



Regional Partnership for Resource Development

Supporting Development in Africa

Africa Regional Office
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Diploma Course in Project Planning and Project Management

The 2015 Africa Training Programme leading to the attainment of a Diploma Course in Project Planning and Management will be held on the dates, and at the venues indicated below. The complete course covers four units namely: (a) Resource Mobilization, Project Planning and Proposal Writing; (b) Project Management; (c) Community Mobilization and Empowerment; and (d) Organizational Development and Institutional Strengthening. This course is aimed at making learners more confident in their ability to raise resource, manage their projects, mobilize communities and empower them more efficiently and effectively.

Country	Module	Date	Venue
Zambia	III	February 23 rd – 27 th , 2015	Marian Shrine, Lusaka, Zambia.
Zambia	IV	March 2 nd – 6 th , 2015	Marian Shrine, Lusaka, Zambia.
Malawi	III	March 16 th – 20 th , 2015	Musamba Catholic Centre, Lilongwe, Malawi.
Malawi	IV	March 23 rd – 27 th , 2015	Musamba Catholic Centre, Lilongwe, Malawi.
Sudan	II	April 19 th – 23 rd , 2015	<i>(Strictly for the Ministry of Health.)</i>
Kenya	II	May 4 th – 8 th , 2015	JJ McCarthy House Retreat and Conference Centre, Riverside Drive, Westlands, Nairobi, Kenya.
Kenya	III	May 11 th – 15 th , 2015	JJ McCarthy House Retreat and Conference Centre, Riverside Drive, Westlands, Nairobi, Kenya.
Kenya	IV	May 18 th – 22 nd , 2015	JJ McCarthy House Retreat and Conference Centre, Riverside Drive, Westlands, Nairobi, Kenya.
Zambia	II	May 25 th – 29 th , 2015	<i>(Strictly for JESUIT missionaries.)</i>
Zimbabwe	I	June 1 st – 5 th , 2015	Bethany House, Masvingo, Zimbabwe.
Zimbabwe	II	June 8 th – 12 th , 2015	Bethany House, Masvingo, Zimbabwe.
Zambia	I	June 22 nd – 26 th , 2015	Marian Shrine, Lusaka, Zambia.
Zambia	II	June 29 th – July 3 rd , 2015	Marian Shrine, Lusaka, Zambia.
Malawi	I	July 20 th – 24 th , 2015	Musamba Catholic Centre, Lilongwe, Malawi.
Malawi	II	July 27 th – 31 st , 2015	Musamba Catholic Centre, Lilongwe, Malawi.
Uganda	I	August 10 th – 14 th , 2015	St. Augustine Training Institute, Nsambya, Kampala, Uganda.
Uganda	II	August 17 th – 21 st , 2015	St. Augustine Training Institute, Nsambya, Kampala, Uganda.
Sudan	III	September 6 th – 10 th , 2015	<i>(Strictly for the Ministry of Health.)</i>
Sudan	IV	September 13 th – 17 th , 2015	<i>(Strictly for the Ministry of Health.)</i>
Uganda	III	September 28 th – October 2 nd , 2015	St. Augustine Training Institute, Nsambya, Kampala, Uganda.
Uganda	IV	October 5 th – 9 th , 2015	St. Augustine Training Institute, Nsambya, Kampala, Uganda.
Ethiopia	I	October 19 th – 23 rd , 2015	Gudina Tumsa Training Centre, Mekanisa, Addis Ababa, Ethiopia
Ethiopia	II	October 26 th – 30 th , 2015	Gudina Tumsa Training Centre, Mekanisa, Addis Ababa, Ethiopia
Rwanda	I	November 9 th – 13 th , 2015	Centre Christus in Remera, Gasabo, Kigali, Rwanda.
Rwanda	II	November 16 th – 20 th , 2015	Centre Christus in Remera, Gasabo, Kigali, Rwanda.

