**DIPLOMA COURSES**

**AIPMS 100 DIPLOMA IN INTERNATIONAL DEVELOPMENT STUDIES**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries . The organization has a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Human Resource Evaluations**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Project Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Strategic Communications and Branding**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

**Overall Course Overview**

**If you are preparing to work in the field of international development, you need to acquire the knowledge, skills and contacts to function effectively in what may be unfamiliar or challenging circumstances. This interdisciplinary training course offered by Africa Institute for Project Management Studies (AIPMS) places particular focus on socio-economic development issues of concern to the developing African countries such as poverty, conflicts, governance, security ,human rights, climate change and global inequality.**

**Specific Course Objectives**

**This course accords students an opportunity to examine development processes, interventions, theories, policies and government structures in the global arena. It is expected that the student, after having completed the course, will be able to better understand a number of salient issues in the developing world. The student is expected to be able to apply concepts learned in class to the analysis of important issues in development studies.
The course is structured around some key questions including:
• What does “development” mean and does it mean different things to different peoples and cultures?
• How has the historical experience of development influenced theories of development?
• What is the role of the state in development? Has this changed over time and why?
• What role do international development organizations play in development?
• Why are non-governmental organizations (NGOs) increasingly important development actors? What are the limits on the NGO role in development?
• How and why does being a woman change your life-chances and roles in the
developing world?
• How and why does being an indigenous person change your life-chances and roles
in the developing world?
• Is foreign aid effective?
• What is sustainable development and how can it be achieved?
Furthermore, it is hoped that the student will reflect on ethical issues behind his or her personal commitment to development studies, and indeed, the endeavor of “development” itself. Why do we commit ourselves to practicing economic development? What right do we have to impose development on the Third World? Do these “others” even want to be “developed”? Is it even possible to practice development in a way that is respectful of local knowledge, cultures and diverse individual aspirations?\*\***

**Course Outline:**

**Module 1 Introduction to International Development**

1. **Introduction to International Development**
2. **Process of Development**
3. **Role of NGOs in Development**
4. **Role of state in Development**

**Module 2 Sustainable Development**

1. **Sustainable Development an Introduction**
2. **Parameters of Sustainable Development**
3. **Approaches to study of Sustainable Development**
4. **Issues and challenges**
5. **Millennium Development Goals (MDGs)and Sustainable Development Goals(SDGs)**

**Module 3 Developmental Issues**

1. **Natural Resource Exploitation**
2. **Patens of Exploitations**
3. **Inequitable growth**
4. **Global and Regional Dimensions**

**Module 4 Gender and Development**

1. **Social Construction of Gender**
2. **Sex Gender Roles and Equality**
3. **Conflict Resolution**
4. **Types of intervention to enhance women income and Productivity**
5. **UN and international conventions on Gender**
6. **Global debates and their impact on Gender**

**This module is designed specifically for development organizations.**

**Exercises:
After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.
Assignments: There are ten assignments (continuous assessment tests) and one examination to be offered at the end of the course. Assignments and Continuous Assessment Tests account for 70% project paper or examination will account for 30% of the mark. Upon completion of the course you shall be issued with a Diploma Certificate and a course transcript and an international donor directory**

**Examination**

**Certificate and Transcripts will be sent after successful completion of the course**

**DURATION AND COURSE LOAD: 24 Weeks - 5 to 6 hours per week**

**Period: Six Months course**

**REGIONS TARGETED: Global**

**COURSE: FEE: $600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE CONTACT**

**The Academics Coordinator
Africa Institute for Project Management Studies (AIPMS)
Email: info@africadevelopmentresources.org
Website: [www.africadevelopmentresources.org](http://www.africadevelopmentresources.org)**

**AIPMS101 DIPLOMA IN GRANT MANAGEMENT**

**Africa Institute for Project Management Studies (AIPMS) is pleased to announce a Diploma in Grant Management .The course is offered through Distance Learning and runs for six months**

**Course Overview
The job of Grants Management involves a difficult balancing act; ensuring that project staffs have the latitude to accomplish something meaningful and at the same time every obligation of the funding source is met. Depending on the operating style of your organization, the complexity of the project and the nature of the funding source, effective grants Management depend on certain core principles.

These principles are valuable in helping to build trust with your donors and making the management process in your organization more orderly. The purpose of this course is to build the confidence and skills of those responsible for managing institutional donor grants and to meet donors’ financial terms & conditions when implementing programs. Effective grant management by project implementers can contribute to more funding for the organization.

