



## Generation Challenge Program workshop on planning and writing quality project proposals

### WORKSHOP AGENDA

#### DAY 1

0800-1000 1- Welcome and introductions  
Presentations of participants, participant's objectives, the philosophy of the workshop

Coffee/Tea Break

1020-1215 2- Expectations and Outcome of the workshop  
  
- Introduction to the Generation Challenge Program  
- NARS in the GCP consortium and a strategy for delivery

1215-1330 Lunch

#### ❖ Planning for proposal writing

1330-1445 3- Participatory planning approaches and motivation  
  
4- Process of proposal development  
5- Timetable for proposal development

1445-1505 Coffee/Tea Break and Payment of per diem

1505-1700 6- Problem analysis and problem tree  
7- Stakeholders analysis

1700-1800 Evaluation

1800-2000 Cocktail

#### DAY 2

0800-0815 Feedback from previous day

0815-1000 8- Developing a logframe

1000-1020 Tea/Coffee Break

1020-1200 9- Planning for product use

1200-1315 Lunch

### ❖ Tools for proposal writing

1315-1500	10- Donors' criteria 11- Writing tips 12- Concept notes versus proposals 13- Formats, donor differences and similarities
1500-15:20	Tea/Coffee Break and Payment of air tickets
1520-1800	14- Goal, Purpose, Objective 15- Outputs 16- Beneficiaries, target groups Exercise

### DAY 3

0800-0815	Feedback from previous day
0815-1000	17- Rationale/problem statement 18- Title Exercise
1000-1020	Tea/Coffee Break
1020-1300	19- Approach, methodology 20- Activities 21- Work plan Exercise
1300-1400	Lunch
1400-1730	Field trip to...
1730-1900	Visit of ...
2000-2200	Group Dinner

### DAY 4

0800-1000	22- Project Management/reporting/evaluation/monitoring 23- Partners, collaborators Exercise
1000-1020	Tea/Coffee Break
1020-1215	24- Budget 25- Annexes
1215-1330	Lunch

### ❖ Fund raising

1330-1600	26- Cover letter Exercise
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## DAY 5

- 0800-1100 27- Fund raising and its objectives & your role in fund raising  
28- Financing schemes  
29- Funding opportunities  
30- Bibliography
- 1000-1020 Coffee Break
- 1100-1200 Meeting with the donors Bilateral funding (round table with a bilateral donor rep.)
- 1200-1330 Lunch with the donor(s)

### ❖ A special on GCP

- 1330-1500 Going Forward in the GCP
- 1500-1530 Tea/Coffee Break
- 1530-1700 Individual Action Plan  
Needs assessment  
Participatory evaluation  
Certificates