

PROJECT CYCLE MANAGEMENT TRAINING



PROJECT CYCLE MANAGEMENT
12 WEEK ONLINE TRAINING

Online learning needs assessment
Online training session 12 x 4 hours
Assignments online
Use of own working context
Mentor sessions

For who? NGO staff involved in project cycle management

REGISTRATION DEADLINES **20th AUGUST 2023**
START LEARNING NEEDS ASSESSMENT
22nd August 2023
START TRAINING: **4th SEPTEMBER 2023**



SUMMARY TRAINING PROJECT CYCLE MANAGEMENT	
Who is this training course for?	NGOs staff in development or humanitarian settings, involved in project cycle management.
Closing date registration	20 th August 2023
Online learning needs assessment	22 nd August to 2 nd September 2023
Training start and end date	4 th September 2023 till 22 nd November 2023
Training package:	<ul style="list-style-type: none"> • Online learning needs assessment; • Online training session 12 x 4 hours; • Assignments in online learning management system (LMS); • Mentoring sessions 3 to 5 hours per individual.
Certificate of successful completion after meeting all requirements	<ul style="list-style-type: none"> • Attendance of 80%; • Assignments for learning done; • Final assignments graded with pass (knowledge test, Final assignment-proposal)
Course fees	€ 1185 including 21% VAT (taxation law Netherlands)

IMARAH CONSULTANCY

“Imarah Consultancy” is managed by Cobi Rietveld, who is an experienced health professional, trainer, and coach, with a master’s in public health and extensive experience in management, training, capacity building and coaching in developing countries, Humanitarian Aid, and the Netherlands.

“Imarah” is a word in Arabic, Hindi, Urdu, and Swahili, and refers to the meaning “**Growth**”, “**Development**” and “**Success**”. “Imarah Consultancy” believes in the power of people and communities, to develop their potential and together create a better world where basic needs and rights are respected and met. “Imarah Consultancy” aims to support and facilitate the development of knowledge, skills and competencies for individual professionals, organisations, governments and communities, National and international NGOs in Humanitarian, and development aid, through coaching, training, and advice.

OVERVIEW TRAINING COURSE

The 12-weeks online course is a comprehensive training in “Project cycle management” providing a framework for “Result Based Management”. The training is for beginners as well as for more experienced professionals who would like to develop their competencies in project cycle management. Before the training a **learning needs assessment** will be conducted with participants, to ensure the training is adjusted to the needs, as well as to identify current capacities. The training will be offered through a mix of training methods, including discussions, assignments, reflecting on individual experience, in the online learning environment, supported with homework, group assignments, and mentoring. Also, in this online learning environment you can expect to be actively learning. Your own practical working environment where you manage projects, will be used as a basis for the training; therefore, you are expected to come with your own examples, and your own tools if available. For the needs assessment you will be collecting data in your own working context, which will be used for the further steps in the training “project cycle management”. A certificate is given after successful completion of the final assignment.

“It was one of the best learning experiences I had with Imarah Consultancy. What I liked most about the course was that it was working in groups and having opportunities to discuss topics and learn from each other's experiences and being able to use the information in relation to my program. The trainer Cobi RIETVELD is full of information, and she greatly delivered it to us. If you want to develop yours, I recommend you to participate in this training course ” (Rastgo Adil Hama Saeed, Programme Coordinator, Halabja Disabled Organization, Iraq)

WHO IS THIS COURSE FOR?

This 12-weeks training course is for staff working with NGOs in development or humanitarian settings, who are involved in project cycle management.

Specific criteria for the participants in this training are:

- The participant has access to a computer and stable, good quality internet throughout the training;
- The participant has basic computer skills (word, excel and PowerPoint);
- The participant is available for all online training;
- The participant has sufficient time available to study and reflect on learned activities, individual or in groups for a period of 12 weeks;
- The participant has sufficient English speaking and writing skills;
- The participant has a role in project cycle management and can bring own examples from work experience.

"I want to show my appreciation for Cobi Rietveld for the wonderful PCM training course. I participated in the 12-week PCM training. From the little knowledge that I had, I was able to extend and gain vast knowledge in this field, and I was able to see the real impact of the knowledge that I gained on the actual ground. Although I had doubts about the online training but this one was different, the trainer did an excellent job in delivering the course materials to the participant in a smooth way. The assignments and one-on-one mentor sessions were an excellent addition that kept us on track. Overall, I am satisfied with the training. It is a well-designed course with a practical orientation. Thanks to the IMARAH CONSULTANCY for this training." (Suhail Matti, Field manager, MALTESER INTERNATIONAL)

TRAINING OBJECTIVES

The course will enable participants to develop competencies to manage projects from the start to the end of a project.

By the end of the course the participant should be able to:

GENERAL OVERVIEW

- Explain the different phases of the project cycle and the tools used.

NEEDS ASSESSMENT

- Prepare for a needs assessment;
- Collect data (primary and secondary, stakeholder analysis, use of tools);
- Analyse collected information and develop a problem tree;
- Write a needs assessment report.