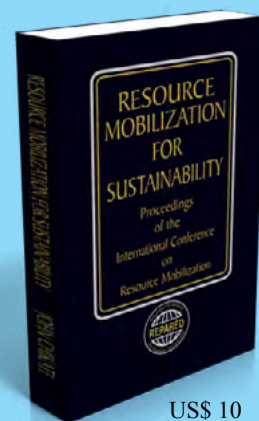
Tanzania	III	November 30 th – December 4 th , 2015	Tanzania Episcopal Conference (Baraza La Maaskofu), Nelson Mandela Road, Kurasini, Dar es Salaam.
Tanzania	IV	December 7 th – 11 th , 2015	Tanzania Episcopal Conference (Baraza La Maaskofu), Nelson Mandela Road, Kurasini, Dar es Salaam.
Mozambique	IV	December 14 th – 18 th , 2015	REX Mozambique offices, on Av. Ho Chi Minh 1174, in Maputo, Mozambique.

Diploma in Project Planning and Management

This Course leads to the attainment of a Diploma in Project Planning and Management. The Diploma is awarded by Regional Partnership for Resource Development in partnership the Commonwealth University and Shareworld University. Learners who have completed the four units and demonstrated competence through group work presentations will be awarded diplomas in Project Planning and Project Management. Each unit takes four to five days to be covered while the entire programme takes one month. At the completion of each unity, learners get an internationally recognised and accredited certificate.

Unit I: Resource Mobilization, Project Planning and Proposal Writing

This Unit aims at enabling organizations in the region in mobilizing resources and building their capacity to fundraise more effectively for priority projects and facilitate the implementation of their activities. There is availability of untapped resources within the region which can be identified and mobilized for various activities. But a major cause for lack of resources for many institutions has been identified as inadequate capacity for analysing, planning and enforcing resource mobilization activities. Scarcity of information on resource mobilization has also been identified as an impediment. Mastery of resource mobilization, project planning and proposal writing skills dictates that organizations and individuals should learn and practice the art of resource mobilization. At the same time they must enhance their practical road-map for resource mobilization success in a highly competitive philanthropic and financial environment.



US\$ 10

This is a compilation of the proceedings of the Nairobi conference. During three days of the conference, we had 18 speakers making presentations at the plenary and eight different workshops. These proceedings are a compilation of all the documents that were made available...

Unit II: Training on Project Management

This Second Unit deals mainly with project management skills. Almost every organization realizes the importance of project management as a vital process which plays a central role in achieving project goals and objectives. Learning to use and apply Project Management is a valuable and essential life skill. Every project manager or community worker needs these skills because he/she will use them throughout their life whether on the job or off-job. Everyone who works and deals with projects requires project management competency. Project Management skills will help you achieve better results. Mastering the art of Project Management can help one become a better manager, facilitator and team-worker as well as a stellar performer at work. Project management involves organization of tasks, time and resources to achieve some specific goals.

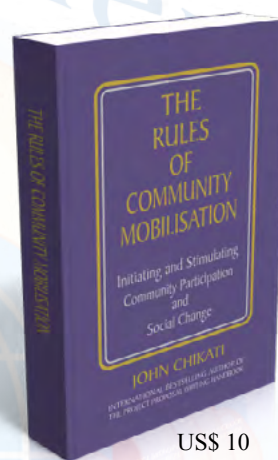
Besides helping you learn the management projects successfully, this course will also give you the confidence and tact in managing people as well as that rare opportunity to network and build relationships. Project management training will arm you with valuable skills and knowledge such as planning, organization, communication with team members, timely application of various leadership skills and management tools, cost estimation,

facilitation of meetings and management of multiple projects. Since maintaining high quality is fundamental in project management, this course helps achieve this through proper planning, budget allocation, resources and good testing methods to help achieve higher quality service. This course will generally help you as a manager to grasp the intricacies of control, quality and management.

Unit III: Training on Community Mobilization, Empowerment and Poverty Reduction

The objective of this Unit is to equip participants with the skills needed for Mobilization and Empowerment. Community Mobilization is the cornerstone of rural and urban development and poverty alleviation programmes. Community Mobilization is a powerful instrument in delivering programmes aimed at strengthening human and institutional resources development at local level. Community Mobilisation strengthens participation of rural poor in local decision-making, improves their access to social and production services and efficiency in the use of locally available resources, and enhances opportunities for asset-building by the poorest of the poor.

