



Action Africa Institute

Post Graduate Diploma in Monitoring Evaluation, Accountability and Learning (MEAL)

There has been a global change in public management as a variety of internal and external forces have converged to make governments, organizations and individuals more accountable to their stakeholders. Every practitioner in the field of monitoring and Evaluation is being called to demonstrate upon results and this one is through accountability and learning.

An effective state is essential to achieving sustainable economic development. With the advent of globalization, there are growing pressures on governments and organizations around the world to be more responsive to the demands of internal and external stakeholders for good governance, accountability and transparency, greater development effectiveness, and delivery of tangible results. Governments, parliaments, citizens, private sector, NGOs, Civil society, international Organizations and donors amongst other stakeholders are interested in better performance. As demands for greater accountability and real results have increased, there is an attendant need for enhanced results-based monitoring and evaluation of policies, programs and projects.

Course Objectives

- Explain the different Monitoring and Evaluation conceptual approaches and frameworks.
 - Develop knowledge and critical thinking skills to be able to design and evaluate workplace programs.
 - Build your expertise, confidence and credibility to positively impact your workplace program.
 - Design country/site-specific monitoring flow process based on organizational structure (e.g., single country office, field office, or regional office).
 - Design and implement a monitoring and evaluation work plan for a country/site program, taking into consideration donor requirements.
 - Design systems to manage and use data and provide feedback to appropriate staff.
 - Identify methods for overcoming barriers to effective monitoring and evaluation.

Course Modules

1. Introduction Monitoring & Evaluation M&E and the project/programme cycle
2. Frameworks and MEAL Cycle Frameworks and approaches
3. Monitoring and Evaluation Concepts
4. understanding indicators in M&E
5. Planning to Monitor and Evaluate
6. Emerging issues in Monitoring and Evaluation
7. Monitoring and Evaluation Frameworks
8. Data Collection and Management
9. Use of Data obtained from monitoring and Evaluation for decision making and Management issues
10. Enhancement and use of M&E data for project management
11. Dissertation Paper



Action Africa Institute

POST GRADUATE DIPLOMA IN MONITORING AND EVALUATION OF HUMANITARIAN PROGRAMS AND PROJECTS

Monitoring and evaluation is a concept and practice through which organizations evaluate where they are, where they are going, how they will get there and basically what needs to be done to achieve preset objectives. The practice enables organizations to understand what they need to do, ultimately understand if they achieved the same and if they didn't, evaluate what could have been done to improve results of rolled out projects. The program serves as a guide and introduction to development practitioners primarily those involved continuously in project implementation on how to monitor and evaluate projects and programmes in an effort to achieve objectives and also help beneficiary communities in improving their livelihoods.

Monitoring & Evaluation practitioners in humanitarian contexts have a need for specific learning opportunities and support as evaluative challenges are often accentuated in these difficult environments

Course Objectives

At the end of this course the participant will be able to:

- Understand the principles underlying the selection of an appropriate design for program evaluation and monitoring;
- Understand how to design research tools, identify data sources and methods used to acquire information to assess program impact;
- Design a strategy to monitor a program and/or assess impact;
- Critically analyze both the opportunities and the limitations that emerge when working with digital technology for program monitoring and evaluation

Course Modules

1. Introduction to M&E, Basics and Key Concepts
2. The Place of M&E in Effective Project Management
3. Understanding Indicators in M&E
4. Planning to Monitor & Evaluate
5. Monitoring and Evaluation Frameworks of Humanitarian Programs
6. Data Collection & Management
7. Monitoring And Evaluation Of Development Projects
8. Use of Monitoring Data for Management Action and Decision Making
9. Enhancing Use of Knowledge from Monitoring and Evaluation (Mel)
10. Participatory Planning Monitoring & Evaluation (PPM&E)



Action Africa Institute

Post Graduate Diploma in Peace and Development Studies

Course Overview

There is no single way of understanding peace – there are as many ways of making peace as there are diverse people and cultures. Sustainable development is threatened by insecurity and violence, encouraging wider engagement in the fields of peace and development in working to build stability and resilience. The course investigates and debates about the origins and nature of conflict and explores a range of approaches to conflict resolution. Contemporary cases of conflict and responses to these are examined, as are the connections between peacebuilding and development. Participants will further examine theories of economic and political development and explore contemporary strategies and practices of development.

