

Official Request for World Friends KOICA Volunteer

1. Type of volunteer

KOICA Volunteer (v)

<Introduction of KOICA Volunteer >

KOICA Volunteer : Junior expert with educational or career experiences in the field.
(Excluding KOICA 'Dream' volunteer, KOICA Senior Volunteer)

2. Overview of Institution for Dispatch of KOICA Volunteer

Name of country	Bangladesh	Name of institution	<i>Full name (Not Acronym)</i>	
Type of business	Public administration(), Education(), Agriculture/forestry/fisheries(), Health(), Industrial energy()			
Profession	<i>One of job descriptions in the attached file '2-1, 2-2' (ex. Nursing, Architecture, Science education...)</i>			
Contact information	Address			
	Phone		Email	

3. Activity Information of KOICA Volunteer

1) Purpose of Institution establishment and major tasks

Purpose of Institution establishment :

*Need to write **the purpose of institution in details (not purpose of dispatching volunteers).**
For example, if you're working in school, you can mention 'The purpose of our school is 1) to strengthen the capacity of teachers 2) to educate students whose age 13-17' etc.*

Major tasks :

*Need to write **Major tasks of 'institution', not 'volunteer'** (You have to mention volunteer's tasks in number 7.)*

2) Work days and hours of Institution : *ex. Sunday to Thursday / 08:00~17:00 (1 hour lunchtime)*

3) Form of dispatch : New(), Successor()

** If there was a KOICA volunteer before (or now) in the same profession, it should be 'Successor', otherwise 'New'.
Ex. Though the organization had one volunteer in Nursing, if they ask 'architecture' volunteer this time, it should be 'New', not 'Successor'.*

4) Information on co-worker

- Name : _____, Phone : _____, Email : _____

** The Name, Phone and Email of Co-worker who will practically work with a volunteer must be mentioned.*

5) Case of cooperation with an institution other than KOICA for the last two years from the date of survey

- Name of country (or multilateral organization) :

- Name of institution (or multilateral organization) :
- Number of dispatched volunteer :
- Main activities (Please write briefly) :

6) Benefits of ODA program/project (※ Describe the name of donor country, executing institution, name/period of program/project)

- Name of Donor Country : *ex. South Korea*
- Executing Institution : *ex. KOICA*
- Project Name : *ex. Strengthening Teacher's Capacity*
- Project Period : *ex. 2008-2010*

7) Expected activities after dispatch of KOICA Volunteer

- Activity days & hours : *ex. Sunday to Thursday / 10:00-11:00, 13:00-15:00 (2 times a day)*
 - Target group : *ex. Students whose age 14-17*
 - Number of target : *ex. 30 students in a class (2 classes per a day, 10 classes per a year)*
 - Job description (Details of activities)
- * The organization can use Job descriptions in the attached file '2-1, 2-2.' They can revise, delete, add anything. Or they can write by themselves the activities of volunteers (not using the attached file), but in that case, it should be clear and contain as many details as possible.*
- * This is the MOST IMPORTANT part of this request form.*

8) Language

- Language required for official activities including medical treatment, classes, etc. : _____
- Language required in daily life : _____

9) Availability of office and office supplies (Please be specific, e.g. computer, printer, telephone, etc.)

- Office space (), desk/chair (), computer (), printer(), telephone ()
- Other providable supplies ()
- * Please check every supply you can provide to volunteers*

4. Required qualification for KOICA Volunteer

- 1) **Sex** : M(), F(), Any() / Choose one
- 2) **Education** : Meister or specialized high school(), Associate of Arts(), Bachelor(), Master(), any()
/ Choose 1, 2 and 3
- 3) **Work experience** : () months, () years, any () / Choose one and fill in the required period.

** If you select Particular Sex / High Education Level / High work experience, it may hamper to select volunteers. It's much easier to dispatch volunteers when you select Sex : Any / Education : Lower than Bachelor / Work experience : Any.*

5. Local and living information

Location on the map	<i>(You should include google map which can show the distance from center of Dhaka to your organization)</i>		
Local population	()	Distance from the capital	Km
Size of city	Metropolis(), Medium-sized city(), Town ()	Means of transportation to the capital	Airplane(), Automobile(), Train(), Bus()
Living expenses/month	US\$	Travel time to the capital	() hr, () min
		Housing expenses/month	US\$
Housing	Provided by Institution ()	Dormitory(), House(), Apartment(), Official residence(), Others ()	
	Not provided ()		
Electricity	110v (), 220v (), Both () Frequency of blackout() Duration of blackout()	Heating/Cooling	Heater available () Air-conditioning available ()
Safety conditions	Very safe(), Safe(), Dangerous(), Very dangerous()	Medical facilities	General hospital() Hospital() Health center() N/A()
Vaccination requirements			
Current activities of KOICA members	1) () members are currently on duty in the corresponding area 2) Information on the volunteers in the area or the institution - Name : - Email : - Name of institution :		
Other useful information	additional information, e.g. supplies, materials to prepare before departure <i>(It'd be really helpful if you mention any information that helps volunteers to settle down.)</i>		

6. Information about Job, Institution and Living

1) More than 5 photos about volunteer's job, activities (like office, classroom etc.)

<i>(Photo)</i>	<i>(Photo)</i>	<i>(Photo)</i>
<i>Ex) Classroom 1</i>	<i>Ex) Classroom 2</i>	<i>(Photo Title)</i>
<i>(Photo)</i>	<i>(Photo)</i>	<i>(Photo)</i>
<i>(Photo Title)</i>	<i>(Photo Title)</i>	<i>(Photo Title)</i>

2) More than 5 photos about living condition (like market, accommodation, hospital etc.)

- Distance from the nearest accommodation to the host organization : *ex. 00 minutes by car (00 km)*
- Distance from the nearest hospital to the host organization :
- Distance from the nearest police station to the host organization :
- Distance from the nearest market to the host organization :

<i>(Photo)</i>	<i>(Photo)</i>	<i>(Photo)</i>
<i>Ex) Market</i>	<i>Ex) Hospital</i>	<i>(Photo Title)</i>
<i>(Photo)</i>	<i>(Photo)</i>	<i>(Photo)</i>
<i>(Photo Title)</i>	<i>(Photo Title)</i>	<i>(Photo Title)</i>

I hereby submit the official request form to World Friends KOICA Volunteer

(Name) : _____
 (Position) : _____
 (Institution Name) : _____
 (Date) : DD/MM/YYYY
 (Signature) : _____

