMPLETED BY THE HEAD OF THE DEPARTMENT/AGENCY/DZONGKHAG

Comments of the Head of the Department/Agency/Dzongkhag

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- Signature and date :.....
- Name :.....
- Position Title :.....

Thank you for your cooperation in completing the Volunteer Evaluation Form 2 A.

THE END

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