



A 4 Day Residential Training

On

PROJECT DESIGN

November 08-11, 2016

Islamabad, Pakistan

community
WORLD service ASIA
peace
resilience
dignity

Background

Project management competencies are now an integral part of many public and private sector jobs. However, good project management skills are scarce and there is a growing recognition of the effective planning and management of projects. Developing the capacity to plan and design sound projects is crucial to the implementation of effective policy-driven programs.

As part of Community World Service Asia's response to the demands for more support on awareness raising and capacity building, we are pleased to announce 4 day residential training on Project Design. This course provides participants with a solid foundation in Project design. This will assist organization to design high quality projects as per international requirements and implement, monitor and evaluate as per international standards. This course is a unique opportunity for all the agencies, to equip their staff with up-to-date knowledge on Project Design..

Learning Objectives

After attending this training participants will be able to;

- Design good, inclusive and sustainable project proposals
- Understand and apply the core principles that should stimulate any project to be viable and sustainable.
- Improve the quality of the project documents.
- Develop a project idea on the basis of real needs and required resources, and translate the idea into an implementation plan and budget.

Language

Proficiency in Urdu is required with a minimum understanding of English to understand some technical terminologies; however, the medium of instruction will be Urdu

Methodology:

The training will adopt a participatory approach, which will include presentations, debates, informal experience sharing, video presentation, role-play, group exercises,, etc.

Who Should Attend?

Staff members who are involved in Designing, Managing, Implement, Monitoring & Evaluating projects, Proposal Writers, M&E/MEAL people.

Facilitators

Mr. Waqar Haider Awan, has been developing, implementing and evaluating National and International projects for more than 19 years. During his previous work, he has provided extensive technical and management support to large bi-lateral and multi-lateral clients including the ILO, UNDP, RSPN, British Council, ADB and DFID. His field experience in development, capacity building and policy development sector has provided him with a clear understanding of the current issues in designing successful project for livelihood, youth development, human rights, civic participation, good governance and child/women rights.

Mr. Rizwan Qazi, has more than seven years professional experience working for non-governmental organizations and donor agencies. He has expertise in the capacity building of humanitarian organizations on project cycle management; project proposal writing; and quality and accountability standards. As a member of the Community World Service Asia team, he has conducted numerous sessions and provided technical support to national and international organizations working in Pakistan and Afghanistan.

Dates

November 08- 11, 2016

The training will start at 09:00 hrs on November 08, 2016 and will end at 15:00 hrs on November 11, 2016

Venue:

Islamabad, Pakistan

Registration Fees:

A registration fee of **Rs. 15,000** is required and covers the cost of food and accommodation. A **10%** early-bird discount will be given to applications received before **October 14, 2016**.

The deadline for applications is **October 26, 2016**. Incomplete applications will not be entertained

Please note:

❖The sending organizations are responsible to cover travel costs of their participants.

❖Participants are expected to reach at the venue one day earlier before the start of the event and will be accommodated for maximum 4 nights.

❖Participants who will arrive early i.e. before date or depart late i.e. after date will have to cover their accommodation for additional days.

❖The training fee includes accommodation on shared room basis.

❖Three meals (breakfast, lunch and Dinner), along with refreshments will be provided during the training.

❖Participants are advised to please clarify any expense related queries from Community World Service Asia to avoid any inconvenience on the training venue.

How to Apply:

registration, please fill the online application form by clicking on below mentioned link:

<https://goo.gl/forms/OSRZRcbBMMamVTW72>

Once your registration is received, you will receive a confirmation email.

Payment of the training fee will confirm the course registration.

Cancellation/Postponement

Community World Service Asia reserves the right to cancel or postpone the event, if circumstances require. Registered participants will be informed with 100% fee refund. However, if the participant wishes to cancel the registration, he/she requires informing Community World Service Asia office at least one month in advance or else the fee will not be refunded.

