

OPTIVIDA CONSULTANCY & RESEARCH SERVICES LTD



YOUR STRATEGIC PARTNER FOR IMPACT

NGO & HUMANITARIAN TRAINING CATALOGUE

2026 — 2027

Professional Capacity-Building Programmes

Resource Mobilization · MEAL · Humanitarian Response
Safeguarding · Climate Resilience · Leadership · Research · Compliance

12

Specialized
Academies

59

Professional
Courses

3

Delivery
Modes

KENYA · SOMALIA · SOUTH SUDAN

Your Strategic Partner for Impact



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01 DIRECTOR'S MESSAGE

Welcome to the Optivida Consultancy & Research Services Ltd NGO and Humanitarian Training Catalogue 2026–2027.

This catalogue has been designed to support NGOs, CBOs, CSOs, faith-based organizations, local partners, government departments, humanitarian actors and development professionals to strengthen institutional capacity, improve donor readiness and deliver higher-quality programmes.

Our training approach is practical, context-responsive and results-oriented. We focus on what organizations need to perform better: stronger systems, fundable programme designs, credible MEAL frameworks, accountable humanitarian response, safeguarding, leadership, compliance, research, data and sustainable resource mobilization.

The courses in this brochure can be delivered physically, virtually or through hybrid arrangements. Each course may also be customized for organizational teams, donor-funded projects, ministries, local partners or consortium members.



We look forward to supporting institutions and professionals who are committed to building stronger organizations for sustainable impact.

Masela Harrison Ohoko

Director – Business Development, Partnerships & Institutional Growth

Optivida Consultancy & Research Services Ltd

FOR OPTIVIDA CONSULTANCY & RESEARCH SERVICES LTD

For the Consultant

Masela Harrison Ohoko

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“Your Strategic Partner for Impact”

8th June ,2026



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02 ABOUT OPTIVIDA CONSULTANCY & RESEARCH SERVICES LTD

WHO WE ARE

Optivida Consultancy & Research Services Ltd is a regional consulting, research and capacity development firm supporting organizations to strengthen institutional systems, improve donor readiness, design fundable programmes and deliver measurable development and humanitarian impact.

Core Service Areas

- Proposal development and grant writing
- Donor mapping and resource mobilization strategy
- MEAL, research, assessments and evaluations
- Organizational capacity strengthening and policy development
- Humanitarian response, safeguarding and accountability training
- Climate resilience, livelihoods and programme design
- Strategic planning, partnership development and institutional growth

Geographic Focus

- Kenya
- Somalia
- South Sudan
- East Africa and the Horn of Africa
- Remote support to African NGOs and development actors

Why Organizations Choose Optivida

- Practical training grounded in NGO and humanitarian realities
- Strong understanding of donor requirements and compliance expectations
- Customized modules for local NGOs, INGOs, government and donor-funded projects
- Action-oriented tools, templates and follow-up support
- Professional documentation and certification

03 TRAINING PHILOSOPHY & METHODOLOGY

Optivida uses an applied capacity-building model that combines technical knowledge, practical tools, group work, simulations, coaching and real-life case studies. The goal is to ensure that participants leave every course with usable outputs, not only theoretical knowledge.

METHOD	HOW IT IS APPLIED
Participatory Learning	Group discussions, peer learning, role plays and practical exercises.
Case-Based Learning	Use of real NGO, humanitarian and donor scenarios from African operating contexts.



METHOD	HOW IT IS APPLIED
Practical Tool Development	Participants develop templates, matrices, plans, checklists and draft products.
Coaching and Feedback	Facilitators provide structured feedback during assignments and presentations.
Contextualization	Modules are adapted to the organization, country, sector and donor environment.
Action Planning	Every course ends with an individual or organizational action plan.



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04 CERTIFICATION FRAMEWORK & DELIVERY OPTIONS

Certification Categories

CERTIFICATION TYPE	DESCRIPTION
Certificate of Completion	Awarded to participants who complete short professional courses and participate in required sessions.
Professional Certificate	Awarded for intensive courses with practical assignments, group work and assessed outputs.
Certified Trainer Certificate	Awarded for Training of Trainers programmes after facilitation practice and evaluation.
Institutional Capacity Development Certificate	Awarded to organizations after customized team-based training and capacity strengthening engagements.

Delivery Options

- Physical training at client venue or agreed hotel / conference facility
- Virtual live training using Zoom, Google Meet or Microsoft Teams
- Hybrid training combining live sessions and assignments
- In-house customized training for organizations and donor-funded projects
- Training of Trainers for organizations building internal facilitation capacity

05 COURSE FEE GUIDE & DELIVERY OPTIONS

Optivida offers flexible, transparent pricing across individual, virtual and in-house delivery formats. The notes below explain how fees are structured and what they include.

General Fee Notes

- Individual fees apply to open-enrolment training and may vary depending on venue, country and logistics.
- Virtual fees are usually lower because venue and participant hospitality costs are excluded.
- In-house fees are estimated starting rates and may be adjusted based on number of participants, location, travel, materials and customization needs.
- Fees are exclusive of taxes, travel, accommodation, venue, meals and interpretation unless expressly stated in a quotation.

AT A GLANCE

This catalogue offers 59 professional courses across 12 specialized academies, with individual fees ranging from USD 150 to USD 450, virtual delivery from USD 100, and in-house engagements from USD 800. Refer to the Complete Course Matrix for full pricing.

06 COMPLETE COURSE MATRIX

The following matrix lists every course in the catalogue with its code, academy, duration, individual and virtual fees, and certification. Use the course code when requesting a quotation or in-house engagement.

