

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

PART I: TO BE COMPLETED BY THE VOLUNTEER USING JOB DESCRIPTION/TOR AS A REFERENCE POINT.

Q. 1. About the Volunteer:

a. Agency where you work/worked?

- Ministry/Agency/Dzongkhag :
- Department :
- Division/School :

b. Name and Position Title :

c. Name of your Volunteer Agency :

d. Please outline the Agency goals you understand you were required to meet:

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Q.2. 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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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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Q.3. Duration you worked as a volunteer with the Agency:

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

Q 4. About the Counterpart.

a. Name of the Counterpart :

b. Counterpart's Position :

c. Counterpart's Agency:

- Ministry/Agency/Dzongkhag :

- Department :

- Division/School :

- Place of posting/location

d. Period of the Counterpart worked with you:

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

Q. 5. Please evaluate the degree of achievement of your activity against the Agency goals as stated in Q.1 (e). 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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5.a) For an evaluation between 60 and 100%, please select from the reason/s below (check all that is relevant):

- The Agency supported the volunteer activity
- My technical expertise was very high
- My activity met Agency needs
- I was able to adapt to the local culture and customs
- Specify any other reasons: _____

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

- The staff of the Agency was not enthusiastic or pro-active enough
 - My technical expertise in the areas required were inadequate
 - The volunteer activity did not meet Agency needs
 - My technical expertise was high
 - I found it difficult to adapt to the local culture and customs
 - Specify any other reasons: _____
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Q.6 What do you think were your contributions to the Agency as 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.

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Q.7 Please comment on the Impact and/or improvements brought by you to the Agency (attach additional pages if required):

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Q.8. How do you think you have broadened your knowledge and understanding of Bhutan? (please tick box)

- Know Bhutan very well
- Know Bhutan to some extent.
- Hard to understand Bhutan.

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

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Q.9. Describe the experience and benefits you have gained from working in Bhutan (attach additional pages if required):

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- **Signature and date of the Volunteer** :.....
- **Name of the Volunteer** :.....
- **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 B.

THE END.

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