**UNDP Sierra Leone**



***Empowered Lives***

***Resilient Nations***

**Concept Note on Partners’ Capacity Strengthening Training**

**12-13, June 2019**

**1. Background**

The UNDP Strategic Plan 2018–2021 positions capacity development as the organization’s overarching service to partners and programme countries. In placing capacity development at the heart of its mandate and functions, UNDP is responding to growing demand for support at national and sub-national levels. It is believed that without supportive procedures, strategies, policies, laws, and educated and skilled people, institutions and countries lack the foundation to plan, implement and review their internal and national development strategies. Over the years, UNDP’s attempts towards increased use of national institutions and systems has been challenged by inherent capacity issues given its high standards and expectations on programme delivery, reporting and accountability.

In lieu of the above, UNDP uses various measures such as capacity assessments, spot checks, programme reviews and field monitoring to review and track progress on results, assess processes and internal control and compliance mechanisms and document evidence on project progress, capacity and systems. Strengthening the capacity of its partners is very crucial to increase the quality of UNDP’s deliverables and development results. It is in this context that the partners capacity development training has been proposed to increase the capacity of the partners for their overall programmatic, operational, financial and quality assurance related functions. This training is designed to respond to data and evidence obtained from various audits, evaluations, filed monitoring and capacity assessment reports outlining key areas where partners’ capacity needs strengthening.

**2. Purpose and Objectives**

The purpose of this training is to provide organizations the requisite skills and knowledge required for proper planning, management, accountability, monitoring and evaluation and reporting as part of the requirements in development interventions.

The training exercise aims to capacitate individuals who would in turn use the acquired skills and expertise in their respective organizations to improve quality, standards, procedures, policies and the quality of project implementation.

**3. Training Scope and Methodology**

The training programme focuses on identified areas requiring strengthening based on evidences from quality assurance visits, programme and operation reviews and audit recommendations. The topics that will be covered include programme and finance processes and procedures, results-based management including monitoring, evaluation and reporting, communication, documentation and lessons learning as well as procurement and assets management.

The training will take a more interactive approach with greater engagement of participants. Training methods will involve one or many of the following: interactive power points presentations, group work/buzz groups, case studies, coaching, demonstration, drills and the use of instruments such as questionnaires, checklists, and forms to obtain relevant information from time to time.

**4. Training Outcome**

At the end of the training, partners would have the capacity to effectively manage development interventions and be able to put systems in place to achieve their own objectives over time. They would also have the skills to ensure the efficiency and quality of the deliverables in line with UNDP’s programme and operation policies and standards.

**5. Expected Deliverables**

The deliverables of this training programme are as follows:

* The training agenda with clearly stated objectives and timetable
* Training materials and coverage of topics as outlined
* The training report and participants’ feedback

**6. Target Group**

The training will specifically target partners who are directly involved in programme and operation functions. This includes Heads of Programme, Project Managers, Project Officers or Programme Specialists on the one hand and Heads of Operations, Finance Managers or Procurement Managers on the other. A total of forty (40) government and CSO partners are expected to participate in the training. Each partner is expected to send in a maximum of two (2) participants, one each from programme and operations (i.e. finance, procurement, HR, Admin, etc). Partners are encouraged to have gender consideration in the selection of their participants.

**7. Facilitators and Resource Persons**

The following are facilitators and resource persons for this training:

Daisy Foday – Programme Specialist

Irene Ntanda – Donor Relations and Reporting Specialist

Madhab Regmi – Monitoring and Evaluation Specialist

Musu Bangura – Gender Specialist

Lamin Bangura – Programme Finance Analyst

Samuel Palmer – Programme Specialist

Yonah Samo – Procurement Specialist

Mahmoud Conteh- Programme Associate

Patrick Mamie – Finance Associate

Mordu Bangura – Asset Management

Moi Swaray – M&E Officer

Joseah Mutai – M&E Officer

**8. Venue and Duration**

The training will take place at Atlantic Lumley Hotel, Lumley Beach Road, Freetown for two days, i.e., 12 & 13 June 2019.

**9. Logistics**

UNDP will cover full cost of the training. This includes venue cost, lunch and tea breaks. UNDP will also provide daily subsistence allowance (DSA) at the standardized UN rate for national partners only for participants coming from the provinces. The training materials will include flip charts, makers, notebooks and pens as well as printed materials, templates and power point slides.

