

Project Management Training for Non-Governmental Organizations (NGOs)

Background and Rationale:

Efficient project management is vital for the success of NGOs in delivering impactful initiatives. In a dynamic landscape, equipping NGO staff with proficient project management skills becomes imperative to ensure the effective execution and accomplishment of their goals. This training aims to empower NGO professionals with the essential tools and knowledge in project management methodologies and practices.

The trainer will aim to achieve the following objectives:

- To instill a comprehensive understanding of project management principles and methodologies.
- To enhance participants' ability to plan, execute, and monitor projects efficiently.
- To familiarize participants with risk management strategies and mitigation techniques.
- To enable participants to apply project management tools effectively in NGO settings.

Scope of Work:

- Training Duration: The training program will span (4-5) days
- Target Audience: NGO professionals engaged in project planning, implementation, and supervision.
- Conducting one-on-one coaching sessions with each participating NGO and CBO, offering personalized guidance and addressing specific challenges or concerns they may face in implementing Project Management practices effectively. (3-4 sessions for each participating NGO/ CBO)

Content Areas:

- Project life cycle and phases: initiation, planning, execution, monitoring, and closure.
- Risk assessment and management in NGO projects.
- Resource allocation and scheduling for efficient project execution.
- Stakeholder engagement and communication strategies.
- Practical exercises simulating project scenarios and challenges.

Methodology:

- Engaging lectures delivered by experienced trainers.
- Interactive workshops and group activities.
- Practical simulations to apply project management concepts.
- Case studies illustrating successful project management approaches.
- Feedback and collaborative sessions for practical application of learned concepts.

Trainer Qualifications:

- Demonstrated experience in project management within NGO contexts for a minimum of 5 years.
- Strong communication and instructional abilities.
- Track record of conducting similar project management training sessions.

Deliverables:

- Design the training curriculum and materials according to the CSO capacity assessment results and the first-party recommendations.
- Provide the training material and references in PDF.
- Prepare the training agenda and schedules.
- Deliver the agreed on training days.
- Conduct pre and post-assessment and analysis.
- Prepare and provide a training report.
- Prepare and provide a report for the coaching sessions.
- Provide a detailed invoice.
- Provide the requested trainer attendance Sheets.
- Provide a copy of ID or Passport.