CODE	COURSE NAME	ACADEMY	DAYS	INDIV.	VIRT.	CERTIFICATION
OPT-RM-001	Proposal Writing & Resource Mobilization	Resource Mobilization & Fundraising	5	\$250	\$180	Completion / Professional
OPT-RM-002	Strategic Resource Mobilization	Resource Mobilization & Fundraising	4	\$220	\$160	Professional
OPT-RM-003	Donor Mapping & Intelligence	Resource Mobilization & Fundraising	3	\$200	\$140	Completion
OPT-RM-004	Donor Due Diligence Readiness	Resource Mobilization & Fundraising	4	\$250	\$180	Professional
OPT-RM-005	Institutional Donor Engagement & Relationship Management	Resource Mobilization & Fundraising	3	\$220	\$150	Completion
OPT-RM-006	Grant Writing Clinic: From Concept Note to Full Proposal	Resource Mobilization & Fundraising	5	\$300	\$220	Professional
OPT-MEAL-001	Monitoring, Evaluation, Accountability & Learning (MEAL)	Project Management & MEAL	5	\$300	\$220	Professional
OPT-MEAL-002	Results-Based Management (RBM)	Project Management & MEAL	4	\$250	\$180	Professional
OPT-MEAL-003	Theory of Change Development	Project Management & MEAL	3	\$180	\$130	Completion
OPT-MEAL-004	Logframe Development	Project Management & MEAL	3	\$180	\$130	Completion
OPT-MEAL-005	Project Cycle Management (PCM)	Project Management & MEAL	5	\$300	\$220	Professional
OPT-MEAL-006	Data Quality Assurance for NGOs	Project Management & MEAL	3	\$200	\$150	Completion
OPT-HUM-001	Humanitarian Principles & Architecture	Humanitarian Response	2	\$150	\$100	Completion
OPT-HUM-002	Sphere Standards in Humanitarian Response	Humanitarian Response	3	\$250	\$180	Completion
OPT-HUM-003	Core Humanitarian Standard (CHS)	Humanitarian Response	2	\$180	\$120	Completion
OPT-HUM-004	Accountability to Affected Populations (AAP)	Humanitarian Response	3	\$220	\$150	Completion
OPT-HUM-005	Humanitarian Needs Assessment	Humanitarian Response	4	\$250	\$180	Professional
OPT-HUM-006	Emergency Response Management	Humanitarian Response	4	\$300	\$220	Professional
OPT-HUM-007	Humanitarian Coordination & Cluster Engagement	Humanitarian Response	2	\$160	\$110	Completion
OPT-PROT-001	Safeguarding & Protection from Sexual Exploitation and Abuse (PSEA)	Protection & Safeguarding	2	\$180	\$130	Completion
OPT-PROT-002	Child Protection in Emergencies (CPIE)	Protection & Safeguarding	5	\$350	\$260	Professional



CODE	COURSE NAME	ACADEMY	DAYS	INDIV.	VIRT.	CERTIFICATION
OPT-PROT-003	Gender-Based Violence Prevention & Response	Protection & Safeguarding	5	\$350	\$260	Professional
OPT-PROT-004	Protection Mainstreaming & Safe Programming	Protection & Safeguarding	3	\$220	\$160	Completion
OPT-PROT-005	Human Rights-Based Programming	Protection & Safeguarding	3	\$220	\$160	Completion
OPT-PROT-006	Protection Case Management Basics	Protection & Safeguarding	4	\$280	\$200	Professional
OPT-GOV-001	Strategic Planning for NGOs	Leadership, Governance & Organizational Development	5	\$300	\$220	Professional
OPT-GOV-002	NGO Governance & Board Development	Leadership, Governance & Organizational Development	3	\$220	\$160	Completion
OPT-GOV-003	Organizational Capacity Strengthening	Leadership, Governance & Organizational Development	5	\$350	\$260	Professional
OPT-GOV-004	NGO Leadership & Management	Leadership, Governance & Organizational Development	4	\$280	\$200	Professional
OPT-GOV-005	Partnership Development & Stakeholder Engagement	Leadership, Governance & Organizational Development	3	\$220	\$160	Completion
OPT-GOV-006	Policy Development for NGOs	Leadership, Governance & Organizational Development	4	\$250	\$180	Professional
OPT-FIN-001	NGO Financial Management & Internal Controls	Finance, Grants & Compliance	5	\$350	\$260	Professional
OPT-FIN-002	Grant Management & Donor Compliance	Finance, Grants & Compliance	4	\$300	\$220	Professional
OPT-FIN-003	Procurement & Asset Management for NGOs	Finance, Grants & Compliance	4	\$280	\$200	Professional
OPT-FIN-004	Anti-Fraud, Risk Management & Compliance	Finance, Grants & Compliance	3	\$250	\$180	Completion
OPT-CLI-001	Climate Change Adaptation & Community Resilience	Climate, Resilience & DRR	4	\$350	\$260	Professional
OPT-CLI-002	Disaster Risk Reduction (DRR) & Preparedness	Climate, Resilience & DRR	5	\$350	\$260	Professional
OPT-CLI-003	Nature-Based Solutions for Resilience	Climate, Resilience & DRR	4	\$350	\$260	Professional
OPT-CLI-004	Climate Finance Readiness	Climate, Resilience & DRR	5	\$400	\$300	Professional
OPT-CLI-005	Environmental and Social Safeguards	Climate, Resilience & DRR	3	\$250	\$180	Completion
OPT-DATA-001	Research Methodology for NGOs	Research, Data & Digital Learning	5	\$300	\$220	Professional
OPT-DATA-002	KoboToolbox for Mobile Data Collection	Research, Data & Digital Learning	3	\$180	\$130	Completion
OPT-DATA-003	Data Analysis Using SPSS	Research, Data & Digital Learning	5	\$350	\$260	Professional
OPT-DATA-004	Power BI Dashboards for NGOs	Research, Data & Digital Learning	4	\$300	\$220	Professional
OPT-DATA-005	GIS and Mapping for Humanitarian Programmes	Research, Data & Digital Learning	5	\$400	\$300	Professional
OPT-DATA-006	Report Writing for NGOs and Donor-Funded Projects	Research, Data & Digital Learning	3	\$220	\$160	Completion
OPT-LIV-001	Livelihoods Programming & Economic Recovery	Livelihoods & Economic Empowerment	4	\$280	\$200	Professional



