

HRM Division, RCSC
Evaluation of Volunteer Programmes in Bhutan
SUMMARY OF EVALUATION FORMS

1. PURPOSE

The purpose of evaluating the Volunteer Programme in Bhutan is to:

- ensure programmes undertaken by volunteers are outcome-focused, effective and efficient;
- confirm whether volunteers have produced the desired outcomes as per the planned activities within the agencies;
- receive feedback for further improvement of future programmes and enhance the relevance of volunteer activities;
- assess the overall impact generated by volunteers within the agencies.

2. OBJECTIVES

The objectives of the Volunteer Programme in Bhutan are:

- to further strengthen long-term cooperation and 'people to people' links between Bhutan and development partner countries by volunteers becoming goodwill Ambassadors and friends;
- to build capacity through volunteers imparting technical knowledge and alleviate manpower gaps in critical areas of specialisation where Bhutanese nationals are not able to meet the requirements;
- for volunteers to learn and experience various aspects of Bhutanese way of life, systems and culture.

3. TARGET GROUP

All volunteers under the auspices of International Volunteer Organisations who have signed 'Memorandum of Understandings' (MoUs) with the Royal Civil Service Commission.

4. FINDINGS OF THE EVALUATION

The evaluations will be used to analyse whether Volunteer Programmes are contributing effectively to Bhutan's overall goals and objectives.

5. EVALUATION STRUCTURE

Cycle: Twice: (I) Forms to be completed **after six months of joining the Agency** and (II) **at the end of the Volunteer's tenure.**

Procedures:**Form 1:** To be completed after 6 months of the Volunteer's tenure and submit to the RCSC.

Form 2 A: To be completed at the **end** of the volunteer's tenure by the Partner Agency, specifically the volunteer's counterpart or representative within that agency and countersigned by Head of the Department/Agency/Dzongkhag concerned. **Forms 2A and 2B** must reach to the RCSC before the debriefing and farewell visit to the RCSC.

Form 2 B: To be completed at the **end** of the volunteer's tenure by the volunteer with the comments of the head of Agency.

Form 3: To be completed by the Officer responsible for the Volunteer Programme in the RCSC and countersigned by the Chief of the HRM Division and submit it along with Forms 1 and 2, to the Secretary, RCSC during the debriefing/farewell visit of the volunteer(s).