This programme introduces participants to key debates about conflict resolution, peacebuilding and processes of economic and political development. A prime objective of the course is to provide individuals with expertise in peacebuilding and development issues and to provide informed and committed personnel to contribute effectively in these areas at a professional level.

Modules

- Theorizing Development
- Security, conflicts and development
- Developing and managing projects
- Conflict studies
- Conflict Resolution: Models and Applications
- Social and Cultural Dimensions of Conflict and Peace
- Gender conflict and development
- Natural resources conflict
- Power and Politics
- Migration, refugees and Conflict
- Peace and Disarmament
- Disaster management
- Dissertation



Action Africa Institute

Post graduate Diploma in Humanitarian Nutrition and Dietetics

The growing **scientific evidence** that associates dietary intake with health has led to the necessity to produce well-qualified professionals in the area of Human Nutrition and Dietetics who are capable of making a significant contribution to the improvement of **people's health**. The Post Graduate Diploma in Human Nutrition and Dietetics provides a high-quality, up-to-date study programme that covers the full spectrum of professional areas in which a dietitian/nutritionist may operate.

Nutrition and dietetics are an important and integral part of any health delivery endeavor. In the context of public health, solving the challenges of nutrition and dietetics play an enormous role in most public health programs. Health and nutrition are intricately related. This applies to individuals who are healthy or sick, communities, health systems, workplaces. It enables the trainee to acquire competencies for planning and implementation of nutrition and dietetics programmes for improvement of quality and nutrition, dietetic services and the nutritional status of individuals, communities and general populations.

Modules

- Introduction to Human Nutrition
- Nutrition Counseling
- Nutrition and Health
- Nutrition and Maternal Health
- Nutrition and HIV & AIDS
- Food Microbiology
- Principle of Food Processing and Storage
- Food Analysis
- Nutrition & Health Issues in Emergency Situations
- Nutrition and Food Security
- Nutrition in Emergencies



Action Africa Institute

Post Graduate Diploma in International Development

The programme focuses on the social, political and economic dimensions of international development. It explores a range of topics which are indicators of development which range from poverty, gender inequality, conflict and economic growth. As a humanitarian organization we aim at demonstrating to our learners how conflict jeopardizes development and in particular international development. Alongside conflict, learners will have an opportunity to study natural resource modules and how the same aids in international development

The Postgraduate Diploma is designed to prepare learners for work in international development in a community, local government, youth/adult education, or NGO setting. It offers learners an opportunity to explore contemporary theories of social change and development and to critically analyze development policies and practices. It builds skills, especially in relation to critical reflection, research, leadership and working with groups and in the planning, management and evaluation of development projects.

The course will provide students with training and background needed to understand the dimensions, challenges and processes of global poverty and prosperity. It is also aimed at exposing students to a broad, multidisciplinary range of courses as well as to core methodologies and requisite analytical tools needed to identify, measure, and assess the determinants and effects of international development.

Course Outline:

1. Introduction to International Development Studies
2. What is Development?
3. Theories of Development?
4. Gender & Development
5. The State and Development
6. Foreign Aid and Millennium Development Goals/ Sustainable Development Goals
7. Free trade & Fair Trade
8. Environment and Development
9. Sustainable Development



Action Africa Institute

Post Graduate Diploma in Livelihoods and Food Security

It has been documented that Micronutrient deficiency affects 2 billion people making them susceptible to long-term, irreversible health effects, as well as having damaging socio-economic consequences and If women farmers had the same access to productive resources as men, it could reduce the number of hungry people in the world by up to 17% due to increased crop yields.

The program is aimed at tackling the root causes of hunger by addressing problems of production, access, and income. Encompassing a wide array of activities customized to meet a community's specific needs, the program is designed to bolster agricultural production, jumpstart local market activity, support micro-enterprise initiatives, and otherwise enhance a vulnerable community's access to sustainable sources of food and income.