In particular, this Unit underscores the importance of increasing poor people's access to opportunity, security, and empowerment for economic growth and poverty reduction. Community Mobilization and Empowerment is the expansion of assets and capabilities of poor people to participate in, negotiate with, influence, control, and hold accountable institutions that affect their lives. Empowering poor men and women requires the removal of formal and informal institutional barriers that prevent them from taking action to improve their wellbeing - individually or collectively - and limit their choices. This unit will also examine the principles of community mobilization and empowerment.



This is a "how-to" book, intended for community mobilizers who want to stimulate social change in a community in the direction of more development, poverty eradication, better governance, increased integrity and transparency in the management of community affairs...

Unit IV: Training on Institutional Development and Organisational Strengthening

If you are keen to learn about developing the capacity of your organisation, partnerships or networks for real performance improvements, this is your Unit. Where do I start to develop the capacity of my organisation? What should be my priorities? What is the relation between what goes on inside my organisation and the external factors influencing it? What will really make a difference, leading to better performance? At the end of this course you will:

- have gained insight into the steps of a systematic process to define capacity development needs of your organisation;
- know how to link capacity development with concrete performance improvements;
- be able to design a strategy for improving your organisational capacity using a variety of tools and methods;
- understand the essential conditions for strengthening your organisation and what drives change in your organisation.

Training and Delivery Methodology

The training will be participatory. We use a variety of methods based on action learning principles such as case studies, group work, role play and peer support. This is complimented by presentations on relevant theoretical frameworks and emergent thinking and trends. This will be an intensive training. Using a tailor-made training package, IFRD has developed a workshop timetable for the training session. The training is conveniently arranged in sessions that are easy to understand and practice. Each session has a set of procedures consisting of structured learning exercises and activities designed according to the purpose and objectives of the topic of the

session. Each session also contains useful and practical reference materials and hand-outs which will help guide the participants. The small group discussions will enable participants to articulate and examine observations, experiences and current approaches of their own organizations in carrying out resource mobilization activities. The training will indeed, be enjoyable.

Eligible Participants

In the last three years, course participants have come from 504 different organizations, and from 20 countries in Africa. Participants include staff from international and local NGOs, donor organizations, support organizations, civil society umbrella bodies, and researchers and consultants, government institutions, small businesses, CBOs, religious organizations and all those who are faced with challenges of resource mobilization and community development. Whether your concern is about education, religious activities, wildlife conservation, agriculture, water and sanitation, micro-enterprise, the needy and the under-privileged, environment, membership activities or any other development initiative, you will need this Landmark Training.

Case studies

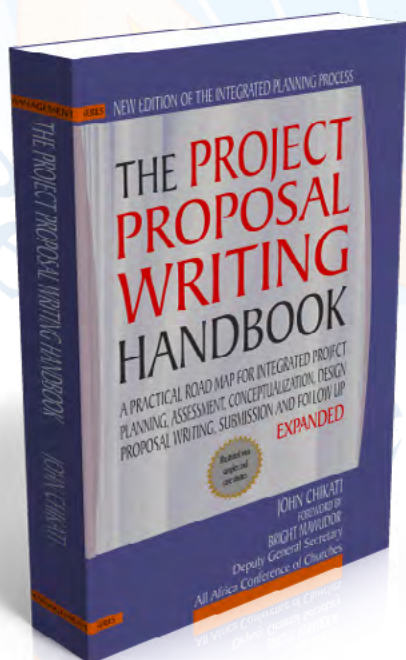
Each session will be packed full of innovative ideas and will include straightforward, hands-on training, case studies and advice on incorporating all aspects of resource mobilization and community empowerment. Packed with exercises, case studies and role plays, this intensive course helps participants understand the challenges relating to resource mobilization and help evolve possible solutions to common roadblocks. The case studies will be used to illustrate the applicability of the various topics, strategies, methods and techniques and to share good practices of resource mobilization in the various regions. This is a no-nonsense training for both new and experienced development workers. It will provide a background which sets out why resource mobilization is important and the challenges for development workers and entrepreneurs.