Training Objectives

At the end of the course, participants will be able to:
a) Identify and understand the critical terms and conditions of grant aid for donor-funded projects;

b)    Ensure compliance with donor terms and conditions;

c)    Providing supporting documents, correct procurement of goods and services and meeting financial reporting requirements;

d)    Managing multiple-funded programmes;

e)    Prepare a donor financial report to match with a project narrative report;

f)    Describe the phases in the grant management cycle clarify key responsibilities and routines needed for successful grant management;

g)    Identify the requirements for closing off a donor grant;

h)    Manage the relationship with donors, head office and implementing partners with greater confidence;

i)    Appreciate that finance and programme staff must work closely for Successful grant management.

Training Approach
We strive to de-mystify financial and project management concepts to Overcome the fear of finance and grants management.

Target Group
This course is specially designed for Project staff who manage institutional donor grants where programmes are implemented directly or through operational partners. The course is also suitable for both finance, administrative and non-finance staff who are new to grant management.
Course Content**

**Module 1 Introduction to Grant Management**

1. **Introduction to Grant Management**
2. **Developing a Plan for Financial Sustainability**
3. **Establishing Micro-Grant Programme**
4. **Creating a Business Plan**
5. **Developing a committee to help with Financial Sustainability**
6. **Outline for writing a grant application for Funding**
7. **Writing a Grant**

**Module 2 Financial Management and Budgeting**

1. **Planning and writing annual Budget**
2. **Managing your Money**
3. **Handling Accounting**
4. **Understanding Non -profit status and Tax exemptions**
5. **Creating Financial Audit Committee**

**Module 3 Hiring and Training staff for Community Organization**

1. **Developing a plan for staff Hiring and Training**
2. **Preparing Job description and Selection criteria**
3. **Advertising for Positions**
4. **Developing personnel Policies**
5. **Developing staff Orientation Programmes**
6. **Developing training programmes for staff**

 **Module 4 Introduction to Monitoring and Evaluation**

1. **A framework for programme Evaluation**
2. **Community Based Participatory Research**
3. **Understanding Community Leadership, Evaluators, Funders and their interest**
4. **Choosing Evaluators**
5. **Developing Evaluation Plan**
6. **Participatory Evaluation**
7. **Choosing questions and Planning for the Evaluation**
8. **Data Collection, Design and Observation system**
9. **Selecting appropriate Design and Observation system**
10. **Collecting and Analyzing Data**

**Course Organizers:**

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* **Media Management**
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* **Public Policy Analysis**
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**b) Health**

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**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

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 **Exercises:
After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.
Assignments: There are ten assignments (continuous assessment tests) and one examination to be offered at the end of the course. Assignments and Continuous Assessment Tests account for 70% project paper or examination will account for 30% of the mark. Upon completion of the course you shall be issued with a Diploma Certificate and a course transcript and an international donor directory**

**Examination**

**Certificate and Transcripts will be sent after successful completion of the course**

**DURATION AND COURSE LOAD: 24 Weeks - 5 to 6 hours per week**

**DATES: Six Months course that starts every 1st of the month.**

**REGIONS TARGETED: Global**

**COURSE: FEE: $600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE CONTACT**

**The Academics Coordinator
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**AIPMS 102 DIPLOMA IN WATER, HYGIENE AND SANITATION**

**Africa Institute for Project Management Studies (AIPMS) is pleased to announce a Diploma in Water, Hygiene and Sanitation. The course is offered through Distance Learning. The course will start every 1st of the month**

**Course Overview:**

**According to the latest estimates of the WHO/UNICEF Joint Monitoring Programme for Water Supply and Sanitation (JMP), released in early 2013 (collected in 2011), 36 per cent of the world’s population – 2.5 billion people – lack improved sanitation facilities, and 768 million people still use unsafe drinking water sources. Inadequate access to safe water and sanitation services, coupled with poor hygiene practices, kills and sickens thousands of children every day, and leads to impoverishment and diminished opportunities for thousands more.\*\***

**The course provides an understanding of WASH in the context of wider public health challenges and illustrates the practical interventions necessary to deliver on health and wider development/emergency needs.**

**Course Objectives:
By the end of this course, a student assessed as competent against this qualification will be able to:**

* **Understand public health and appreciate the current and future disease burden in developing countries**
* **Correlate WASH and Environmental Health with Public Health (including nutrition) in the context of community development**
* **Understand the practicalities around community water supply, waste management (including drainage), and related environmental health issues for effective community hygiene promotion**
* **Examine indicators of performance in WASH and wider environmental health**

**Module 1 introduction**

1. **Introduction to Water. Sanitation and Hygiene (WASH)**
2. **Global disease Burden**
3. **Assessing Public health Patterns in Emergencies**
4. **Effective WASH interventions**