Modules

- Introduction to livelihoods and food security
- Livelihoods and food security in Humanitarian crises
- Food security
- Livelihoods supporting programs
- Global Challenges to Food Security and Nutrition
- Food Sovereignty' and Socio-Political Stability
- Sustainable Development and the 'Right to Food'
- Impact of Land Grabbing on Food Security
- Towards Sustainable Agriculture Development
- Breast Feeding, Public Health and Human Development
- Nutrition and Non-Communicable Diseases (NCDs)
- Nutrition and Infectious Disease



Action Africa Institute

Post Graduate Diploma in Procurement and Supply Chain management

The success of any business today is more dependent on the performance of its supply chain. Efficient supply chain management has an effect on the overall internal performance of any organization. Current economic crisis and competitiveness of global organization increases its importance even further. Organizations adopt numerous business improvement methodologies to improve the business performance. Manufacturers and researchers have noted a number of problems regarding supply chain activities in their research and practice. After taking scholarly recommendations into consideration, we came up with a comprehensive course on Purchasing and Supplies at a Post Graduate level.

You will learn about making procurement and supply happen within an organization, and you will be equipped with an essential range of knowledge and tools that you can apply immediately in your workplace. Learn how to apply a practical, theoretical and technical knowledge, gain a clear understanding of procurement and supply and develop the ability to address complex, non-routine problems. On completion, you will be able to analyze, interpret and evaluate relevant information and ideas and have an informed awareness of differing perspectives and approaches within the profession. You will also be able to review the effectiveness and appropriateness of methods, actions and results.

Modules

- Introduction to Purchasing and Supply Management
- Principles of Negotiations
- Supply Chain Management
- Public Procurement
- Stores Management and Stock Control
- International Purchasing and Supply Management
- Purchasing Ethics
- Strategic Procurement Management
- Principles of Logistics Management
- Purchasing and Supply Law
- Sustainable Supply Chain Management
- Procurement and the Supply Chain Management
- Procurement Research Project



Action Africa Institute

Post Graduate Diploma in Sustainable Development

Course background

The post graduate diploma in Sustainable Development is an internationally recognized training qualification which focuses on economic development with focus on avoiding depleting the natural resources. The concept of sustainable development arises from a worldview which sees the survival, progress, and continued maintenance of the human community as dependent on the continued health and viability of the earth's life support systems. Sustainable development implies processes of fundamental change in our social system and institutions. The thrust of this change relates to addressing the challenges embedded in the new global awareness that the earth is finite, and all of the planet's life support systems – including social and economic systems – are globally interconnected and interdependent.

Course Content

Module 1. Introduction to Sustainable Development

- Concepts and Components of Sustainable development
- Introduction to economic growth
- Environmental threats caused by economic development
- Pathways in sustainable development

Module 2. Sustainable Development goals

- The Sustainable Development goals
- Sustainable goals: Process or end result
- Education and sustainable Development
- Role of technology in Sustainable Development

Module 3. Dimensions of Sustainable Development

- Climate Change Adaptation
- Linking climate change mitigation research to sustainable development
- Sustainable Development of Water Resources
- Sustainable Agriculture
- Sustainable cities and local sustainability

- Corporate Social Responsibility, sustainability and governance of business

Module 4. Government and Civil Society

- Making changes
- What is the role of government?
- National Strategies: putting sustainable development to work
- Citizens and Civil Society

Module 5. The three pillars of sustainability: Economic, environment and Social

- Social, economic and environmental impacts
- Crises and solutions
- The UN economic, environmental and social sustainability framework
- Future Perspectives on sustainability

Module 6. Measuring sustainability

- What should we count and when?
- The global dimension
- Assessing sustainability
- What constitutes the good life?
- Measuring the wealth of nations

Module 7. Energy and Sustainability

- Sustainable energy
- Sources of energy and their environmental impact
- Bioenergy and hydroelectricity
- Renewable energy sources

Module 8. Equity and Sustainable Development

- Human rights, equality, equity and fairness.
- Human well-being and vulnerability
- Environmental justice and sustainability
- Vulnerability, poverty and sustaining well being
- Ethics and sustainable development