CODE	COURSE NAME	ACADEMY	DAYS	INDIV.	VIRT.	CERTIFICATION
OPT-LIV-002	Village Savings and Loan Associations (VSLA)	Livelihoods & Economic Empowerment	3	\$180	\$130	Completion
OPT-LIV-003	Entrepreneurship and Business Development Support	Livelihoods & Economic Empowerment	4	\$250	\$180	Completion
OPT-LIV-004	Value Chain Analysis	Livelihoods & Economic Empowerment	4	\$280	\$200	Professional
OPT-LIV-005	Cash and Voucher Assistance (CVA)	Livelihoods & Economic Empowerment	4	\$300	\$220	Professional
OPT-WASH-001	WASH Programming in Emergencies	Sector Technical	4	\$300	\$220	Professional
OPT-HEA-001	Community Health and Nutrition Programming	Sector Technical	4	\$300	\$220	Professional
OPT-EDU-001	Education in Emergencies	Sector Technical	4	\$280	\$200	Professional
OPT-FOOD-001	Food Security and Nutrition Assessment	Sector Technical	4	\$300	\$220	Professional
OPT-COM-001	Communication, Visibility & Branding for NGOs	Communications, Advocacy & Visibility	3	\$220	\$160	Completion
OPT-COM-002	Advocacy and Campaign Strategy	Communications, Advocacy & Visibility	4	\$280	\$200	Professional
OPT-TOT-001	Training of Trainers (ToT) for NGO Professionals	Training Of Trainers	7	\$450	\$350	Certified Trainer
OPT-TOT-002	Mentorship and Coaching for Capacity Building	Training Of Trainers	3	\$220	\$160	Completion

07 ACADEMY COURSE PAGES

This section presents the full details for every course, organized by thematic academy. Each course page includes the duration and fees, certification, target audience, learning objectives, modules covered, participant outputs and the rationale for the course.

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Resource Mobilization & Fundraising Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-RM-001 | Proposal Writing & Resource Mobilization

A practical course that takes participants through the full proposal development cycle from donor analysis to submission-ready project design. It combines donor language, logframe thinking, budgeting and persuasive writing.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 250	USD 180	USD 1,500

Certification	Certificate of Completion / Professional Certificate
Target Audience	NGO directors, programme staff, fundraising officers, consultants, CBO leaders and proposal teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Understand donor priorities and proposal evaluation criteria - Develop fundable concept notes and full proposals - Prepare logical frameworks, results chains and activity plans - Develop compliant budgets and budget narratives - Package proposals professionally for submission	- Donor landscape and funding cycle - Problem analysis and needs justification - Theory of Change and intervention logic - Logframe, indicators and assumptions - Proposal narrative writing - Budget development and budget notes - Compliance checklist and quality review

PARTICIPANT OUTPUTS

Participants leave with a proposal template, concept note outline, logframe, budget structure and a practical donor submission checklist.

WHY THIS COURSE MATTERS

This course is critical because many NGOs lose funding opportunities due to weak design, poor donor alignment, unrealistic budgets and unclear impact statements.

OPT-RM-002 | Strategic Resource Mobilization

This course supports organizations to move beyond one-off proposal writing and build a sustainable fundraising system with diversified income streams and clear donor engagement priorities.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 220	USD 160	USD 1,300

Certification	Professional Certificate
Target Audience	Executive directors, board members, fundraising managers and senior programme leads

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Develop an organizational fundraising strategy - Map internal funding capacity and readiness gaps - Design donor cultivation and stewardship approaches - Build annual fundraising targets and action plans - Strengthen sustainability beyond short-term grants	- Resource mobilization strategy design - Funding diversification models - Donor engagement planning - Private sector and foundation partnerships - Internal fundraising systems - Pipeline tracking and accountability - Sustainability and unrestricted income options

PARTICIPANT OUTPUTS

Participants produce a draft resource mobilization strategy, donor engagement plan and 12-month fundraising action plan.

WHY THIS COURSE MATTERS

A clear fundraising strategy helps NGOs reduce dependency on one donor and position themselves for long-term institutional growth.

OPT-RM-003 | Donor Mapping & Intelligence

A hands-on training on how to identify, analyze, prioritize and track funding opportunities using donor intelligence and opportunity analysis tools.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 200	USD 140	USD 1,100

Certification	Certificate of Completion
Target Audience	Fundraising officers, BD teams, grant writers, consultants and NGO leadership teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Identify relevant donors by sector and geography - Assess donor fit using eligibility and strategic alignment - Prepare donor profiles and engagement notes - Create a donor pipeline and tracking matrix - Use intelligence to improve proposal targeting	- Donor research methods - Funding database scanning - Donor profiling and eligibility review - Opportunity analysis and go/no-go decisions - Donor trend analysis - Pipeline tracker development - Donor engagement briefing notes

PARTICIPANT OUTPUTS

Participants complete a donor mapping matrix, donor profile template and live opportunity tracker.

WHY THIS COURSE MATTERS

Good donor intelligence saves time and prevents NGOs from applying blindly to opportunities that do not match their mandate.

OPT-RM-004 | Donor Due Diligence Readiness

This course prepares organizations to pass donor assessments by strengthening governance, policies, internal controls, safeguarding, compliance and documentation systems.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 250	USD 180	USD 1,500

Certification	Professional Certificate
Target Audience	NGO leaders, compliance staff, finance teams, operations managers and board members

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Understand donor due diligence expectations - Assess organizational readiness gaps - Prepare key policies and compliance evidence - Strengthen governance and internal controls - Develop a corrective action plan	- Donor due diligence frameworks - Governance and board documentation - Finance and procurement controls - HR, safeguarding and PSEA requirements - Risk management and fraud prevention - Policy register and evidence file - Corrective action planning

PARTICIPANT OUTPUTS

Participants produce a donor readiness checklist, evidence file structure and institutional improvement action plan.