Special Offer: The Project Proposal Writing Handbook

As usual IFRD will give some incentive and motivation to all those who register on time. Participants, who register ten days before the training commencement date, will get 20 % discount on [The Project Proposal](#)

"... The importance of the proposal cannot be over-emphasized. All grant programmes are highly competitive. The key to success in making application is just as likely to be the quality of a proposal as the soundness of the idea, the institution's need or even the project's needs. It should be emphasized at the outset that the proposal has one, and only one, central purpose: to communicate clearly an idea or set of ideas from your institution to the funding agency..."

Bright Mawudor
ACMA(UK), CA(GH)MBA,
Deputy General Secretary,
All Africa Conference of
churches



[Writing Handbook](#). The Handbook is jam-packed with critical information on Proposal Writing and Resource Mobilization that is simply not available anywhere else, and you get it all in one - easy - to - use - volume.

This book presents the good news and some surprises that will unlock thousands of extra contributions to your organization. In a concise text with fully documented case studies and examples you will get the very latest information on Project Proposal Writing. IFRD'S researchers and development practitioners have collected this strategic information from around the world and now they offer it to you in a text that is easy to read, understand and practice.

Many of the examples and case studies in [The Project Proposal Writing Handbook](#) cover years of research

and hands on experience and much of this longer term information has never been available before. [The Project Proposal Writing Handbook](#) analyses each topic - whether on project context or problem statement

- in a no-nonsense description and easy to read and understand method. At the same time, you will get clear guidance on the best options of developing and presenting a project proposal. And no longer will you have to make endless trips to libraries to get this kind of information. IFRD has done it for you. [The Project Proposal Writing Handbook](#) is a source book that you will indeed - keep on your desk. If you register ten days before the training commencement date, you are entitled to a 20 % discount on the [The Project Proposal Writing Handbook](#).

Training Venues

The training venues indicated will provide accommodation, meals and conference facilities. Participants who may need accommodation must book early enough. Charges for residential participants and non-residential ones have been indicated on the following page. These venues have many years of experience in hosting conferences, workshops and seminars and you will find them ideal place for this activity. They are particularly suitable for such training as they offer comfortable training facilities coupled with accommodation and meals. They are good places for learning and debates as well as for networking and forming partnerships.

Registration Procedure

To register for the Workshop, please send to the address below your:

1. **Name(s),**
2. **Name of your Organization,**
3. **Postal Address,**
4. **Telephone and**
5. **Email address.**

Yours Sincerely,

Janepher Barasa

Training Coordinator

Regional Partnership for Resource Development

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www.repared.co.ke



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Terra Renaissance

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Tanzania Training Coordinator

January Mukhumbi

Tanzania Episcopal Conference Centre

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SVO's Communication Officer and Coordinator

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2. Ethiopia Training Coordinator

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SVO's Administrative Assistant

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Seeds of Hope International Partnerships

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Email: kebythomasntabo@gmail.com



