

Scope of Work

ProPack II Training Workshop and Program Quality Assessment

CRS/Mali

Background

CRS/Mali has decided to conduct a training workshop of about 20 staff members to increase knowledge and skills and change attitudes regarding ProPack II manual topics. Specifically, CRS/Mali would like to build the capacity of staff with regards to:

- Management leadership and quality;
- Partnerships: partnership accompaniment during implementation, communication, and organizational skills;
- Planning project activities: detailed implementation planning;
- Proframe: using the Proframe during project implementation;
- Budgeting: reviewing proposal budgets, financial reporting, and monitoring project spending;
- Project Tracking System;
- Monitoring and evaluation: quality studies, from SOW development to consultant hiring, and MONITORING of the consultants key outputs. Then also on-going gathering data and reporting and Data quality assurance and assessments (especially for USG).

CRS/Mali is a relatively new program that is growing quickly. As a result it is essential that CRS/Mali staff build their skills to manage projects well, employ CRS methods, and work effectively with partner organizations.

Jane Smith Stetson will be engaged to design, plan and co-facilitate this workshop. The workshop will take place from Monday, June 8 – Friday, June 12th.

Reporting and Work Relationships

Jane Smith will report to Moussa Sangaré for this assignment.

Jane Smith will work in close collaboration with Lindsay Moore who will be available to answer questions via e-mail during initial workshop planning period.

Jane Smith will co-facilitate with Moussa Sangaré and Lindsay Moore who will be responsible for (a) assisting Jane Smith during on-site pre-workshop planning; (b) facilitating selected sessions or exercises; (c) attending daily, post-workshop facilitator monitoring meetings; (d) assisting with production of last minute or revised materials in French as required during the training.

Deliverables

- Learning needs and resources assessment (e-mail questionnaires in English to decision-makers, brief e-mail questionnaire in French for participants, possible telecom with workshop organizers)
- 7 steps of planning document in English with key sections translated in French (objectives, schedule).
- Facilitator's guide (in French)

Scope of Work Example– Jane Smith April 9, 2009

- Participant notebook with tasks and handouts (in French)
- All supporting materials for sessions (case studies, powerpoints, flip charts, etc.)

Estimate of Days

1. Planning and communications with workshop organizers (e-mails, possible phone call): 2 days
2. Learning needs and resources assessment (LNRA) development and circulation (decision-makers first, participants second): ½ day
3. LNRA analysis, report and recommendations: 1 day
4. Workshop design: 8 days (7 steps of planning, facilitator's guide, participant notebook)
5. On-site workshop planning (meetings with co-facilitators, room set-up): 2 days
6. Workshop facilitation: 5 days
7. Travel to and from Mopti, Mali: 4 days

Number of days: 22.5 days

Program Quality Assessment

Background

CRS/Mali is currently in the process of developing its Strategic Program Plan (SPP). The next step in the strategic planning process is for CRS/Mali to hold a Program Quality Assessment (PQA). The results of the PQA will contribute significantly to the country program's issue paper which will shape CRS/Mali's SPP. Thus far CRS/Mali staff have completed a countrywide PQA questionnaire. To complete the PQA process CRS/Mali staff need to review findings, come to a clear consensus on the most important issues, and critically analyze the underlying causes these issues.

Reporting and Work Relationships

Jane Smith will report to Moussa Sangaré for this assignment.

Jane Smith will work in close collaboration with Lindsay Moore who will be available to answer questions via e-mail during any initial PQA planning.

Deliverables

- Participant notebook with tasks and handouts (in French)
- All supporting materials for sessions (case studies, powerpoints, flip charts, etc.)

Estimate of Days

1. Review of questionnaire results, session planning, and meeting with senior staff: 2 days
2. PQA facilitation: 1 day

Number of days: 3 days

Calendar for Propack II Training and Program Quality Assessment

Scope of Work Example– Jane Smith April 9, 2009

April – May 9th: Preliminary planning and communication, LNRA, Report and recommendations for Propack II training workshop

May 9 – May 30: Continued planning and workshop design for the Propack II training

June 3 & 4: Preparation for PQA session

June 5: PQA session

June 6-7: On-site planning for Propack II training workshop

June 8-12: Propack II training workshop

Total Number of Days: 25.5 days