

Overview

This Certificate course provides comprehensive training for beginners and advanced users. It will equip you with the essential skills, tools and good practices from the field to successfully manage projects in development cooperation and humanitarian work.

All modules follow a participatory approach based on case studies, with many exercises and facilitated discussions. This allows trainers and participants to bring in and share their experiences in the group.

This certificate course comprises three independent but mutually reinforcing modules:

1. **Needs Assessment** (5 days)
2. **Planning, Programming and Monitoring Projects** (5 days)
3. **Evaluating Projects** (3 days)

Training Methodology

Emphasis is placed on “action learning” and each module features presentations, structured learning experiences, facilitated discussions, individual and group activities.

Participants

This course will benefit in particular:

- Project/Programme Directors, Managers, and Coordinators
- Key field and HQ staff involved in project management
- Managers supervising project teams
- Consultants working for non-profit organisations
- People who wish to join the non-profit sector

Included Services

Course fees include tuition, training materials and handouts, lunch & coffee breaks, and a course certificate.

Tailored Options

- This course can be provided in-house for your team/organisation
- Optional post-course accompaniment for the implementation of action plans is available
- This course can also be conducted on a one-to-one basis

Modules can also be taken individually, leading to a course certificate for each module.

For further information about this course, please contact us: courses@ngomanager.org

Learning Outcomes

After this course participants will be able to:

1. Needs Assessment

- Define the objective of a needs assessment
- Choose the right type of assessment & select the team
- Prepare the data collection
- Write the term of reference
- Collect information: observation and interviews techniques
- Ensure the reliability of information: bias and triangulation
- Use Participatory Rural Appraisal (PRA) tools
- Process data
- Map stakeholders
- Analyse and work on findings: the problem tree
- Formulate recommendations and write the report

2. Planning, Programming and Monitoring Projects

- Identify the Project Cycle
- Understand the origins of the RBM concept
- Define a results chain
- Identify and analyse problems: importance and challenges
- Define coherent priorities and link them to the mandate of the organisation
- Analyse stakeholders and the environment
- Understand the Logical Framework Approach (LFA)
- Formulate project objectives
- Define project activities
- Analyse potential risks for the project
- Identify indicators and source of verification
- Sequence and schedule activities
- Program human, financial and logistic resources (table of resources and workload tool)
- Finalise the programming: risks, governance, knowledge management, communication
- Understand why we follow-up projects
- Look at the monitoring and evaluation concepts
- Master the monitoring process

3. Evaluating Projects

- Understand the methodological context of evaluation
- Understanding the founding principles of evaluation
- Mastering the criteria and types of evaluation
- Making the link between the evaluation and the project planning stage (logical framework)
- Define evaluation criteria & evaluation questions
- Define the budget, identify the resources and design the work plan of the evaluation
- Define the type of evaluation: internal or/and external?
- Determine the relevant data collection methods to answer the evaluation questions
- Collect information
- Analyse and interpret the collected information
- Draft evaluation conclusions and recommendations
- Communicate and share evaluation findings
- Adopt corrective actions; incorporate actions in programmes' documents

Practical Info

- Duration & timings: 13 days, 09h – 17h
- Non-OECD fee: 2,990* / 3,460 Swiss francs (CHF)
- OECD fee: 3,690* / 4,290 Swiss francs (CHF)
- Location: Geneva, Switzerland

* **Early bird fee:** book 2 months before the course starts to benefit from the reduced rate