**Module 2 WATER**

1. **Hygiene Promotions**
2. **Water Supply standards and Water Quality**
3. **Water and Sanitation initials needs Assessments**
4. **Health Promotions and Community Participation**

**Module 3**

1. **Water and sustainable Development**
2. **Community participation and Management**
3. **Cost and cost effectiveness of WASH**
4. **Water Technologies**
5. **Maintenance of Water Supply Systems**

**Module 4**

1. **Disease and Disease transmissions**
2. **Diseases in Population**
3. **Water and Environmental Sanitation Programmes**
4. **Sanitations**
5. **Municipal solid Waste Management**

**Course Organizers:**

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* **Media Management**
* **Micro Enterprise Development,**
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* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

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**Exercises:
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to test their own Learning by completing some relevant exercises and
tasks.
Assignments: There are ten assignments (continuous assessment tests) and one examination to be offered at the end of the course. Assignments and Continuous Assessment Tests account for 70% project paper or examination will account for 30% of the mark. Upon completion of the course you shall be issued with a Diploma and a course transcript.**

**Examination**

**Diploma and Transcripts will be sent after successful completion of the course**

**DURATION AND COURSE LOAD: 24 Weeks - 5 to 6 hours per week**

**Period: Six Months course**

**REGIONS TARGETED: Global**

**COURSE: FEE: $600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE CONTACT**

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**AIPMS 104 : DIPLOMA IN PROJECT MANAGEMENT**

**Course Organizers:**

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* **Documentary Productions**
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**Overall Course Objective:**

 **To Increase your project planning and management skills for effective and successful project implementation while expanding your career opportunities.
This diploma level course is a comprehensive review of project design and planning and project management. Project management involves the planning, organizing, securing and managing of resources to achieve the successful completion of specific project goal and objectives. This course covers project management methodology, tool sets and documentation, including project analysis, needs assessments/ planning, design, project implementation, Log Frame development, work plan, indicators, understanding inputs,outputs and outcomes, monitoring and evaluation. The course also includes a project management case study. Qualifications in Project Management are in great demand internationally and this diploma course will greatly enhance your career prospects.**

**PROJECT MANAGEMENT COURSE CONTENT**

**Module 1**

1. **Introduction**
2. **Materials and Equipment’s**
3. **Human Resources in Project Management**
4. **Project Costing and Financing**
5. **Organizational Structure in projects**

**Module 2**

1. **Formulation of Details Project Reports**
2. **Feasibility and Technical Analysis**
3. **Integrated Project Control Systems**
4. **Managing Transition from Project to Operation**
5. **Project completion Evaluation and Project Reviews**

**Module 3**

1. **Project Information Systems**
2. **Materials and Equipment’s**
3. **Financial Aspect**
4. **Human Resources**

**Module 4**

1. **A framework for project Evaluation Gateway to Tools**
2. **Stakeholder Analysis**
3. **Community Based Participatory Research**
4. **Log FRAME**
5. **Project Monitoring and Evaluation**
6. **Data Collection and design**
7. **Selecting Appropriate Design for Evaluation**

**Exercises:
After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.
Assignments:**

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**Examination**

**Certificate and Transcripts will be sent after successful completion of the course**

**DURATION AND COURSE LOAD: 24 Weeks - 5 to 6 hours per week**

**DATES: Six Months course that starts every first of the month.**

**REGIONS TARGETED: Global**

**COURSE: FEE: $600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE CONTACT**

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**AIPMS 105: DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**

**Course Organizers:**

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* **Institutional Capacity Assessments**
* **Media Management**
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**Course Overview**

**While many careers in the sector have existed for decades or more, the term ‘supply chain management’ is relatively new. Supply Chain Management Association (SCMA) defines supply chain management as: Strategic management of the flow of goods, services, finance and information, along with relationships within and among organizations, to support and achieve an organization’s objectives. Strategic collaboration within and among organizations in a supply chain helps reduce costs, minimize inventory, enhance flexibility and improve a product’s time to market.**

**The programme is aimed at equipping first-line managers with the knowledge and skills required to fulfill their management role within the supply chain by solving well-defined problems.**

**Course content**

**Module 1**

1. **Introduction to Purchasing**
2. **Purchasing and Procurement**
3. **Buyer /Seller Relationship**
4. **Managing suppliers**
5. **Storage and Warehouse Management**
6. **Inventory Management**
7. **International Procurement**
8. **Public/Government Procurement**
9. **Ethics and professionalism in Supply Chain Management**