Module 9. Way forward to achieving Sustainable Development

- The sustainable development goals
- New development trajectory
- Enhancing income growth and income distribution
- Addressing Gender Based Violence to pave way for gender equality
- Addressing youth unemployment
- Policy options for sustainable and inclusive growth



Action Africa Institute

Post Graduate Diploma in Water Sanitation and Hygiene

Course Overview

Water, sanitation and Hygiene play a key role in the human well-being and development of any society across the globe. Achieving universal sanitation and access to safe drinking water and basic sanitation have been identified as one of the key development goals by the millennium development goals. One of the reasons why there is poor progress in Development of WASH programs is inadequate availability of trained human resources, at the same time, the preexisting need refresher courses to bring them to speed on whatever that is happening. There is need that the personnel who work within the WASH sector have a deep understanding of the issues that concern the sector and best practices that can be adopted to ensure that all persons in the world access the facilities. Based on feedback from various communities, this course is hinged on the following modules to adequately prepare learners for challenges in the WASH sector.

Modules

- Introduction to WASH
- Sanitation in Rural and Urban areas
- Solid waste management
- Introduction and concepts in public health
- Project Management for WASH sectors
- Communication and Social Behaviour Change strategies for WASH
- WASH priorities in emergency and development settings
- Household water collection, treatment and storage
- Menstrual Hygiene management strategies
- Dissertation/project work



Action Africa Institute

POST-GRADUATE DIPLOMA IN GENDER-BASED VIOLENCE

Course Overview

Gender-based violence is a phenomenon deeply rooted in gender inequality, and continues to be one of the most notable human rights violations within all societies. Gender-based violence is violence directed against a person because of their gender. Both women and men experience gender-based violence but the majority of victims are women and girls. Gender-based violence (GBV) is the most pervasive yet least visible human rights violation in the world. It includes physical, sexual, mental or economic harm inflicted on a person because of socially ascribed power imbalances between males and females. It also includes the *threat* of violence, coercion and deprivation of liberty, whether in public or private.

In all societies, women and girls have less power than men – over their bodies, decisions and resources. Social norms that condone men's use of violence as a form of discipline and control reinforce gender inequality and perpetuate gender-based violence. Across the globe, women and girls – especially adolescents – face the greatest risk. Gender based violence has been recognized as a global public health and human rights problem that leads to high rates of morbidity and mortality, including gynecological problems, sexually transmitted infections, depression, post-traumatic stress disorder, substance dependence, suicide, and mortality.

Thematic Areas

Module 1: Introduction to Gender Based Violence

Module 2: Gender-Based Violence and Human Rights

Module 3: Action against Gender Based Violence

Module 4: International Legal Human Rights Instruments Related to GBV

Module 5: Action against Gender-based Violence

Module 6: Violence Against girls and Women

Module 7: Women and Social Construction of Gender

Module 8: Gender Mainstreaming

Module 9: Combating Gender Based Violence

Module 10: The protection of refugees and their right to seek asylum



Action Africa Institute

Post Graduate Diploma in Public Health in Humanitarian Crises

Among the greatest challenges to ensuring the health of populations are natural and manmade catastrophes. Tsunamis, hurricanes and tornadoes—some of which are driven by long-term climate change—have displaced millions in recent years. Armed conflicts continue to destroy communities, wreaking havoc on food, sanitation, and supply chains, and propelling survivors into fragile refugee camps and crowded urban areas. Increasingly, humanitarian responders are also asked to promote health systems development in fragile states and post conflict scenarios.

Across all continents, there is a critical need for technically competent public health professionals who understand the global dynamics of acute and complex emergencies, including the continuum from prevention and risk reduction to emergency response, and the transition to development. Participants for this course will be equipped with the most up-to-date needs of international humanitarian organizations and acquire the skills necessary to succeed in complex emergencies, fragile states and post conflict environments.