WHY THIS COURSE MATTERS

Many organizations fail donor assessments not because they lack impact, but because they lack documented systems and compliance evidence.

OPT-RM-005 | Institutional Donor Engagement & Relationship Management

This training helps NGOs engage donors professionally before, during and after funding opportunities through strategic communication and relationship management.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 220	USD 150	USD 1,200

Certification	Certificate of Completion
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Target Audience	Executive directors, partnerships staff, senior managers and communications officers
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LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Prepare donor engagement messages and capability statements • Conduct professional donor meetings • Develop follow-up and stewardship systems • Improve organizational visibility with donors • Convert relationships into funding opportunities	• Donor relationship lifecycle • Capability statements and pitch decks • Donor meeting preparation • Email and follow-up protocols • Partnership positioning • Visibility and thought leadership • Relationship management tracker

PARTICIPANT OUTPUTS

Participants develop a donor pitch, meeting brief and follow-up system.

WHY THIS COURSE MATTERS

Strong donor relationships improve trust, visibility and long-term funding prospects.

OPT-RM-006 | Grant Writing Clinic: From Concept Note to Full Proposal

An intensive practical clinic where participants work on a real or simulated funding opportunity and develop a complete proposal package.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	Proposal teams, consultants and organizations preparing active submissions

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Transform ideas into donor-ready concepts • Write clear objectives, activities and outcomes • Build a full results framework and budget • Apply peer review and scoring tools • Finalize a submission-ready package	• Opportunity analysis • Concept note drafting • Full proposal sections • Budget and budget narrative • Risk and sustainability sections • Review checklist • Packaging for submission

PARTICIPANT OUTPUTS

Participants complete a near-final proposal package and quality assurance checklist.



WHY THIS COURSE MATTERS

The clinic gives teams practical output, not only theory.



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Project Management & MEAL Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-MEAL-001 | Monitoring, Evaluation, Accountability & Learning (MEAL)

A comprehensive course on designing, implementing and using MEAL systems for project accountability, performance tracking and evidence-based decision-making.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	MEAL officers, programme managers, project officers, data clerks and NGO leaders

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Design project-level MEAL plans - Develop indicators, targets and data collection tools - Set up accountability and feedback mechanisms - Analyze and report project performance - Use learning to improve programming	- MEAL concepts and principles - Results frameworks and indicators - Baseline, midline and endline surveys - Data collection tools and sampling - Accountability to communities - Learning and adaptive management - MEAL reporting and dashboards

PARTICIPANT OUTPUTS

Participants develop a MEAL plan, indicator matrix, data collection tool and reporting template.

WHY THIS COURSE MATTERS

MEAL is essential for demonstrating impact, satisfying donors and improving programme quality.

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OPT-MEAL-002 | Results-Based Management (RBM)

This course equips participants to plan, monitor and report programmes based on results rather than activities only.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 250	USD 180	USD 1,400

Certification	Professional Certificate
Target Audience	Programme managers, MEAL staff, donors, government departments and project teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Differentiate outputs, outcomes and impact
- Develop results chains and performance indicators
- Prepare results-based reports
- Use evidence for management decisions
- Link budgets and activities to results
- RBM principles
- Results chain development
- Outcome mapping
- Indicators and targets
- Assumptions and risks
- Performance monitoring
- Results-based reporting

PARTICIPANT OUTPUTS

Participants produce a results framework and results-based reporting template.

WHY THIS COURSE MATTERS

RBM strengthens accountability and ensures that projects focus on measurable change.

OPT-MEAL-003 | Theory of Change Development

A practical course on developing evidence-informed pathways of change that connect problems, interventions, assumptions and long-term impact.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 180	USD 130	USD 1,000

Certification	Certificate of Completion
Target Audience	Project designers, proposal writers, MEAL teams and strategy teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Conduct problem and stakeholder analysis • Develop change pathways and assumptions • Align interventions to expected outcomes • Use ToC for proposal and programme design • Visualize and test a ToC	• Problem analysis • Causal pathway mapping • Assumptions and evidence • Stakeholder roles • Outcome sequencing • ToC visualization • Testing and validation

PARTICIPANT OUTPUTS

Participants develop a complete Theory of Change diagram and narrative.

WHY THIS COURSE MATTERS

A good Theory of Change improves programme logic and helps donors understand how change will happen.

OPT-MEAL-004 | Logframe Development

This course trains participants to develop donor-compliant logical frameworks with objectives, indicators, means of verification and assumptions.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 180	USD 130	USD 1,000

Certification	Certificate of Completion
Target Audience	Proposal writers, project officers, MEAL officers and NGO programme teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Develop clear goal, outcome, output and activity levels - Write SMART indicators - Identify assumptions and risks - Link logframes to budgets and workplans - Review logframes for donor compliance	- Logframe structure - Objective hierarchy - Indicator writing - Means of verification - Assumptions and risks - Activity-output alignment - Quality review

PARTICIPANT OUTPUTS

Participants complete a donor-ready logical framework.

WHY THIS COURSE MATTERS

Logframes remain a common requirement in grant applications and project management.

OPT-MEAL-005 | Project Cycle Management (PCM)

A full project management course covering project identification, design, planning, implementation, monitoring, reporting and closure.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	Project managers, coordinators, officers and implementing partners

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Manage all stages of the project cycle
- Prepare implementation plans and workplans
- Coordinate teams and stakeholders
- Track risks, budgets and deliverables
- Close projects professionally

- Project identification
- Project design and planning
- Workplanning and budgeting
- Implementation management
- Monitoring and reporting
- Risk management
- Project closure and learning

PARTICIPANT OUTPUTS

Participants produce a project implementation plan, risk register and closure checklist.

WHY THIS COURSE MATTERS

PCM improves delivery discipline and helps organizations implement projects on time, on budget and within scope.