**Module 2**

1. **Role of Purchasing in an Organization**
2. **Inventory Management**
3. **Strategic role in Supply Material management**
4. **Product Management**

**Module 3**

1. **Logistics and Supply Chain Management**
2. **Logistics and Distribution Management**
3. **Integrated Logistics and Supply Chain Management**

**Module 4**

1. **Operation Research**
2. **Procurement**
3. **Public Procurement**
4. **Best practices and Principles in Procurement**
5. **Computers in Operation Management**

**This course is designed specifically for development organizations.**

 **Exercises: After they have read the material for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks. Assignments: In order to demonstrate their understanding of the course content, students will be required to submit Ten assignments and One Examination Certificate Certificate and Transcripts will be sent after successful completion of the course**

**Exercises:After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.**

**Assignments: There are ten assignments
(continuous assessment tests) and one examination to be offered at the end
of the course/ project Paper. Assignments and Continuous Assessment Tests account for 70% while Examination accounts for 30% of the mark. Upon completion of the course you shall be issued with a Diploma Certificate and a course transcript.**

**Examination**

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**DURATION AND COURSE LOAD: 24Weeks - 5 to 6 hours per week**

**DATES: Six Months course**

**REGIONS TARGETED: Global**

**COURSE: FEE: $600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Distance Learning facilitated**

**GENERAL COURSE**

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**AIPMS 106 : DIPLOMA IN HUMAN RESOURCE MANAGEMENT**

**Course Organizers:**

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**a) Agriculture, environment and natural resources**

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**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

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**Course Overview While many of the tasks associated with human resource management are centered in the HR Department, all managers have HR responsibilities. This course will cover the broad range of topics associated with HR management from the perspective of the HR professional, the manager, and the employee.**

**This Diploma in Human Resource Management is an online professional development course that aims to provide you with the essential foundation knowledge, skills and competencies required to perform effectively in a human resource management team. This course will give participants essential tools for kick starting their career in HR. It is also a great way for existing HR professionals to expand their knowledge.**

**The Diploma in Human Resource Management Course will introduce you to the field of human resource management - and its growing importance to the success of the organization’s overall performance and success. The course introduces students to the theories, ideas, controversies and challenges involved in managing human resources in contemporary work organizations. The course also focuses on the link between an organization’s overall business strategies and an organization’s HR strategies, policies and practices.**

**Course Content**

**Module 1**

1. **Responsibilities of a professional Manager**
2. **Tasks of a professional manager**
3. **Structuring Human resource Management**
4. **The changing context and emerging issues in HRM**
5. **Concept and function of HRM**

**Module 2**

1. **Concept of Organizational Socialization**
2. **Concept of Mobility**
3. **Contemporary Issues in managing Demand and Supply**
4. **Changing nature of Roles**
5. **Job Analysis**
6. **Contemporary issues in Job Analysis**

**Module 3**

1. **Performance and Potential Appraisal**
2. **Career Succession and Planning**
3. **Dislocation and relocation of Employees**
4. **Selection**
5. **Recruitment**

**Module 4**

1. **Human Resource Accounting**
2. **Human Resource Audit**
3. **Human Resource Information Systems**
4. **Managing Trade Unions**
5. **Issues and Trends in Common Bargaining Agreement**
6. **Dealing with trade Unions**
7. **Negotiating Skills**

**This course is designed specifically for development organizations.**

**Exercises:
After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.**

**Assignments: There are ten assignments
(continuous assessment tests) and one examination to be offered at the end
of the course. Assignments and Continuous Assessment Tests account for 70% while Examination accounts for 30% of the mark. Upon completion of the course you shall be issued with a Diploma Certificate and a course transcript.**

**Examination**

**Certificate and Transcripts will be sent after successful completion of the course**

**DURATION AND COURSE LOAD: 24 Weeks - 5 to 6 hours per week**

**DATES: Course Starts every 1st of the month.**

**REGIONS TARGETED: Global**

**COURSE: FEE: $600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Distance Learning facilitated**

**GENERAL COURSE**

**The Academics Coordinator
Africa Institute for Project Management Studies (AIPMS)
Email: info@africadevelopmentresources.org
Website: [iwww.africadevelopmentresources.org](http://www.onlinelearningcentre.org)**

**AIPMS 107 : DIPLOMA IN DISASTER MANAGEMENT**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

**Overview:**

**This integrated course defines humanitarian response within the framework of an understanding of development, with vulnerability and disaster risk reduction as an integral part of development. This programme recognizes the vulnerabilities faced by the poor and marginalized and the disproportionate impact of disasters endured by them in the developing world. In this programme, the study of disaster risk reduction, disaster response and post-disaster recovery will be grounded in the values of justice, equity and social inclusion. This course addresses all stages of disaster management in a comprehensive and holistic manner; including:**