Thematic Areas

- Humanitarian Disasters and Public Health
- Humanitarian Actors and coordination
- Water sanitation and Hygiene
- Livelihoods and food security in humanitarian crises
- Nutrition and humanitarian crises
- Management of diseases in Humanitarian Crises
- Health care in Humanitarian emergencies
- Shelter in Humanitarian setting
- Protection of displaced populations; human rights and Human law
- Emerging risks, challenges and opportunities for future Humanitarian emergencies



Action Africa Institute

Post-Graduate Diploma in Water Resources Management

Water resources are generated by the natural system, which include atmospheric, surface and sub-surface processes. The natural system is impacted on by the social system, which is mainly characterized by human intervention on the environment. The interaction between these two systems determines the quantity and quality of water resources both spatially and temporally. Water sustains all life forms thereby making it a basic requirement for livelihood needs. In the event of diversifying water use to include domestic, agriculture, industrial, energy, transport and recreation among others, the natural system has been overstretched to the extent that it can no longer sustain the water resources potential required to meet the increasing demand without managing it effectively. The effective management of water resources requires understanding of the environmental processes so that their impacts can be mitigated for sustainable use of the resource.

This course will enable learners to appreciate the relatively new and unique interdisciplinary approach to managing water resources, water supply and sanitation services, wastewater treatment and urban water infrastructure projects. Programme participants will be nurtured to become effective managers equipped to understand complex water challenges and to develop interdisciplinary, practical solutions to water and sanitation problems.

Modules

1. Introduction to water management
2. Collaborative Water Planning
3. Urban Water Design
4. Water and Sanitation
5. Catchment and Aquatic Ecosystem Health
6. Geographical Information Systems (GIS) and Water Resources Mapping
7. Community Water Development
8. Climate Change and Water Resources
9. Water and Sustainable Development
10. Water and public Health
11. Effects of Poor Sanitation and Waste Management
12. Household Water collection, Treatment, storage and Handling
13. Water Pollution



Action Africa Institute

Post Graduate Diploma in Child and Development Psychology

Course Overview

Child and Developmental Psychology is the study of the factors involved with change and development throughout life. The Post-Graduate Diploma in Child and Developmental Psychology aims to introduce students to key theories and research, in this area. Students will explore key theories and research in Cognitive, social, emotional, and personality development, as well as their relationship to cultural and physical factors. Research and theory in this branch of psychology reflects questions concerning the extent to which growth and change can be attributed to physical and genetic factors (nature) or environmental factors such as family, culture, society. Related to nature and nurture are questions in relation to the extent to which personality remains stable over time or changes over the life-span. In addition, growth areas in research and debate concern the extent to which theory and research is able to generalize across different cultures.

Modules

- Theories of Child Development
- Developmental Stages and Processes
- Counselling Theories
- Counselling Skills
- Introduction to child protection
- Child protection in emergencies
- Water Sanitation and Hygiene in Emergencies
- Public Health for children in Emergencies
- Child Human Nutrition
- Enabling families as protective environments
- Children's rights and how the community can protect the rights of children



Action Africa Institute

PGD in Disaster Preparedness and Management

Course Overview

Disasters, either natural or human-made, characterize human existence. Disasters vary from one geographical location to the other. When communities are affected by disaster there is need to take the appropriate steps preparedness, especially for impending disasters, as well as to systematically react to disaster, and mitigate as necessary.

The course provides a comprehensive knowledge to the learners on disaster preparedness, mitigation, and rehabilitation. It will enable the learners to equip themselves with disaster response techniques, risk assessment and vulnerability analysis, communication skills, and skills pertaining to the emergency medical requirement. It includes new skills and sharpens existing skills of government officials, voluntary activists, development professionals and elected representatives for effective disaster management.

Objectives: The course is intended to provide a general concept in the dimensions of disasters caused by nature beyond human control as well as the disasters and environmental hazards induced by human activities with an emphasis on disaster preparedness, response and recovery.

Modules

1. Introduction to disaster management
2. Environmental disasters
3. Social services in disaster situations
4. Drought, famine and food security
5. Logistics in disasters
6. Food aid
7. Theoretical approaches in disaster management
8. Disaster preparedness and prevention
9. Project management for disaster situations
10. Gender issues in disaster management
11. Disaster information and communication
12. Disaster assessment
13. Health, water and sanitation in emergencies
14. Counselling and coping in disaster situations
15. Disaster management for special groups



Action Africa Institute

Post Graduate Diploma in Humanitarian Emergency and Disaster

Management

Course Overview

Globally, Humanitarian Emergencies and Disasters are on the increase, impacting communities and nations with grave social and economic consequences and threatening the survival, dignity and livelihoods of the vulnerable sections of their populations. Shifting socio-economic situations, unplanned urbanization, environmental degradation, climate variability and change, geological hazards, competition for scarce natural resources, and the threat of epidemics are factors that compound the impact of disasters. Disasters increasingly impact the global economy and the sustainable development of developing countries.