**10 List of Partners**

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| **Government Partners** | **Location** |
| 1. Office of National Security (ONS) | Freetown |
| 1. Office of the Vice President | Freetown |
| 1. Sierra Leone Police (SLP) | Freetown |
| 1. Independent Police Compliant Board | Freetown |
| 1. National Youth Commission (NAYCOM) | Freetown |
| 1. Environment Protection Agency (EPA-SL) | Freetown |
| 1. National Civil Registration Authority (NCRA) | Freetown |
| 1. National Election Commission (NEC) | Freetown |
| 1. Political Party Registration Commission (PPRC) | Freetown |
| 1. Sierra Leone Parliament | Freetown |
| 1. Sierra Leone Meteorological Directorate (SLMD) | Freetown |
| 1. Ministry of Water Resources | Freetown |
| 1. Office of Solicitor General | Freetown |
| 1. Judiciary of Sierra Leone | Freetown |
| 1. Public Private Partnership (PPP) Unit, Office of the President | Freetown |
| 1. National Protected Area Authority (NPAA) | Freetown |
| 1. Human Rights Commission Sierra Leone | Freetown |
| 1. Sierra Leone Correctional Service Centre (SLCSC) | Freetown |
| 1. Ministry of Planning and Economic Development | Freetown |
| 1. Ministry of Mines of Minerals Resources | Freetown |
| 1. Government Technical Institute | Freetown |
| 1. Ministry of Works and Public Asset (MWPA) | Freetown |
| 1. Ministry of Agriculture Forestry and Food Security (MAFFS) | Freetown |
| 1. National Tourist Board (NTB) | Freetown |
| 1. Ministry of Fisheries and Marine Resources (MFMR) | Freetown |
| 1. Ministry of Political and Public Affairs (MPPA) | Freetown |
| 1. Ministry of Social Welfare | Freetown |
| 1. Ministry of Energy | Freetown |
| **Universities** |  |
| 1. University of Sierra Leone (Fourah Bay College) IMBO | Freetown |
| **NGO and INGO Partners** |  |
| 1. Prisons Watch (PW-SL) Sierra Leone | Freetown |
| 1. Community Empowerment for Peace & Agricultural Development SL (CEPAD) | Kenema |
| 1. Media Reform Coordination Group (MRCG) | Freetown |
| 1. Movement towards Peace & Development Agency (MOPADA) | Bo and Kailahun |
| 1. Centre for Accountability and Rule of Law (CARL) | Freetown |
| 1. Humanist Watch SL (HUWASAL) | Kenema |
| 1. West African Network for Peace Building (WANEP-SL) | Freetown |
| 1. Advocacy Initiative for Development (AID-SL) | Freetown |
| 1. Restless Development | Freetown |
| 1. SERVE-Sierra Leone | Bo |
| 1. The Climate Change, Environment & Forest Conservation Consortium | Freetown |
| 1. Pikin to Pikin Movement (Kono District) | Kono |
| 1. Good Shepard Development Ministry | Kambia |
| 1. Women’s Network for Environmental Sustainability (WONES) | Pujehun |
| 1. Environmental Foundation for Africa (EFA) | Freetown |
| 1. SEND Sierra Leone | Freetown |
| 1. CGG | Freetown |
| 1. IGR | Freetown |
| 1. WASH-NET Sierra Leone | Freetown |

**11. Training Outline**

Please see details below for the training agenda:

 **Partners Training Programme**

**UNDP Sierra Leone**

**June 12-13, 2019**

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| **Day 1** | | | |
| **Time** | **Subject Area** | **Resource Persons** | **Materials** |
| 8.30-9.00 am | Arrival and registration | UNDP/PMSU | Attendance sheets |
| 9.00 – 9.15 am | Welcome and Opening Remarks | RR/DCDO |  |
| 9:15 – 9:45 am | Self-introduction, expectations, ground rules, training objectives | UNDP/PMSU |  |
| **9:45 – 10:15 am** | **Breakfast** | | |
| 10:15 – 10:45 am | Introduction to UNDP Programme Processes and Procedures | Daisy Foday | PowerPoint, computer, projector |
| 10:45- 11:00 | *UNDP Programme Clusters: Inclusive Growth and Sustainable Environment* | **Team leader - Tanzila Sankoh** | PowerPoint, computer, projector |
| 11:00 – 11:15 | *UNDP Programme Clusters: Governance;* | **Acting Team Leader Josephine – Scott Manga/** |  |
| 11:15– 12:15 pm | Introduction to Harmonized Approach to Cash Transfer (HACT) | Daisy Foday | Power point, computer, projector |
| 12:15 – 12:35 pm | Introduction to UNDP Finance Processes and Procedures | Patrick Mamie | Power point, computer, projector |
| 12:35 – 1:00 pm | Basics of UNDP Procurement Process | Yonah Samo | Power point, computer, projector |
| **1:00 – 2:00 pm** | **Lunch** | | |
| 2:00 – 3:30 pm | Introduction to RBM | Madhab Regmi | Power point, computer, projector |
| 3:30 – 4:30 pm | Gender and Gender Mainstreaming | Musu Bangura | Power point, computer, projector |
| 4:30 – 5:30 pm | Visibility and Communication in Projects |  | Power point, computer, projector |
| **Day 2** | | | |
| 8.30-9.15 am | Registration and Breakfast | UNDP/PMSU | Attendance Sheets |
| 9:15 – 9:30 am | **Day 1 Recap** |  |  |
| 9.30 – 10:30 am | Results Based Reporting | Irene Ntanda | Power point, computer, projector |
| 10:30 – 11:30 am | Financial Accountability and Reporting | Lamin Bangura | Power point, computer, projector |
| 11:30 – 12:00 am | Assets Management | Mordu Bangura | Power point, computer, projector |
| 12:00 – 1:30 am | Planning and Conducting Results Monitoring and Evaluation (Data collection)  Documentation  Risk Management | Madhab Regmi  Moi Swaray  Joseah Mutai | Power point, computer, projector |
| **1:30 – 2:30 pm** | **Lunch** | | |
| 2:30 – 3:15 pm | Introduction to Resource Mobilization | Irene Ntanda | Power point, computer, projector |
| 3:15 – 4:00 pm | Lessons Learning and Documentation of Success Stories | Samuel Palmer | Power point, computer, projector |
| 4:00 – 5:00 pm | Training Evaluation and Closing | UNDP/PMSU | End of course evaluation forms |