1. **Pre- disaster preparedness and mitigation,**
2. **Rescue and relief in the context of disaster and**
3. **Post disaster rehabilitation, reconstruction and recovery.**

**Course Objectives
This Diploma Course in Disaster Management is designed to impart domain knowledge, capacities and skills to:**

* **Demonstrate a critical understanding of key concepts in disaster risk reduction and humanitarian response**
* **Recognize issues, debates and challenges arising the relationship between paradigm of development and disasters**
* **Critically evaluate disaster risk reduction and humanitarian response policy and practice from multiple perspectives**
* **Develop an understanding of standards of humanitarian response and practical relevance in specific types of disasters and conflict situations**
* **Critically understand the strengths and weaknesses of disaster management approaches, planning and programming in different countries, particularly their home country or the countries they work in, and**
* **Respond to disaster risk reduction initiatives and disasters in an effective, humane and sustainable manner.**

**This Course is designed specifically for development organizations.**

**Exercises:
After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.**

## ****Assignments:**** There are ten assignments(continuous assessment tests) and one examination to be offered at the end of the course. Assignments and Continuous Assessment Tests account for 70% while Examination accounts for 30% of the mark. Upon completion of the course you shall be issued with aDiploma Certificate and a course transcript.

**Examination**

**Certificate and Transcripts will be sent after successful completion of the course**

**DURATION AND COURSE LOAD: 24 Weeks - 5 to 6 hours per week**

**Course Period: Six Months Course**

**REGIONS TARGETED: Global**

**COURSE: FEE: $600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Distance Learning facilitated**

**GENERAL COURSE**

**The Academics Coordinator
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Email: info@africadevelopmentresources.org
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**AIPMS 108: DIPLOMA IN GENDER AND DEVELOPMENT**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

**Overall Course Overview:**

**In response to increased global attention to gender issues, there is a growing need for knowledge and skills in gender and development. This course is designed to prompt an exploration of common behaviors and attitudes towards gender differences. It will present facts and figures about the situation of women and men in our society today – and references from key documents that highlight policies formulated to address gender concerns. Recent events have shown that if governments are serious about achieving the Sustainable Development Goals, SDG’s, it is essential that gender be taken into account for all the goals. Gender equality in the SDGs touches almost exclusively on the area of education, and research does show the importance of equality in this area, but this is not sufficient. This e-learning course will empower the participants with tools and sector-specific guidelines for gender mainstreaming in their various institutions and development planning. It will further improve the abilities of participants to reduce gender inequalities in their various homes, organization and communities.**

**At the end of the course enable participants to be better equipped with the analytical and conceptual skills needed to understand gender issues in both contexts, enabling them to participate effectively in gender and development-related research, policy-making and implementation.**

**Course Objectives:**

**· Familiarize with key analytic gender and development debates.**

**· Able to relate these debates to development theory, policy and practice at local, national and international levels**

**· Able to comprehend and manipulate complex analytical gender arguments**

**· Capable to evaluate impact of development interventions (policies, projects and institutional reform) on gender equity and empowerment**

**· Influence and intervene in community development projects at every level of the society.**

**Course Outline:**

 **The Course Outline includes training in:-\*\***

**· Introduction to Gender and Development**

**· Gender and Law**

**· Gender and Media**

**· Gender and Education**

**· Gender, Conflict and Peace**

**This course is designed specifically for development organizations.**

**Exercises:
After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.**

**Assignments:There are ten assignments
(continuous assessment tests) and one examination to be offered at the end
of the course/ project Paper. Assignments and Continuous Assessment Tests account for 70% while Examination accounts for 30% of the mark. Upon completion of the course you shall be issued with a
Diploma Certificate and a course transcript.**

**Examination**

**Certificate and Transcripts will be sent after successful completion of the course**

**DURATION AND COURSE LOAD: 24Weeks - 5 to 6 hours per week**

**REGIONS TARGETED: Global**

**COURSE: FEE: $600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE**

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# AIPMS 109 : DIPLOMA IN COMMUNITY NEEDS ASSESSMENT AND AGENDA SETTING FOR INTERVENTIONS

**AIPMS DIPLOMA 107: Community Assessment, Agenda Setting, and Choice of Intervention Strategies**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