For Further Details Please Contact

Rizwan Qazi/ Hassan Imtiaz

Rwp Office: 051- 5496532-4

Email: cip@communityworldservice.asia

Website: www.communityworldservice.asia

A 4 Day Training on Project Design

Why?

To equip staff to design effective and needs based projects

Who?

-MEAL/M&E People
-Project/Program Managers

What?

Project Design

How Long?

04 Days

When?

Nov 08-11, 2016

Where?

In Islamabad, Pakistan

Day	Course Outline
1	Project & Project Cycle Management Stages of Project Cycle Management
	Needs Identification Problem & Objective Tree Analysis
2	Stakeholder Analysis Resource Analysis
	Logical Framework Approach (LFA)
3	Project Implementation Plan (PIP)
	Monitoring & Evaluation (M&E) Result Based Monitoring Approach (RBM) Budgeting
4	Proposal Development Reporting on the Progress of the Project
	Quality & Accountability
Objective	<p>By the end of the event, participants will be able to :</p> <ol style="list-style-type: none"> 1. Design good, inclusive and sustainable project proposals using the Project Cycle Management and the Logical Framework approaches 2. Understand and apply the core principles that should stimulate any project to be viable and sustainable. 3. Improve the quality of the project documents. 4. Develop a project idea on the basis of real needs and required resources, and translate the idea into an implementation plan and budget. 5. Develop a monitoring and evaluation plan that incorporates a process for checking and correcting project implementation, as well as the assessment of achievements.
Audience	<p>✓ Proposal Writers ✓ MEAL/M&E Personnel or Project/Program Managers</p> <p>-INGOs NGOs, UN, Government, Donors, Local authorities, Universities, Private sector, etc. -Humanitarian and development actors</p>

ABOUT Community World Service Asia

Community World Service Asia is a regional organization implementing humanitarian and development initiatives throughout Asia. We aim to address factors that divide people by promoting inclusiveness, shared values, diversity, and interdependence. Marginalized communities are assisted irrespective of race, faith, color, age, sex, economic status, or political opinion. Respecting the right to choose how to live, we work with marginalized communities in order for them to overcome inequality and lead peaceful, dignified and resilient lives.

Community World Service Asia has been present in the region since 1954 and is a registered organization with Governments and Networks. The organization comprises of a committed governing board and a diverse team. It works through a robust accountability framework and maintains strong relationships with communities and partners.

Our focus areas include: disaster management; education; health; livelihoods; peace and democracy; WASH; DRR and quality and accountability. We engage in the self-implementation of projects, cooperation through partners, and the provision of capacity building trainings and resources at the national, regional and global levels.

In line with our commitments to quality and accountability, we are members of the Core Humanitarian Standards (CHS) Alliance. Our organization is the Country Focal Point in Pakistan and the Regional Partner in Asia for the Sphere Project and the lead agency for CHS in Pakistan. Our commitment and role enables us to collaborate with key partners on advocating, building capacity, and enhancing quality and accountability of humanitarian action throughout the region. Community World Service Asia is ISO 9001:2008 certified and has also received the USAID management standards certification.

We are members of the ACT Alliance, Asian Disaster Risk Reduction and Response Network (ADRRN), Active Learning Network for Accountability and Performance (ALNAP), Agency Coordination Body for Afghan Relief (ACBAR), the Global Network of Civil Society Organizations for Disaster Reduction (GNDR), International Council of Voluntary Agencies (ICVA), Pakistan Humanitarian Forum (PHF), the Rights of Expression, Assembly, Association and Thought (REAT) Network and the START Network. We are signatories to the Red Cross/Red Crescent Code of Conduct for NGOs in Disaster Relief and also adhere to other policies including a Code of Conduct for Child Protection and the Minimum Economic Recovery Standards (MERS).



DISCLAIMER

Community World Service Asia shall not be made liable for any damage, loss, illness, injuries or death that may occur to or be caused by the participants during the courses or travel to and from the training venue.

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