DESIGN A PROJECT

- Identify and design a project;
- Identify, analyse, and prioritize problems;
- Prepare a logical framework;
- Formulate project objectives;
- Define project activities;
- Analyse potential risks for the project;
- Identify indicators and source of verification;
- Plan Human resources and logistic resources;
- Plan financial resources (Budget);

PROJECT IMPLEMENTATION

- Prepare a plan for the implementation of a project (workplan);
- Use a monitoring plan;
- Analyse data critically;
- Write monthly reports.

PROJECT EVALUATION

- Explain the need and reason for the evaluation of the project and the process for planning and implementing the evaluation.

TRAINING METHODOLOGY

The course will start with a learning needs assessment, 2 weeks before the start of the training. After registration you will receive a link to the online learning management system of Imarah consultancy, where you will do assignments in order to collect information about your training and experiences regarding project cycle management, with the aim to identify your learning needs.

The online live training sessions will start with three (3) online training sessions in the first week. Any theory which is needed, will be given as a homework assignment to read and prepare. In the virtual classroom we will focus on developing skills and competencies, through discussions, assignments, and reflecting on individual experience, where your own practical working environment will be used. The second week you will be collecting information in your own working environment aiming to practice collecting data for the needs assessment. The collected data will be the basis for the next steps in the project cycle management training which includes a situation analysis and designing a project. From the 3rd week onwards, there will be weekly online sessions on **Wednesdays 13.00 to 17.00 central European time**, supported by homework, groupwork, assignments, feedback, and mentoring, while working in

an online learning management system. The number of participants will be limited to a maximum of 12 per training, as to ensure the active participation in the virtual training environment. Reliable internet is essential.

The estimated study time is:

- 48 hours online face to face learning (12 times 4 hours);
- 2 to 5 hours per week self-study and assignments, depending on your pace of learning and previous experience (which 24 to 60 hours total);
- 3 to 5 hours total mentor sessions.

TRAINING DATES

The dates for the online training sessions are

- 4, 6, and 8 September 2023 in the first week.
- The second week there is no training
- From the third week the dates are 20, 27 September; 4, 11, 18, October; 1, 8, 15, 23 November 2023.

The time is **13.00 to 17.00 central European time (CET)**

TRAINING AGENDA

PLANNED TRAINING AGENDA
Week 1: Monday , Wednesday and Friday
<ul style="list-style-type: none"> • Introduction • The project cycle. • Community participation and accountability to affected population (AAP) • Gender, diversity, and vulnerable groups • Needs assessment (Data collection, primary and secondary, mapping of partners, stakeholder analysis, use of tools)
Week 2
Assignments, Collect data for needs assessment
Week 3
Needs assessment <ul style="list-style-type: none"> • Analysis of collected information and problem tree • Assessment Report writing
Week 4
Identify and design a project (log frame) <ul style="list-style-type: none"> • Prioritize problems

<ul style="list-style-type: none"> • Formulate objectives regarding problem identified • Define and formulate the results of a project, • Formulate indicators, the targets, and source of verification for the project's objectives and results
Week 5
<p>Identify and design a project (log frame)</p> <ul style="list-style-type: none"> • Formulate indicators, the targets, and source of verification for the project's objectives and results, continuation • Define the activities to be implemented to achieve the results • Risk analysis
Week 6
<p>Identify and design a project (continuation)</p> <ul style="list-style-type: none"> • Plan Human resources and logistic resources • Prepare a Gantt chart – activity plan
Week 7
<ul style="list-style-type: none"> • Prepare budget • The proposal, putting it all together
Week 8 no online session
Assignments and mentoring sessions
Week 9
<p>Implementing and monitoring the project</p> <ul style="list-style-type: none"> • Plan and set-up the project • Monitor the project in all aspects
Week 10
<p>Implementing and monitoring the project (continuation)</p> <ul style="list-style-type: none"> • Analysing data • Report writing (monthly reports)
Week 11
<p>Evaluating the project</p> <ul style="list-style-type: none"> • The need for the evaluation of the project and the process
Week 12
<p>Support in Final assignment Reflection and evaluation</p>

COURSE FEES

The course fees include:

- Online training sessions 12 sessions of 4 hours;
- Training materials and working on assignments in the online learning management system of Imarah Consultancy;
- Mentoring to support with assignments (individual or in groups);
- Certificate of successful completion if the final assignment (knowledge test and final group assignment) is graded with a pass.

The course fees are

- **€ 1185,-** including 21% VAT (according to tax law in the Netherlands)

REGISTRATION

To register for the next online training “Project cycle management,” please fill in the online registration form

[Online registration form September 2023](#) – deadline 20th August 2023

SELECTION OF CANDIDATES

Selection will be based on the criteria, of the English language skills, availability of stable internet, your confirmed availability for the online training sessions and time for study and group work. If more applications are received than the available space, the priority will be given to persons having a project cycle management role without any previous training in project cycle management, as well as national staff of NGOs, while ensuring a mix from different NGO's. Once your application is confirmed, you will receive a link to the online learning management system of "Imarah Consultancy", for a learning needs assessment. You or your organisation will also receive an invoice.

The invoice needs to be paid within 4 weeks after sending the invoice.