**Overview**

**In this Diploma Course the following modules are introduced**

**Module 1 Assessing Community Needs and Resources**

**Section 1. Developing a Plan for Identifying Local Needs and Resources**

**Section 2. Understanding and Describing the Community**

**Section 3. Conducting Public Forums and Listening Sessions**

**Section 4. Collecting Information about the Problem**

**Section 5. Analyzing Community Problems**

**Section 6. Conducting Focus Groups**

**Section 7. Conducting Needs Assessment Surveys**

**Section 8. Identifying Community Assets and Resources**

**Section 9. Developing Baseline Measures of Behavior**

**Section 10. Conducting Concerns Surveys**

**Section 11. Determining Service Utilization**

**Section 12. Conducting Interviews**

**Section 13. Conducting Surveys**

**Section 14. SWOT Analysis: Strengths, Weaknesses, Opportunities, and Threats**

**Section 15. Qualitative Methods to Assess Community Issues**

**Section 16. Geographic Information Systems: Tools for Community Mapping**

**Section 17. Leading a Community Dialogue on Building a Healthy Community**

**Section 18. Creating and Using Community Report Cards Using**

**Section 19. Using Public Records and Archival Data**

**Module 2. Getting Issues on the Public Agenda**

**Section 1. Developing a Plan for Getting Community Health and Development Issues on the Local Agenda**

**Section 2. Communicating Information about Community Health and Development Issues**

**Section 3. Gaining Public Support for Addressing Community Health and Development Issues**

**Section 4. Talking About Risk and Protective Factors Related to Community Issues**

**Section 5. Making Community Presentations**

**Module 3. Choosing Strategies to Promote Community Health and Development**

**Section 1. Strategies for Community Change and Improvement: An Overview**

**Section 2. Community (Locality) Development**

**Section 3. Social Planning and Policy Change**

**Section 4. Social Action**

**Section 5. Coalition Building I: Starting a Coalition**

**Section 6. Coalition Building II: Maintaining a Coalition**

**This module is designed specifically for development organizations.**

**Exercises: After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.**

**Assignments: There are ten assignments
(continuous assessment tests) and one examination to be offered at the end
of the course or submit a project paper. Assignments and Continuous Assessment Tests account for 70% while Examination accounts for 30% of the mark. Upon completion of the course you shall be issued with a Diploma Certificate and a course transcript.**

**Examination**

**Certificate and Transcripts will be sent after successful completion of the course**

**DURATION AND COURSE LOAD: 24Weeks - 5 to 6 hours per week**

**DATES: Six Month Course)**

**REGIONS TARGETED: Global**

**COURSE PERIOD: $600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE**

**The Academics Coordinator
Africa Institute for Project Management Studies (AIPMS)
Email: info@africadevelopmentresources.org
Website: [iwww.africadevelopmentresources.org](http://www.onlinelearningcentre.org)**

 **AIPMS 110: DIPLOMA IN LEADERSHIP AND MANAGEMENT**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
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* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

**Overview:**

**The Diploma in Leadership and Management is an advanced online course for individuals wanting to strengthen their management and leadership capabilities and improve their career prospects.**

**This course is designed for individuals who have had little or no formal management training: employees with management aspirations; those moving into a role with management responsibilities; and managers at all levels who want to strengthen their management knowledge and skills. The aim of this course is to help you to develop your management and leadership capabilities at work. Many management ideas and practices are presented and you will learn to recognize when and how to apply them.**

**Course Content**

**Module 1**

1. **Process of management and Leadership**
2. **Role of a leader**
3. **Role of a manager**
4. **Managing for results**
5. **Managing for Strategically**
6. **Time management**

**Module 2**

1. **Management skills**
2. **Managing Performance**
3. **Managing Business**
4. **Managing systems and process**
5. **Managing Health and Safety**
6. **Self-Development**
7. **Leaders and Stress management**

**Module 3**

1. **Understanding and Organization**
2. **Designing and Organization**
3. **Organizational Development**
4. **Process of Change**
5. **Change Management**
6. **Decision making and Problem solving**

**Module 4**

1. **Leadership and Team Building**
2. **Essence of Customer Relations**
3. **Delivering High Levels of Customer Service**
4. **Quality Management**
5. **Creativity and Innovation**

**This course is designed specifically for development organizations**

**Exercises: After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.**

**Assignments: There are ten assignments
(continuous assessment tests) and one examination to be offered at the end
of the course/ project Paper. Assignments and Continuous Assessment Tests account for 70% while Examination accounts for 30% of the mark. Upon completion of the course you shall be issued with a
Diploma Certificate and a course transcript.**