OPT-MEAL-006 | Data Quality Assurance for NGOs

This course helps organizations improve data accuracy, consistency, completeness and reliability across project reporting systems.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 200	USD 150	USD 1,100

Certification	Certificate of Completion
Target Audience	MEAL teams, data officers, programme staff and compliance teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Apply data quality dimensions • Conduct data verification and audits • Identify and correct data errors • Improve data collection procedures • Develop a data quality improvement plan	• Data quality standards • Data flow mapping • Verification and validation • Routine data quality assessment • Error tracking • Data protection basics • Improvement planning

PARTICIPANT OUTPUTS

Participants develop a data quality checklist and routine data verification plan.

WHY THIS COURSE MATTERS

Reliable data protects organizational credibility and supports evidence-based reporting.

Humanitarian Response Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-HUM-001 | Humanitarian Principles & Architecture

An introductory course on the humanitarian system, principles, coordination mechanisms and roles of key actors in emergency response.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
2 Days	USD 150	USD 100	USD 800

Certification	Certificate of Completion
Target Audience	Humanitarian staff, volunteers, local partners and new emergency response personnel

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Explain humanitarian principles - Understand the humanitarian coordination system - Identify roles of UN, NGOs, clusters and local actors - Apply principles in field decisions - Improve coordination and communication	- Humanity, neutrality, impartiality and independence - Humanitarian architecture - Cluster coordination - Humanitarian programme cycle - Roles of local and international actors - Access and operational challenges - Ethical decision-making

PARTICIPANT OUTPUTS

Participants understand how humanitarian response is organized and how to operate within coordination systems.

WHY THIS COURSE MATTERS

This is a foundation course for anyone working in humanitarian contexts.

OPT-HUM-002 | Sphere Standards in Humanitarian Response

This course introduces the Sphere Handbook and supports participants to apply minimum standards in quality humanitarian programming.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 250	USD 180	USD 1,300

Certification	Certificate of Completion
Target Audience	Humanitarian programme teams, WASH, shelter, food security, health and protection staff

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Understand the Humanitarian Charter and protection principles - Apply minimum standards across key sectors - Use Sphere indicators for programme design - Monitor quality and accountability - Integrate standards into assessments and proposals	- Humanitarian Charter - Protection principles - WASH standards - Food security and nutrition - Shelter and settlement - Health standards - Quality monitoring

PARTICIPANT OUTPUTS

Participants develop a Sphere-based quality checklist for emergency programmes.

WHY THIS COURSE MATTERS

Sphere standards help organizations deliver dignified, accountable and technically sound humanitarian assistance.

OPT-HUM-003 | Core Humanitarian Standard (CHS)

A practical course on applying the nine CHS commitments to improve quality, accountability and community-centered programming.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
2 Days	USD 180	USD 120	USD 900

Certification	Certificate of Completion
Target Audience	NGO managers, programme teams, accountability staff and humanitarian partners

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Understand the nine CHS commitments - Assess organizational compliance with CHS - Strengthen accountability mechanisms - Improve staff conduct and management systems - Prepare an improvement action plan	- CHS commitments - Quality and accountability - Community participation - Complaints and feedback - Staff competencies - Coordination and learning - CHS self-assessment

PARTICIPANT OUTPUTS

Participants complete a CHS self-assessment and improvement plan.

WHY THIS COURSE MATTERS

CHS is widely recognized as a benchmark for quality and accountability in humanitarian action.

OPT-HUM-004 | Accountability to Affected Populations (AAP)

This course supports organizations to build community feedback, participation and communication mechanisms across humanitarian programmes.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 220	USD 150	USD 1,200

Certification	Certificate of Completion
Target Audience	Accountability officers, programme teams, MEAL staff and field staff

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Design effective feedback mechanisms • Promote meaningful community participation • Communicate clearly with affected populations • Analyze and act on feedback data • Link AAP with safeguarding and MEAL	• AAP principles • Community engagement • Feedback and complaint mechanisms • Information sharing • Inclusive participation • Referral pathways • Feedback analysis and reporting

PARTICIPANT OUTPUTS

Participants produce an AAP action plan and feedback mechanism template.

WHY THIS COURSE MATTERS

AAP helps organizations remain answerable to the communities they serve.

OPT-HUM-005 | Humanitarian Needs Assessment

A hands-on course on designing and conducting humanitarian assessments that inform response planning and proposal development.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 250	USD 180	USD 1,400

Certification	Professional Certificate
Target Audience	Assessment teams, programme staff, MEAL officers and emergency responders

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Design assessment objectives and tools
- Apply qualitative and quantitative methods
- Conduct ethical and inclusive data collection
- Analyze priority needs and gaps
- Prepare assessment reports

- Assessment planning
- Secondary data review
- Sampling and tool design
- Key informant interviews and FGDs
- Rapid assessments
- Data analysis and interpretation
- Assessment report writing

PARTICIPANT OUTPUTS

Participants develop an assessment plan, tools and report outline.

WHY THIS COURSE MATTERS

Needs assessments are essential for evidence-based humanitarian response and donor justification.

OPT-HUM-006 | Emergency Response Management

This course equips participants with practical tools to plan, coordinate and manage rapid emergency response operations.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	Emergency coordinators, programme managers, operations teams and local responders

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Develop emergency response plans • Set up response coordination structures • Prioritize life-saving interventions • Manage logistics, staffing and security constraints • Monitor and report response progress	• Emergency preparedness • Rapid response planning • Team roles and incident management • Supply and logistics coordination • Response monitoring • Security and access considerations • After-action review

PARTICIPANT OUTPUTS

Participants produce an emergency response plan and deployment checklist.

WHY THIS COURSE MATTERS

Effective emergency management saves lives and reduces operational confusion during crises.

**OPT-HUM-007 | Humanitarian Coordination & Cluster Engagement**

A course on engaging effectively in cluster systems, inter-agency coordination and humanitarian information management.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
2 Days	USD 160	USD 110	USD 900

Certification	Certificate of Completion
Target Audience	Cluster focal points, NGO coordinators, programme leads and local partners

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Understand coordination structures • Participate effectively in clusters and working groups • Share information and avoid duplication • Use coordination products for planning • Strengthen local actor representation	• Cluster system overview • Coordination meeting protocols • 4Ws and information sharing • Referral and service mapping • Inter-agency planning • Local actor coordination • Reporting to coordination bodies

PARTICIPANT OUTPUTS

Participants develop a coordination engagement plan and 4Ws reporting template.