Malawi Training Coordinator

Phillip Nkhuwa

Msamba Catholic Centre, Lilongwe

Email: nkhuwap@gmail.com



Mozambique Training Coordinator

Arsénio Manhice

Media Specialist / Especialista de Mídia

Mozambique Media Strengthening Program /

Programa Para Fortalecimento da Mídia em Moçambique

IREX Mozambique / Moçambique

Av. Ho Chi Minh 1174 | Maputo | Mozambique / Moçambique

Tel: (+258) 21 320 090 | C: (+258) 82 3338670

amanhice@irex.org | www.irex.org.mz

WORKSHOP FEES AND REGISTRATION

Country	Workshop fees	Accommodation & Meals	
		Resident participants	Non-Residential Participants
Kenya	Ksh. 18,000/= (Eighteen thousand KSH Only) per participant. This training fee is for a single module.	Ksh. 3,200/= (Three thousand Two hundred KSH Only) per day.	Ksh. 1,300/= (One thousand Three hundred KSH Only) per day.
Tanzania	Tsh. 350,000 (Three hundred and Fifty thousand TSH Only) per participant. This training fee is for a single module.	Tsh. 60,000 (Sixty thousand TSH Only) per day.	Tsh. 30,000 (Thirty thousand TSH Only) per day.
Uganda	Ush. 550,000 (Five hundred and Fifty thousand USH Only) per participant. This training fee is for a single module.	Ush. 90,000 (Ninety thousand USH Only) per day.	Ush. 40,000 (Forty thousand USH Only) per day.
Ethiopia	Birr. 5,000.00 (Five thousand Birr Only) + Government Tax, per participant.	Birr. 600.00 (Six hundred Birr Only) + Government Tax, per day.	Birr. 300.00 (Three hundred Birr Only) + Government Tax, per day.
Rwanda	USD. 250 (Two Hundred and Fifty USD Only) per participant or the equivalent in Rwandan franc (RWF).	USD. 110 (One Hundred and Ten USD Only) per person per day or the equivalent in Rwandan franc (RWF).	USD. 25 (Twenty Five USD Only) per person per day or the equivalent in Rwandan franc (RWF).
Zimbabwe	USD. 200 (Two Hundred USD Only) per participant or the equivalent in ZWD. This training fee is for a single module.	USD. 35 (Thirty Five USD Only) per day or the equivalent in ZWD.	USD. 15 (Fifteen USD Only) per day or the equivalent in ZWD.
Zambia	USD. 200 (Two Hundred USD Only) per participant or the equivalent in ZMK. This training fee is for a single module.	USD. 25 (Twenty five USD Only) per day or the equivalent in ZMK.	USD. 15 (Fifteen USD Only) per day or the equivalent in ZMK.
Malawi	USD. 200 (Two Hundred USD Only) per participant or the equivalent in MK. This training fee is for a single module.	USD. 25 (Twenty five USD Only) per day or the equivalent in MK.	USD. 15 (Fifteen USD Only) per day or the equivalent in MK.
Mozambique	MT. 8250 (Eight Thousand Two Hundred and Fifty Only) per participant.	MT. 700 (Seven Hundred Only) per day.	

- 1. Workshop fee Covers:** Training materials, Training report, Participation in the full workshop programme, Actual facilitation and training, Certificates, Networking contacts.
- 2. Fees for Resident participants Covers:** Full board/accommodation; this includes Bed, Breakfast, 10 a.m./4 p.m. Tea/Coffee, Lunch, Dinner, Water etc.
- 3. Fees for non-Resident participants Covers:** 10.00 o'clock tea/coffee, lunch, 4.00 p.m. tea/coffee, water etc.
- 4. Fees for Training(Residential/Non-Residential) will be paid in CASH.**
- 5. How to Register for the workshop:** To register for the Workshop, please send your Name(s), Name of your Organization, Postal Address, Telephone and Email address to the address(es) on page 5.

RESOURCE MOBILIZATION BOOKS BY REGIONAL PARTNERSHIP FOR RESOURCE DEVELOPMENT

No.	Book Title	USD
1.	Action Planning Handbook	9
2.	Beyond School Fees: Resource Mobilization in Schools	8
3.	Budget Preparation for Projects and Organizations	7
4.	Business Plan Writing Handbook	15
5.	CBOs Management Handbook	8
6.	Corporate Social Responsibility in Africa	10
7.	Funding Agencies for Religious Organizations	15
8.	Funding Churches and Church Based Projects	10
9.	Fundraising Handbook	20
10.	Fundraising Letters	10
11.	How to Develop and Implement a Resource Mobilization Strategy	7
12.	How to Establish and Manage an NGO	8
13.	How to Promote Community Self-Help and Wealth Creation	8
14.	Monitoring and Evaluation Handbook	10
15.	NGOs Capacity Building Handbook	8
16.	Participatory Project Identification and Planning	8
17.	People's Participation in Development	8
18.	Resource Mobilization for Sustainability	8
19.	Schools Business Plan Writing	8
20.	School's Strategic Planning Handbook	8
21.	Strategic Planning for Non-profit Organizations	8
22.	The Community Assessment Handbook	8
23.	The Community Based Project Planning Handbook	8
24.	The Community Development Handbook	8
25.	The Complete Handbook of Facilitators and Trainers	10
26.	The Complete Handbook of Project Proposal Samples	10
27.	The Concept Paper Writing Handbook	10
28.	The Corporate Fundraising Handbook	8
29.	The International Donor Directory for Africa, Volume IV	13
30.	The NGOs Governance Handbook	8
31.	The NGOs Directory for Kenya	13
32.	The Project Design Handbook	9
33.	The Project Management Handbook	13
34.	The Project Proposal Writing Handbook	13
35.	The Report Writing Handbook	8
36.	The Rules of Community Empowerment	8
37.	The Rules of Community Mobilization	8
38.	The SWOT and PEST Analysis Handbook	4