**Examination**

**Certificate and Transcripts will be sent after successful completion of the course**

**DURATION AND COURSE LOAD: 24Weeks - 5 to 6 hours per week**

**COURSE PERIOD: Six Months Course**

**REGIONS TARGETED: Global**

**COURSE: FEE: $600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Distance Learning facilitated**

**GENERAL COURSE**

**The Academics Coordinator
Africa Institute for Project Management Studies (AIPMS)
Email: info@africadevelopmentresources.org
Website: [iwww.africadevelopmentresources.org](http://www.onlinelearningcentre.org)**

**AIPMS 111: DIPLOMA IN FINANCE MANAGEMENT FOR NGOS**

**Diploma in Finance Management for NGOs**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
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* **Thesis Writing,**
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* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Overall Course Overview:**

**Sound financial management is a crucial aspect of any thriving organization. Professionals who possess basic financial management knowledge and skills are often at an advantage in the talent market, and by the same token, entrepreneurs seeking to grow a business need to possess these skills to ensure success.**

**This highly practical six months course will teach you finance and financial management within an NGO context, including how to budget, read financial statements, conduct a cash flow analysis, cut costs and perform several other finance-related functions. Learn how to make good personal and work-related financial decisions, and gain important insight into the financial side of business in order to make a real impact in your career or organization you work for**

**Course Outline:**

1. **What is finance Vs Accounting.**
2. **Budgeting**
3. **Internal Controls**
4. **Grants Management**
5. **Understanding Financial; information and jargon**
6. **Key Financial Ratios**
7. **Presentation of and Managing financial performance**
8. **Cash flow Management.**
9. **International Financial Reporting and Financial standards.**

**This course is designed specifically for development organizations. Course Organizers: Africa Institute for Project Management Studies (AIPMS) (AIPMS) was established in 2004 in Amsterdam with the Africa regional offices in Nairobi. The organization was formed to address capacity building needs among development and corporate organizations in Africa and Asia by offering Online Certificates and In-House trainings. The organization has over ten years experience working with development partners in capacity building in. We have trained over 5000 development Professionals in various thematic areas.**

**Exercises: After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.**

**Assignments: There are ten assignments
(continuous assessment tests) and one examination to be offered at the end
of the course/ project Paper. Assignments and Continuous Assessment Tests account for 70% while Examination accounts for 30% of the mark. Upon completion of the course you shall be issued with a
Diploma Certificate and a course transcript.**

**Examination**

**Certificate and Transcripts will be sent after successful completion of the course**

**DURATION AND COURSE LOAD: 24Weeks - 5 to 6 hours per week**

**Course Period: Six Months Course**

**REGIONS TARGETED: Global**

**COURSE: FEE: $600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE**

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# APMS 112: DIPLOMA IN COMMUNITY STRATEGIC PLANNING AND ORGANIZATIONAL MANAGEMENT

**AIPMS DIPLOMA: Developing A Strategic Community Plan, Organizational Management & Training Staff.**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
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* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