WHY THIS COURSE MATTERS

Coordination improves coverage, reduces duplication and strengthens collective humanitarian response.

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Protection & Safeguarding Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-PROT-001 | Safeguarding & Protection from Sexual Exploitation and Abuse (PSEA)

A mandatory-style course on safeguarding standards, staff conduct, reporting procedures and prevention of sexual exploitation and abuse.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
2 Days	USD 180	USD 130	USD 1,000

Certification	Certificate of Completion
Target Audience	All NGO staff, volunteers, management teams, partners and board members

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Understand safeguarding and PSEA obligations - Identify prohibited conduct and risk factors - Establish safe reporting pathways - Respond appropriately to allegations - Promote a culture of safety and accountability	- Safeguarding concepts - PSEA standards - Code of conduct - Reporting and referral pathways - Confidentiality and survivor-centered response - Risk assessment - Prevention and awareness

PARTICIPANT OUTPUTS

Participants receive a safeguarding checklist, PSEA reporting flow and staff briefing guide.

WHY THIS COURSE MATTERS

Safeguarding and PSEA are essential donor compliance and ethical requirements for any organization working with communities.

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OPT-PROT-002 | Child Protection in Emergencies (CPiE)

This course equips participants to prevent and respond to child protection risks during emergencies using safe, child-centered approaches.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 350	USD 260	USD 2,000

Certification	Professional Certificate
Target Audience	Child protection officers, case workers, social workers, teachers, community workers and programme teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Identify child protection risks in emergencies - Apply child protection minimum standards - Support safe referrals and case management - Integrate child protection into programming - Design prevention and response activities	- Child rights and CPIE principles - Risks facing children in emergencies - Family separation and reunification - Case identification and referral - Child-friendly spaces - Psychosocial support basics - Community-based child protection

PARTICIPANT OUTPUTS

Participants develop a CPIE risk matrix and response plan.

WHY THIS COURSE MATTERS

Children are among the most vulnerable groups during crisis and require specialized protection systems.

OPT-PROT-003 | Gender-Based Violence Prevention & Response

A survivor-centered course on GBV prevention, risk mitigation, referral pathways and ethical response in humanitarian and development settings.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 350	USD 260	USD 2,000

Certification	Professional Certificate
Target Audience	GBV officers, protection staff, health partners, case workers and programme teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Understand forms, drivers and consequences of GBV - Apply survivor-centered principles - Develop safe referral pathways - Integrate GBV risk mitigation across sectors - Design community prevention activities	- GBV concepts and principles - Survivor-centered approach - Referral pathways - Safety planning basics - GBV risk mitigation - Community engagement - Ethics and confidentiality

PARTICIPANT OUTPUTS

Participants develop a GBV referral pathway and risk mitigation checklist.

WHY THIS COURSE MATTERS

GBV prevention and response is a core responsibility in humanitarian and development programming.

OPT-PROT-004 | Protection Mainstreaming & Safe Programming

This course helps organizations integrate protection principles into all sectors to prevent harm and promote safe access to services.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 220	USD 160	USD 1,200

Certification	Certificate of Completion
Target Audience	Programme managers, field officers, sector specialists and MEAL staff

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Apply protection mainstreaming principles - Identify programme-related protection risks - Design safer activities and distributions - Improve inclusion and accessibility - Monitor protection concerns ethically	- Do No Harm - Safety, dignity and access - Meaningful participation - Accountability and inclusion - Risk analysis - Safe distributions - Protection-sensitive monitoring

PARTICIPANT OUTPUTS

Participants produce a protection mainstreaming checklist and action plan.

WHY THIS COURSE MATTERS

Protection mainstreaming reduces unintended harm and improves access for vulnerable groups.

OPT-PROT-005 | Human Rights-Based Programming

A course on using human rights principles to design, implement and monitor development and humanitarian programmes.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 220	USD 160	USD 1,200

Certification	Certificate of Completion
Target Audience	Human rights organizations, advocacy teams, programme staff and CSOs

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Understand rights-based programming principles
- Identify duty-bearers and rights-holders
- Integrate participation, accountability and non-discrimination
- Use rights analysis in programme design
- Strengthen advocacy strategies

- Human rights frameworks
- Rights-holder and duty-bearer analysis
- Participation and empowerment
- Non-discrimination and inclusion
- Advocacy linkages
- Rights-based indicators
- Monitoring rights outcomes

PARTICIPANT OUTPUTS

Participants develop a rights-based programme analysis and advocacy outline.

WHY THIS COURSE MATTERS

Rights-based programming strengthens dignity, inclusion and accountability.

OPT-PROT-006 | Protection Case Management Basics

A practical introduction to safe and ethical protection case management processes and documentation.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 280	USD 200	USD 1,600

Certification	Professional Certificate
Target Audience	Case workers, protection officers, social workers and supervisors

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Understand case management steps • Conduct safe intake and assessment • Prepare case plans and referrals • Maintain confidentiality and data protection • Apply supervision and closure procedures	• Case management principles • Intake and consent • Assessment and case planning • Referral pathways • Documentation and confidentiality • Supervision • Case closure

PARTICIPANT OUTPUTS

Participants receive case forms, consent templates and referral tracking tools.

WHY THIS COURSE MATTERS

Case management supports structured, ethical and accountable assistance to vulnerable individuals.

