



# Writing Winning Proposals

18 - 21 September, 2017 in Hanoi, Vietnam

## Why this course?

You have an excellent project idea and now comes the challenge of gaining access to funding. Should you respond to a request for services, Call for proposals, or approach the donor organisation directly? An attractive, convincing, and honest proposal will increase your chances manifold.

## For whom?

You are a manager or staff member working for a consultancy firm, an NGO, or a government institute, involved in writing project proposals or in responding to tenders for services or grants contracts.

## Accreditations

Our ISO 9001 certification ensures that we apply a suite of widely recognized and professionally accepted management systems that are robust and reliable.

## What will you gain?

- Understand and be able to analyse the contents of a tender dossier (request for service proposal) and guidelines for calls for proposal;
- Turn clients' needs into convincing strategy and concrete activities in line with your organisation's capabilities;
- Know how to bring needed logic and structure to your proposal;
- Apply a convincing and attractive writing style;
- Raise your confidence in proposal writing;
- Apply all tools and methods for a proposal you choose to work on during the course.

## Certificate

Upon completion of the training course and subject to attendance and active participation, you will receive a certificate of completion issued by MDF Training & Consultancy.



## CUSTOMER SATISFACTION RATE

**8.3** OUT OF **10** OPEN-ENTRY PARTICIPANTS **8.5** OUT OF **10** CONSULTANCY CLIENTS

# Writing Winning Proposals

Develop convincing and attractive proposals

## What will you expect?

**Day 1** Understand the tender procedure. Introduction to tender and grant terminology and procedures. Discuss how to find tenders/grant opportunities.

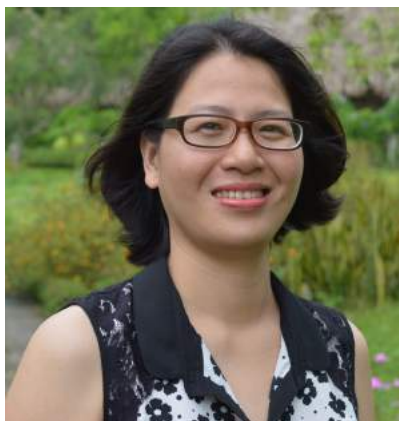
**Day 2** Analyse terms of references or guidelines. Learn how to make decision on whether to write a proposal or not. Understand the criteria to go for the project with and without partners.

**Day 3** Discuss about planning: from “go” to submission. Gain insights into the contents of a proposal and how to get them organised. Learn about the steps in the writing process and tips for attractive writing. Learn how to present track record and Curricula Vitae.

**Day 4** Practice writing: Just do it! Learn how to make the presentations of the contents of the proposal. Gain insights into the appraisal criteria for proposals.

**“The training takes a holistic approach to proposal writing - not just the writing but the whole process is addressed.”**

## Meet your trainer



**Nguyen Thanh Huong**  
Trainer/Consultant

Huong has over 15 years of experience in providing training and management consultancy services. She has provided training courses on various topics including Project Management, M&E, Advocacy and Policy influencing, Proposals writing, etc.

Huong has also worked in consultancy projects with the Ministry of Education and Training in Vietnam, UNESCO in Myanmar, Nuffic, etc.

You can also directly contact Huong at [nth@mdf.nl](mailto:nth@mdf.nl).

See more of Huong's profile [here](#).



## MDF Special Support(\*)

- Visa advice
- Airport pick-up
- Hotel arrangements
- Sightseeing recommendations

(\*) on request only and at client's expense

## About MDF

We are a worldwide training and consultancy organization with more than 30 years of experience in international cooperation. We focus on supporting people and organizations to strengthen their abilities to perform better. We work closely with NGOs, Governmental agencies, UN organizations as well as private sectors.

Our experts are involved in both training and consultancy activities to ensure that they maintain a close link to day-to-day practices in the field while staying up-to-date with the latest concepts. This way of working enriches our training courses and keeps our experts at the forefront of emerging ideas and best practices

## Essential facts

- **Course language:** Vietnamese
- **Dates:** 18 - 21 September, 2017
- **Location:** Hanoi, Vietnam
- **Fee:** VND 8,000,000
- Course fee includes lunches and materials
- Registration [here](#) before 11 September 2017



- 10% discount for MDF Alumni;
- 01 free place for a group of six registrations from the same organisation.

## Terms & conditions

Read more about our cancellation policy, visa requirements, and insurances on our [Frequently asked questions](#) page.

## Contact us

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