This integrated programme 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.

Modules

1. Introduction to Humanitarian Emergency and Disaster Management
2. Environmental Disasters
3. Social services in Emergency and Disaster Situations
4. Drought, famine and food security
5. Logistics in Emergency situations and Disasters
6. Food aid
7. Theoretical approaches in disaster management
8. Disaster preparedness and prevention
9. Project management for disaster situations
10. Gender issues in disaster management
11. Disaster information and communication
12. Disaster assessment
13. Health, water and sanitation in emergencies
14. Counseling and coping in disaster situations
15. Disaster management for special groups



Action Africa Institute

Post Graduate Diploma in Project Planning and Management

Course Overview

Project management is regarded as a very high priority as all companies or organizations, whether small or large, are at one time or another involved in implementation of new undertakings, innovations, changes and projects. The projects may be individually diverse, however over time some tools, management techniques and problem solving approaches have proven to be more rewarding than others in bringing projects to a successful end.

Project management is a distinct professional discipline, with its own body of knowledge, skills, tools and techniques. It involves managing a project from inception to completion and the successful attainment of the project's objectives. The course provides the opportunity to gain the understanding, knowledge and skills necessary for performing the role of project manager. It adopts a generic approach to project management and is applicable to any project in a variety of industries such as construction, engineering, education, health, commerce, information technology, research and development.

Modules

- Introduction to Management Theory and Practice
- Project Budgeting & financial Management
- Project Monitoring and Evaluation-paradigms and principles
- Project implementation Analysis and Management
- Leadership in Projects and Decision Making
- Principles of Community Development
- Fundraising for project Development
- Economics for Development Planning
- Project Scope Management
- Project Time Management
- Developing a Project Network Plan
- Performance indicators
- Project risk identification, Analysis and Management



Action Africa Institute

Post-Graduate Diploma in Human Resource Management

Course Overview

According to Armstrong (2003) Human Resource management (HRM) is an important department of an organization, that make people who works there, responsible indirectly and directly for the company goals. Human resource management (HRM) is undoubtedly being considered as an indivisible element of the organizations from the outset. From recruitment to employee retention, HRM has always committed to assist company to search and retain talents that have values toward the sustainable development. In view of the fact that, there are several studies with evidences presented to prove that there is a relationship between HRM and organizational performance, in which some HRM theorists also suggested that there is a causal link between them.

The effective training of problem solving skills, social communications skills and technical skills can help employees to tackle with issues and remove bottlenecks that emerge from the changing market. Studies have shown that companies that put forward formal training programs have 19% increased in productivity than those who have not. The extensive recruitment and selection as well as effective trainings on different skills enhances employees according to resource-based view, which eventually lead to the increased in productivity and standard of products guaranteed. It is against this need that we in Action Africa institute are offering this course, guided by the following modules.

Course Modules

1. Overview of Human Resource Management
2. Introduction to Human Resource Management
3. Strategic Human Resource Management
4. Employee resourcing
5. Recruitment and selection
6. Human Resource Development
7. Gender issues in Human Resource
8. Strategic Management in Human Resource Management
9. Personnel Management
10. Public Relations Management & Human Resource Management
11. Industrial and Labour laws



Action Africa Institute

Assignments

Course Assignments

Participants will be required to submit 10 assignments, a research paper, and one final examination for the period of 12 months to demonstrate their understanding of the course content. Assignments account for 60%, research paper accounts for 30% while Examination accounts for 10% of the marks.

Merits

Upon successful completion of the course, the participant will receive a Post Graduate Certificate of Merit and a transcript.

Course Duration: 52 weeks (12 months)

Organizers: Action Africa Institute

Target Region: Global

Course Fee: USD 1000

Language: English

FORMAT: Web-based and Distance Learning facilitated

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