Leadership, Governance & Organizational Development Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-GOV-001 | Strategic Planning for NGOs

A practical course that guides organizations through developing a strategic plan with priorities, results, implementation arrangements and resource mobilization links.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	Board members, executive directors, senior managers and programme leads

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Clarify organizational vision, mission and values - Conduct SWOT and stakeholder analysis - Define strategic goals and objectives - Develop implementation and monitoring frameworks - Link strategy to resource mobilization	- Strategic planning process - Context and stakeholder analysis - SWOT and capacity review - Strategic priorities - Results framework - Implementation planning - Monitoring and review

PARTICIPANT OUTPUTS

Participants develop a strategic planning framework and action plan.

WHY THIS COURSE MATTERS

Strategic planning helps NGOs focus resources and demonstrate institutional direction to donors.

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OPT-GOV-002 | NGO Governance & Board Development

This course strengthens governance practices, board roles, oversight responsibilities and ethical leadership in NGOs.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 220	USD 160	USD 1,200

Certification	Certificate of Completion
Target Audience	Board members, trustees, founders, executive directors and governance committees

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Clarify board and management roles
- Strengthen governance structures
- Improve policy oversight and accountability
- Manage conflicts of interest
- Develop board performance tools

- NGO governance principles
- Board roles and committees
- Oversight and accountability
- Conflict of interest
- Governance policies
- Board meetings and minutes
- Board evaluation

PARTICIPANT OUTPUTS

Participants produce a board governance checklist and improvement plan.

WHY THIS COURSE MATTERS

Strong governance is a major donor confidence factor and protects organizational integrity.

OPT-GOV-003 | Organizational Capacity Strengthening

This course helps organizations assess and improve systems across governance, finance, HR, programmes, MEAL, safeguarding and partnerships.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 350	USD 260	USD 2,000

Certification	Professional Certificate
Target Audience	Senior leadership, operations teams, institutional development staff and consultants

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Conduct organizational capacity assessments • Identify institutional gaps and risks • Develop capacity improvement plans • Prioritize policies and systems • Monitor capacity strengthening progress	• Capacity assessment frameworks • Governance and leadership systems • Finance and procurement capacity • HR and safeguarding systems • Programme and MEAL capacity • Partnership systems • Action planning

PARTICIPANT OUTPUTS

Participants complete a capacity assessment and institutional strengthening plan.

WHY THIS COURSE MATTERS

Capacity strengthening improves donor readiness, operational performance and sustainability.

OPT-GOV-004 | NGO Leadership & Management

A leadership course focused on people management, decision-making, communication, performance and ethical leadership.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 280	USD 200	USD 1,500

Certification	Professional Certificate
Target Audience	Managers, team leaders, coordinators and emerging NGO leaders

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Strengthen leadership and supervisory skills - Improve team performance and motivation - Manage conflict and communication challenges - Lead with ethics and accountability - Develop personal leadership action plans	- Leadership styles - Team supervision - Performance management - Conflict resolution - Decision-making - Ethical leadership - Leadership action planning

PARTICIPANT OUTPUTS

Participants develop a leadership improvement plan and team management toolkit.

WHY THIS COURSE MATTERS

Effective leadership improves staff performance, organizational culture and programme delivery.

OPT-GOV-005 | Partnership Development & Stakeholder Engagement

This course supports organizations to build strategic partnerships with donors, government, private sector, networks and implementing partners.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 220	USD 160	USD 1,200

Certification	Certificate of Completion
Target Audience	Partnership managers, programme staff, directors and business development teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Map stakeholders and partnership opportunities
- Develop partnership value propositions
- Negotiate partnership roles and responsibilities
- Prepare MOUs and engagement plans
- Manage partnership performance

- Stakeholder mapping
- Partnership models
- Value proposition development
- Partnership negotiation
- MOU basics
- Partner due diligence
- Relationship management

PARTICIPANT OUTPUTS

Participants prepare a stakeholder map, partnership pitch and engagement plan.

WHY THIS COURSE MATTERS

Partnerships expand reach, credibility and funding opportunities.

OPT-GOV-006 | Policy Development for NGOs

A practical course on developing, reviewing and implementing key organizational policies required by donors and good governance.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 250	USD 180	USD 1,500

Certification	Professional Certificate
Target Audience	Operations managers, HR staff, compliance teams and NGO leaders

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Identify priority organizational policies • Draft clear and usable policies • Align policies with donor expectations • Establish approval and review processes • Communicate policies to staff and partners	• Policy framework and register • HR policy essentials • Finance policy essentials • Procurement policy essentials • Safeguarding and PSEA policies • Anti-fraud policy • Policy implementation and review

PARTICIPANT OUTPUTS

Participants develop a policy register and draft policy outline.

WHY THIS COURSE MATTERS

Clear policies reduce risk and strengthen compliance during donor assessments.

Finance, Grants & Compliance Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-FIN-001 | NGO Financial Management & Internal Controls

A course on financial planning, budgeting, accounting controls, donor compliance and financial reporting for NGOs.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 350	USD 260	USD 2,000

Certification	Professional Certificate
Target Audience	Finance officers, project managers, grant managers and NGO leaders

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Understand NGO financial management principles - Prepare and monitor budgets - Apply internal controls and segregation of duties - Manage donor financial compliance - Prepare financial reports and audit files	- Budgeting and forecasting - Chart of accounts - Internal controls - Cash and bank management - Supporting documentation - Donor financial reporting - Audit preparation

PARTICIPANT OUTPUTS

Participants produce a budget monitoring tool and internal control checklist.

WHY THIS COURSE MATTERS

Sound financial management protects donor funds and organizational credibility.

OPT-FIN-002 | Grant Management & Donor Compliance

This course trains teams to manage grants from award to closeout while maintaining compliance with donor requirements.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	Grant managers, finance teams, programme managers and compliance staff

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Interpret grant agreements and compliance clauses
- Set up grant implementation controls
- Track deliverables, budgets and reporting deadlines
- Manage modifications and documentation
- Close grants professionally
- Grant lifecycle
- Award review and kick-off
- Compliance tracking
- Budget monitoring
- Procurement and documentation
- Reporting calendar
- Closeout procedures

PARTICIPANT OUTPUTS

Participants develop a grant compliance tracker and closeout checklist.