**Overview**

**In this Diploma Course the following modules are introduced:**

**Developing A Strategic Plan, Organizational Structure, and Training System**

**Module 1. Developing A Strategic Plan**

**Section 1. An Overview of Strategic Planning or “VMOSA” (Vision, Mission, Objectives, Strategies, and Action Plans)**

**Section 2. Proclaiming Your Dream: Developing Vision and Mission Statements**

**Section 3. Creating Objectives**

**Section 4. Developing Successful Strategies: Planning to Win**

**Section 5. Developing an Action Plan**

**Section 6. Obtaining Feedback from Constituents: What Changes are Important and Feasible?**

**Section 7. Identifying Action Steps in Bringing About Community and System Change**

**Module 2. Developing an Organizational Structure for the Initiative**

**Section 1. Organizational Structure: An Overview**

**Section 2. Choosing a Group to Create and Run Your Initiative**

**Section 3. Developing Multi-Sector Task Forces or Action Committees for the Initiative**

**Section 4. Developing an On-going Board of Directors**

**Section 5. Welcoming and Training New Members to a Board of Directors**

**Section 6. Maintaining a Board of Directors**

**Section 7. Writing Bylaws**

**Section 8. Including Youth on Your Board, Commission, or Committee**

**Section 9. Understanding and Writing contracts and Memoranda of Agreement**

**Module 3. Hiring and Training Key Staff of Community Organizations**

**Section 1. Developing a Plan for Staff Hiring and Training**

**Section 2. Preparing Job Descriptions and Selection Criteria**

**Section 3. Advertising for Positions**

**Section 4. Interviewing for Positions**

**Section 5. Developing Personnel Policies**

**Section 6. Developing Staff Orientation Programs**

**Section 7. Developing Training Programs for Staff**

**Module 4. Recruiting and Training Volunteers**

**Section 1. Developing a Plan for Involving Volunteers**

**Section 2. Recruiting Volunteers**

**Section 3. Developing Volunteer Orientation Programs**

**Section 4. Developing Training Programs for Volunteers**

**Module 5. Providing Training and Technical Assistance**

**Section 1. Designing a Training Session**

**Section 2. Delivering a Training Session**

**Section 3. Conducting a Workshop**

**Section 4. Organizing a Conference**

**Section 5. Organizing a Teleconference**

**Section 6. Organizing a Retreat**

**Section 7. Choosing a Consultant**

**Section 8. Serving as a Consultant**

**This Diploma Course is designed specifically for development organizations.**

**Course Organizers**

**Course Organizers:**

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* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

**Exercises: After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.**

**Assignments: There are ten assignments
(continuous assessment tests) and one examination to be offered at the end
of the course. Assignments and Continuous Assessment Tests account for 70% while Examination accounts for 30% of the mark. Upon completion of the course you shall be issued with a Diploma Certificate and a course transcript.**

**Examination**

**Certificate and Transcripts will be sent after successful completion of the course**

**DURATION AND COURSE LOAD: 24Weeks - 5 to 6 hours per week**

**COURSE PERIOD: Six Month Course**

**REGIONS TARGETED: Global**

**COURSE: FEE: 600**

**ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE**

**The Academics Coordinator
Africa Institute for Project Management Studies (AIPMS)
Email: info@africadevelopmentresources.org
Website: [www.africadevelopmentresources.org](http://www.africadevelopmentresources.org)**

 **APMS 113: DIPLOMA IN MONITORING AND EVALUATION**

**Africa Institute for Project Management Studies (AIPMS) (AIPMS) is pleased to announce a Diploma in Monitoring and Evaluation. The course is offered through Distance Learning for six months.**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
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**Overview**

**Now more than ever, funding organizations seek more accountability for the funds they provide to development projects. Development organizations understand they are more likely to receive future funding if they can deliver and show results. That’s why employees who have specialized Monitoring and Evaluation (M&E) skills are in demand. This specialized knowledge helps to assess a project’s performance and its lasting impact.**

**The program provides students with competencies in the following areas:**

* **International development project design**
* **Monitoring and evaluation methods**
* **Quantitative and qualitative research methods for field-based monitoring and evaluation**
* **Historical contexts and critiques of monitoring and evaluation**
* **Innovations and the practice of impact evaluation for organizational learning**
* **Management of monitoring and evaluation functions and teams**

**The program will include opportunities to learn monitoring and evaluation techniques that are connected to specific sectors and are connected to the values of the organizations, including health, economic development, gender, youth, environment, education, and government**

**Course Outline:**

**Module 1**

1. **Introduction**
2. **Monitoring and Evaluation and IntegratedPart of Project planning and Implementation**
3. **Evaluation Types and Modules**
4. **Monitoring and Evaluation Tools and methods**
5. **Data Analysis and report writing**
6. **Why Monitoring and Evaluation**
7. **Designing a Monitoring system**
8. **Baseline Control**
9. **Result Based Management**

**Module 2**

1. **Indicators**
2. **Project management Techniques in Monitoring and Evaluation**
3. **Understanding the Project**
4. **Stake holder Analysis**
5. **Importance of Monitoring and Evaluation**
6. **Cluster Development**
7. **Community Based Participatory Research**
8. **Participatory Evaluation**

**Module 3**

1. **Choosing questions and Planning for Evaluation**
2. **Information Gathering and Synthesis**
3. **Qualitative and Quantitative Evaluation Design**
4. **Selecting appropriate Design**
5. **Collecting and Analyzing Data**
6. **Collecting and Use of Archival Data**
7. **Refining Project based on Evaluation**

**Module 4**

1. **Using Evaluation Design to answer to answer key questions about your Project**
2. **Providing Feedback**
3. **Communicating information**
4. **Evaluation Report Outline**

**This course is designed specifically for development organizations.**

**Exercises: After they have read the material for each unit, students are expected
to test their own Learning by completing some relevant exercises and
tasks.**

**Assignments: There are ten assignments
(continuous assessment tests) and one examination to be offered at the end
of the course or student to submit a project paper. Assignments and Continuous Assessment Tests account for 70% while Examination accounts for 30% of the mark. Upon completion of the course you shall be issued with a Diploma Certificate and a course transcript.**

**Examination**

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**COURSE: FEE: $600**

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