

NOTICE

About enrolling the training course “Project Proposal Writing Skills”

❖ COURSE OBJECTIVES:

The course introduces some basic components in designing and writing project proposal. The course also introduces tools to develop project and monitoring & evaluation issues are preferably integrated from the beginning.

At the end of this course, participants are able to:

- Understand the process of developing a project proposal.
- Use some tools for needs assessment/ problem analysis.
- Understand and use logical framework to develop project.
- Understand and implement the main structure of proposal writing process.

❖ TARGET PARTICIPANTS

The courses is designed for staff from NGOs, local social organizations; state officers, and other interested individuals...that are working in project areas.

❖ SCHEDULE AND CONTENTS

Time: 02 – 04 March , 2011

- Morning : 08h00 – 11h30
- Afternoon : 13h30 – 17h00

Venue : Ton Duc Thang University

Language: Vietnamese

Trainer: Ha Minh Tri

Date	Time	Content
1	Morning	<ul style="list-style-type: none"> • Learn some donors and their strategy in Vietnam • Overview and the components of the proposal writing process • Introduce the tool to use needs assessment / problem determination • Develop a conceptual model / framework
	Afternoon	<ul style="list-style-type: none"> • Practice on building conceptual model/ framework • Build logical framework • Practice on building logical framework
2	Morning	<ul style="list-style-type: none"> • Introduce the components of the project: opening page, a summary overview and introduction, and the necessity of the project • Practice
	Afternoon	<ul style="list-style-type: none"> • Introduce the components of the project (cont): long-term objectives, immediate objectives, activities, monitoring – evaluation • Practice

3	Morning	<ul style="list-style-type: none"> • Introduce the components of the project (cont): human resources, strengths and ideas, sustainability • Practice
	Afternoon	<ul style="list-style-type: none"> • Introduce the components of the project (cont): budget, annexes of the project • Practice • Review and closing

❖ **LEGALITY:** Participants will be offered a **certificate provided by Ton Duc Thang University** if they successfully finish an examination at the end of each course.

❖ **TUITIONS:**

- **20 USD / day** (including study materials, tea-break).
- Certificate costs: **5,5 USD** (In case participants take an unsuccessful examination or absence, they will be provided a certificate of attendance by Social Development Training Center since SDTC will not refund this costs).

❖ **TRAINER’S INFORMATION:** Expert HA MINH TRI

- At the present, Mr. Tri is a PhD student, majoring in Monitoring & Evaluation system at Institute of Development Policy and Management – University of Antwerp, Belgium. Mr. Tri has expertise in various fields such as Research & Survey, Project design & management, capacity building, monitoring & evaluation, database...
- Mr. Tri has over 12-year experience working and conducting various consultancy missions for international projects, GOs & INGOs such as Heifer International, Room to Read, CARE, SCF/ UK, Oxfam America, NMA, ACDI/VOCA, WWF, Ministry of Agriculture and Rural Development, Ministry of Construction, Western Michigan University, UNDP, USAID primarily for socio-economic research/survey, database and M&E system establishment, project management, participatory planning, capacity building in M&E, GIS application...

❖ **FOR ENQUIRIES AND REGISTRATION, PLEASE CONTACT**

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- **Deadline for registration: 25 February, 2011**

**Director of SDTC
(has signed)**

PhD. Tang Huu Tan