Exchange Rate (At prevailing rates)

These books are available:

» **in Kenya at:**

- **Text Book Centre** (Kijabe Street, Sarit Centre and Kakamega Branch);
- **Bookpoint** (on Moi Avenue);
- **Prestige Booksellers** (Mama Ngina Street);
- **Catholic University Bookshop;**
- **Catholic Bookshop;**
- **All Africa Conference of Churches** (AACC Training Centre);
- **University of Nairobi;**
- **Kenyatta University;**
- **Chania Bookshop** (on Moi Avenue);
- **Savelburg Retreat Centre;**
- **Tumaini Centre** (Adams Arcade);
- **Bookfirst** (Yaya Centre);
- **CORAT Africa;**
- **Jomo Kenyatta International Airport Bookshop** (Nairobi); and at
- **IFRD Offices** (Tel. +254 711 728473/ +254 710 672620/ +254 722 656856).

» **in Uganda at:**

- **Sacred Heart Sisters**, Kampala (Tel. +256 772 680358);
- **Paulines Bookshop;**
- **Text Book Centre.**

» **in Tanzania at:**

- **Tanzania Episcopal Conference**, Kurasini, Dar es Salaam (Tel. +255 754 083720).

» **in Malawi at:**

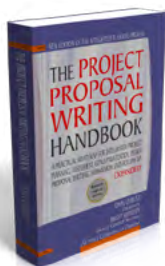
- **ARIMA;**
- **Gray Matter Ltd.**, Pandor House, Kamuzu Banda Procession, Lilongwe;
- **North Gate Arcade**, Chipwembwere Highway, Old B.A.T ground, Blantyre.

» **in Zambia at:**

- **Kalundu Study Centre.**

RESOURCE MOBILIZATION BOOKS BY REPARED BEST-SELLING!

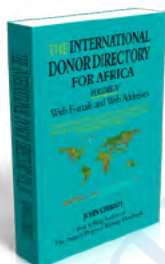
BOOKS
THAT BUILD
YOUR SKILLS



The Project
Proposal Writing
Handbook
USD. 15



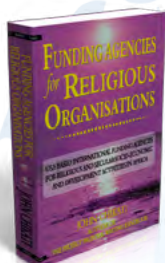
The Project
Management
Handbook
USD. 15



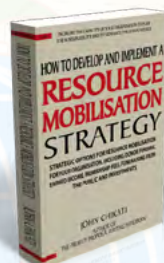
The
International
Donor Directory for
Africa Vol. IV
USD. 15



The Complete
Handbook of
Sample Project
Proposals
USD. 15



Funding Agencies
for Religious
Organisations
USD. 17



How to Develop
and Implement a
Resource
Mobilisation
Strategy
USD. 8



Fundraising
Handbook
USD. 20



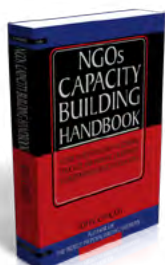
Strategic Planning
for Nonprofit
Organizations
USD. 12



Business Plan
Writing
USD. 17



Budget Preparation
for Projects and
Organisations
USD. 8



NGOs Capacity
Building Handbook
USD. 10



The Community
Development
Handbook
USD. 10