



Regional Partnership for Resource Development

Supporting Development in Africa

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US\$ 12

The purpose of the handbook is to orient and guide project managers and development staff in field of project management. It aims to support project managers in their daily work, providing some background information on project management as well as specific procedures, norms and methods.

Module II: Kenya Country Training on Project Management

The 2014 Kenya Country Training on Project Management will be held from December 1st to 5th, 2014 at Savelberg Retreat and Training Centre, Muringa Road, off Elgeyo Markwet, Nairobi. This training has been organised by Regional Partnership for Resource Development (REPARED). The training is part of the Regional Partnership for Resource Development capacity building programme on Resource Mobilization, Community Development and Project Management aimed at mediating organizational development constraints through improved skills and knowledge.

This training is the Second Module to be organized within the framework of the new capacity-building programme and aimed at making participants more confident in their ability to raise resource and manage their organizations and projects more efficiently and effectively. The training is part of a series of Four Modules leading to the attainment of a [Diploma in Resource Mobilisation, Organizational Development and Project Management](#). The Diploma is awarded by the International Institute of Fundraising in collaboration with Shareworld University. The training is part of a series of workshops designed to help strengthen the resource base of non-profit organisations in the region. The training aims at enabling organisations in the Region in mobilizing resources and building-up their capacity to fundraise more effectively for priority projects and facilitate the implementation of their activities.

Diploma in Resource Mobilization, Organizational Development and Project Management

This training is part of the Four Modules leading to the attainment of a Diploma in Resource Mobilization, Organizational Development and Project Management. Previously the entire course had Six Modules; however, we have incorporated topics from the 5th and 6th Modules into Modules I, II, III and IV, in order to shorten the time our trainees take to attain their Diploma. The Diploma is awarded by the International Institute of Fundraising in collaboration with Shareworld University.

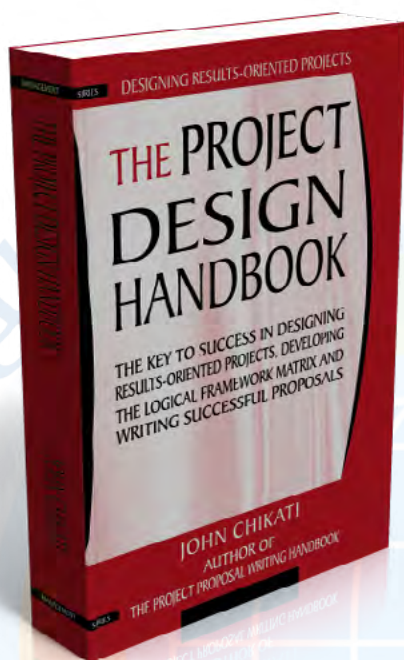
Project Management

This Second Module 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. Such projects are normally of varying sizes and in different sectors. For one to be successful in this career, he/she has to have some special skills which are only obtainable by going through training in project management.

This Handbook unites the processes of project design and proposal writing for two purposes: to help you design a project that is results-oriented and that will appeal to donors. It is aimed at organizations seeking funding for a medium- to large-size project; however, some of the suggestions in the guide are also useful when developing a concept paper or smaller project. In this Handbook, we introduce tools for designing a project and focus on integrating monitoring and evaluation from the beginning...



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, project management 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.

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.

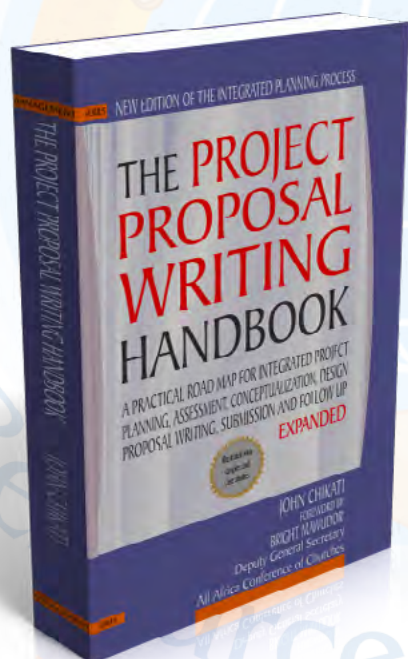
Special Offer: The Project Proposal Writing Handbook

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 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.

"... 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



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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E-mail: ifdm@hotmail.com / ifdm@wananchi.com / ifdm@repared.org

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WORKSHOP FEES AND REGISTRATION

Workshop fees	Accommodation & Meals	
	<i>Resident participants</i>	<i>Non-Residential Participants</i>
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.

