

AGENDA TRAINING WORKSHOP
Planning and writing quality project proposals for the SSA CP
Option: work in task forces in the afternoons

Sunday 12 February

1400-1530 1- Welcome and introductions
Presentation of participants, participant's objectives, philosophy of the workshop
2- Expectations and Outcome of the workshop

1530-1600 Coffee/ Tea break

1600-1700 4- Feedback on the Concept notes

Planning for proposal writing

1700-1900 5- Participatory planning approaches and motivation
6- Process of proposal development
7- Timetable for proposal development

1900-2100 Cocktail

Monday 13 February

0830-1000 8- Problem analysis, problem tree, scenario building
Work in TFs
9- Stakeholders analysis
Work in TFs

1000-1030 Coffee/Tea Break
Group Picture

1030-1230 10- Developing a logframe (more time can be given to this session)
Work in TFs

1230-1330 Lunch

1330-1530 11- Planning for product use (identification of milestones and products)
Work in TFs

1530-1600 Tea/Coffee Break

Tools for proposal writing

1600-1930 12- Donors' criteria
13- Writing tips
14- Concept notes versus proposals
15- Formats, donor differences and similarities

Tuesday 14 February

0830-1000 16- Goal, Purpose, Objective
17- Outputs
Work in TFs

1000-1030 Coffee Break

1030-1230 18- Beneficiaries, target groups

Work in TFs

1230-1330 Lunch

1330-1530 19- Rationale/problem statement
20- Title
Work in TFs

1530-1600 Break

1600-2200 21- Approach, methodology
22- Activities
Work in TFs

Wednesday 15 February

0800-1000 23- Work plan
Work in TFs

1000-1030 Tea/Coffee Break

1030-1230 24- Project Management/reporting/evaluation/monitoring
25- Partners, collaborators
Work in TFs

1230-1330 Lunch

1330-1500 Work in TFs

1500-1530 Coffee Break

1530-2200 Work in TFs

Thursday 16 February

0800-1000 26- Budget
27- Annexes
28- Cover letter

1000-1030 Coffee Break

1030-1230 Work in TFs

1230-1330 Lunch

Fund raising

1330-1500 29- Fund raising and its objectives & your role in fund raising
30- Financing schemes
31- Funding opportunities

1500-1530 Break

1530-1900 Final evaluation
Closing remarks by ...

Work in TFs.....

Friday morning: Departure from ...