

# Effective Proposal and Report Writing Skills



## **IDEAL Public Health and Development Consultancy (IPHDC)**

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## About IPHDC

IPHDC is a training and consulting firm that seeks to empower humanitarian and development actors to deliver desired results in their work. We are committed to the empowerment of individuals and organizations through provision of professional consultancy services together with standard and tailor-made trainings.

Our services are provided by a team of experienced professionals including researchers, public health experts, gender experts, development experts, management and institutional development experts and a core group of IPHDC staff who provide technical and administrative support. Our consultants have a wealth of experience in their respective areas of work and have obtained their education from internationally reputed institutions.

## Effective Proposal and Report

### Writing Skills

#### Course objectives

- To enhance the capacity of trainees to develop highly competitive project proposals for donor-funded projects.
- To improve the ability of trainees to generate and compile high quality project reports.
- To create a forum for practising project proposal development and report writing skills.

#### Course content

- Introduction to resource mobilization principles & practices.
- Basic proposal elements, proposal formats and proposal summary.
- Needs assessment, project design frameworks, problem statement, problem justification, objectives setting, project output and outcomes, project strategy and implementation planning.
- M&E framework and plan.
- Elements of a good budget.
- Key elements of technical reporting.
- Importance of quality reporting in a competitive funding environment.
- Monthly progress reports, activity reports, routine reports, field trip reports, meetings reports.

#### Target group

Project managers and officers.

#### Training methodology

Exploratory learning, small group discussions, plenary brainstorming, facilitator input and case studies.

#### Language of instruction

English

#### Training cost

The training cost is **US\$ 550** and it will cover the tuition fees, learning materials, meals and refreshments at the training venue.

#### Accommodation

Accommodation will be arranged upon request. However, the charges will be borne by the individual participant.

#### Application process

Applicants should complete our course application form and submit it to [training@iphdcinternational.org](mailto:training@iphdcinternational.org).