



Adhyeta International (AI) Announces 4-Day Course on Development/Grant Proposal and Report Writing

About Development/Grant Proposal

A proposal is a request for financial assistance to implement a project. Funding is sought, in whole or in part, from government funding agencies, charitable foundations, businesses, individuals, and other sources. Proposal writing is a skill and requires considerable knowledge in many disciplines. If you do not have proposal writing skills, your organization will not obtain the funding required to carry out its projects.

Your proposal should demonstrate that your project will:

- Provide economic and social benefits to an area or a community
- Have a high probability of success
- Address a strategic priority
- Demonstrate need for financial assistance
- Be economically viable
- Have stakeholder support
- Be consistent with development strategies

About Report Writing

Reports generally involve presenting your investigation and analysis of information or an issue, recommending actions and making proposals.

There are many different types of reports, including project, program, business, scientific and research reports, but the basic steps for writing them are the same. These are outlined below.

Step 1: Decide on the “ terms of reference”

Step 2: Decide on the procedures

Step 3: Find the information

Step 4: Decide on the structures

Step 5: Draft the first part of your report

Step 6: Analyze your findings and draw conclusions

Step 7: Make recommendations

Step 8: Draft the executive summary and table of contents

Step 9: Compile a reference list

Step 10: Revise your draft report

For Whom?

This course is intended to professionals, students, development practitioners, researchers, NGOs and INGOs catalysts/workers. This unique and practical course is developed for skill development of the participants for:

- Enhancing competitiveness and skills in the field of grant proposal and report writing,
- Improving performance in development sectors,
- Understanding development environment of Nepal and how development programs and projects operate
- Developing effective LFA/ToC
- Enhancing ability to take advantage of emerging opportunities in the field of economic, health, education, and development activities,
- Providing career development, promotion, improved job possibilities for participants

Core Modules:

The course guides you for designing proposal and writing reports of programs and projects.

Proposal & Report Writing:

1. Basics of grant proposal writing
2. Project/project cycle management
3. Problem tree, objective tree- Concept paper design
4. Logical Framework Analysis/Theory of Change
5. Basics of grant report writing
6. Concept of monitoring and evaluation

About Adhyeta International (AI):

Adhyeta International (AI) is a forum of professionals which attempts to instigate the unnoticed, ignored and unseen issues of the society, community, people, and places by carrying out different studies, researches, assessments, evaluations etc. It is research based consultancy firm working in the field of human rights, women rights, media, health, education, women/youth engagement, environment, local governance. It is a platform of diverse field development professionals/experts which tries to bring unnoticed, ignored and unseen issues into the mainstream policy agenda through research, assessment, monitoring and evaluation, event management, workshop, seminar, dialogue, discussion, training etc. The major expertise of our organization includes foreign capacity building training for government, non-government, medical and corporate officials in more than 40 countries; research (quantitative and qualitative); planning ,monitoring & evaluation; need assessment, perception and opinion survey, national and international event coordination/organization/management; and national and international training organization and facilitation.



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4-Day Course on
Proposal and Report Writing**

Program Information

The Course:

This course is based on practical learning module in proposal and report writing training package developed by Adhyeta International, Kathmandu, Nepal.

Objectives:

The overall objective of this course is to enable the participants to write proposal and report effectively in the field of development.

Target Group/Entry Requirement:

This course is intended to professionals, students, development practitioners, researchers, NGOs & INGOs catalysts/workers. This unique and practical course is developed for skill development of the participants for skill development in writing development/grant proposal Interested candidates would be expected to fulfill the following minimum criteria:

- Participants should have at least undergraduate degree or final year undergraduate students also are eligible
- Have eager to work in development sector

How will you benefit? :

Participants joining this course will:

- Enhance competitiveness and skills in developing grant proposal and writing report of different programs/projects
- Enhance ability and skills to take advantage of emerging opportunities in the field of economic, education, health, research and development activities
- Be able to development career in development sector

Contents of the Training:

Proposal & Report Writing:

1. Basics of grant proposal writing
2. Project/project cycle management
3. Problem tree, objective tree- Concept paper design
4. Logical Framework Analysis/Theory of Change
5. Basics of grant report writing
6. Concept of monitoring and evaluation

Training Method:

- Group discussion
- Presentation
- Group exercise
- Lecture
- Practical sessions

Time, Date & Venue:

The course will be conducted for four days 7:00 AM – 9 AM in training hall of Adhyeta International, Sankhamul, Kathmandu. The course will be organized on 27-30 May , 2019.

Last Date for Registration : May 25, 2019 .

Resource Person:

The course will be conducted by the trainer trained and recognized at international level, who is well known in the field of development.

Training Cost:

The subsidized cost of the training will be **NRs.7,000.00 (Seven Thousand Only)** per participant for entire course modules. The cost includes participant course fees, learning materials, basic stationery, tea and snacks.

Award:

Successful participants will be awarded with training completion certificate.

Contact for registration process:

Phone: 4780027, 977-9841471160 /9851076232

Contact time: 9:30 am to 5:00 pm

: info@adhyetainternational.com.np , website: www.adhyetainternational.com.np