- 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 4.

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:**

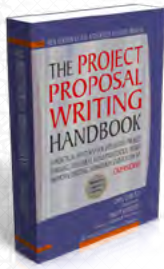
- **ARIMA;**
- **Gray Matter Ltd.**, Pandor House, Kamuzu Banda Procession, Lilongwe;
- **North Gate Arcade**, Chipwembwere Highway, Old B.A.T ground, Blantyre.

» **in Zambia at:**

- **Kalundu Study Centre.**

RESOURCE MOBILIZATION BOOKS BY REPARED BEST-SELLING!

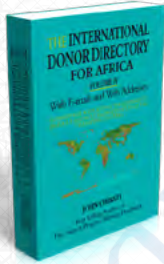
BOOKS
THAT BUILD
YOUR SKILLS



**The Project
Proposal Writing
Handbook**
USD. 13



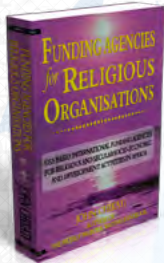
**The Project
Management
Handbook**
USD. 12



**The
International
Donor Directory
For Africa Vol. IV**
USD. 13



**The Complete
Handbook Of
Sample Project
Proposals**
USD. 10



**Funding Agencies
For Religious
Organisations**
USD. 15



**How To Develop
And Implement
A Resource
Mobilisation
Strategy**
USD. 7



**Fundraising
Handbook**
USD. 20



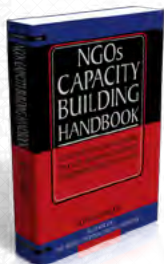
**Strategic Planning
For Nonprofit
Organisations**
USD. 8



**Business Plan
Writing**
USD. 15



**Budget Preparation
For Projects And
Organisations**
USD. 7



**Ngos Capacity
Building Handbook**
USD. 8



**The Community
Development
Handbook**
USD. 8

These books are also available in electronic format upon request.

Africa Country Training Programmes on Resource Mobilization, Community Development and Project Management			
Country	Module	Date	
Eritrea	I	Jan 20 th - 24 th , 2014	
Malawi	II	Jan 27 th - 31 st , 2014	
Zambia	II	Feb 3 rd - 7 th , 2014	
Zimbabwe	II	Feb 10 th - 14 th , 2014	
Ethiopia	I	Feb 24 th - 28 th , 2014	
Kenya	II	Mar 3 rd - 7 th , 2014	
Uganda	II	Mar 10 th - 14 th , 2014	
Tanzania	II	Mar 17 th - 21 st , 2014	
South Africa	I	Apr 28 th - 2 nd May, 2014	
South Africa	II	May 5 th - 9 th , 2014	
Mozambique	I	May 12 th - 16 th , 2014	
Ivory Coast	I	May 26 th - 30 th , 2014	
Malawi	I	June 2 nd - 6 th , 2014	
Malawi	III	June 9 th - 13 th , 2014	
Zambia	I	June 16 th - 20 th , 2014	
Zambia	III	June 23 rd - 27 th , 2014	
Zimbabwe	I	June 30 th - 4 th July, 2014	
Zimbabwe	III	July 7 th - 11 th , 2014	
Zimbabwe	III	July 14 th - 18 th , 2014	
Ethiopia	I	July 21 st - 25 th , 2014	
Ethiopia	II	July 28 th - 1 st Aug, 2014	
Kenya	I	Aug 4 th - 8 th , 2014	
Kenya	III	Aug 11 th - 15 th , 2014	
Uganda	I	Aug 18 th - 22 nd , 2014	
Uganda	III	Aug 25 th - 29 th , 2014	
Tanzania	I	Sept 1 st - 5 th , 2014	
Tanzania	III	Sept 8 th - 12 th , 2014	
Mozambique	I	Sept 15 th - 19 th , 2014	
Mozambique	II	Sept 22 nd - 26 th , 2014	
Swaziland	I	Sept 29 th - 3 rd Oct, 2014	
Rwanda	I	Oct 27 th - 31 st , 2014	
Ethiopia	I	Nov 3 rd - 7 th , 2014	
Ethiopia	II	Nov 10 th - 14 th , 2014	
Ethiopia	III	Nov 17 th - 21 st , 2014	
Ethiopia	IV	Nov 24 th - 28 th , 2014	
Kenya	II	Dec 1 st - 5 th , 2014	

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