WHY THIS COURSE MATTERS

Good grant management reduces audit risks and strengthens donor relationships.

OPT-FIN-003 | Procurement & Asset Management for NGOs

A practical course on transparent procurement, vendor management, documentation, asset control and donor compliance.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 280	USD 200	USD 1,600

Certification	Professional Certificate
Target Audience	Procurement officers, finance teams, logistics staff and project managers

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Apply transparent procurement processes • Prepare procurement plans and bid documents • Evaluate suppliers fairly • Maintain procurement documentation • Manage assets and inventory	• Procurement principles • Procurement planning • Quotation and tender processes • Bid evaluation • Contracts and purchase orders • Asset registers • Inventory and disposal

PARTICIPANT OUTPUTS

Participants receive procurement templates and asset management tools.

WHY THIS COURSE MATTERS

Transparent procurement reduces fraud risks and protects organizational reputation.

**OPT-FIN-004 | Anti-Fraud, Risk Management & Compliance**

This course supports organizations to identify fraud risks, establish controls and respond appropriately to suspected misconduct.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 250	USD 180	USD 1,400

Certification	Certificate of Completion
Target Audience	Managers, finance staff, compliance officers, board members and project teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Identify fraud and corruption risks - Develop risk registers and mitigation plans - Strengthen reporting and investigation procedures - Promote ethical conduct - Improve compliance monitoring	- Fraud risk concepts - Common NGO fraud schemes - Risk assessment - Internal controls - Whistleblowing mechanisms - Investigation basics - Compliance monitoring

PARTICIPANT OUTPUTS

Participants develop a risk register and anti-fraud action plan.

WHY THIS COURSE MATTERS

Anti-fraud systems are essential for donor confidence and responsible stewardship of funds.

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Climate, Resilience & DRR Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-CLI-001 | Climate Change Adaptation & Community Resilience

This course equips participants to design climate adaptation and resilience programmes in vulnerable communities.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 350	USD 260	USD 2,000

Certification	Professional Certificate
Target Audience	Climate officers, programme managers, resilience teams, local NGOs and government partners

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Understand climate risks and vulnerability - Conduct climate risk analysis - Design adaptation and resilience interventions - Integrate livelihoods and community systems - Develop climate-sensitive indicators	- Climate change basics - Vulnerability and risk assessment - Adaptation planning - Community resilience frameworks - Livelihood resilience - Gender and inclusion in climate programming - Monitoring adaptation outcomes

PARTICIPANT OUTPUTS

Participants produce a climate adaptation concept note and resilience indicators.

WHY THIS COURSE MATTERS

Climate resilience is increasingly central to donor priorities and community survival.

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OPT-CLI-002 | Disaster Risk Reduction (DRR) & Preparedness

A course on reducing disaster risks through hazard analysis, preparedness planning, early warning and community-based DRR.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 350	USD 260	USD 2,000

Certification	Professional Certificate
Target Audience	DRR practitioners, humanitarian staff, local authorities and resilience teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Conduct hazard, vulnerability and capacity analysis
- Develop DRR and preparedness plans
- Strengthen early warning and community readiness
- Integrate DRR into development programmes
- Monitor risk reduction results
- DRR concepts
- Hazard and risk analysis
- Community-based DRR
- Preparedness planning
- Early warning systems
- Contingency planning
- DRR mainstreaming

PARTICIPANT OUTPUTS

Participants develop a DRR plan and preparedness checklist.

WHY THIS COURSE MATTERS

DRR reduces losses, improves preparedness and strengthens resilience before disasters occur.

OPT-CLI-003 | Nature-Based Solutions for Resilience

This course introduces nature-based solutions for climate adaptation, ecosystem restoration and community resilience.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 350	USD 260	USD 2,000

Certification	Professional Certificate
Target Audience	Climate, environment, livelihoods and resilience practitioners

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Understand NbS concepts and standards • Identify ecosystem-based adaptation opportunities • Design community-centered NbS interventions • Link NbS with livelihoods and DRR • Develop NbS indicators and concept notes	• NbS principles • Ecosystem restoration • Watershed and rangeland management • Urban and rural NbS examples • Community participation • Livelihood linkages • Monitoring NbS outcomes

PARTICIPANT OUTPUTS

Participants prepare an NbS intervention concept and monitoring framework.

WHY THIS COURSE MATTERS

Nature-based solutions are increasingly attractive to climate and resilience donors.

OPT-CLI-004 | Climate Finance Readiness

This course prepares organizations to understand climate finance opportunities and design fundable climate projects.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 400	USD 300	USD 2,500

Certification	Professional Certificate
Target Audience	NGO leaders, government agencies, climate teams and fundraising staff

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Understand climate finance architecture - Identify relevant climate funds and donors - Develop climate rationale and project logic - Strengthen readiness documentation - Prepare climate concept notes	- Climate finance landscape - GCF and Adaptation Fund overview - Climate rationale - Gender and safeguards - Theory of Change for climate projects - Budgeting climate projects - Readiness and accreditation basics

PARTICIPANT OUTPUTS

Participants develop a climate project concept note and donor readiness checklist.

WHY THIS COURSE MATTERS

Climate finance can unlock major funding for adaptation, resilience and environmental programming.

OPT-CLI-005 | Environmental and Social Safeguards

A course on identifying and managing environmental and social risks in development and humanitarian projects.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 250	USD 180	USD 1,400

Certification	Certificate of Completion
Target Audience	Project designers, climate teams, compliance staff and programme managers

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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|---|--|
| <ul style="list-style-type: none">• Understand safeguard principles• Screen projects for environmental and social risks• Develop mitigation and management measures• Integrate inclusion and grievance mechanisms• Monitor safeguard compliance | <ul style="list-style-type: none">• Safeguard concepts• Risk screening• Environmental and social management plans• Stakeholder engagement• Grievance mechanisms• Gender and inclusion• Monitoring safeguards |
|---|--|

PARTICIPANT OUTPUTS

Participants complete a safeguard screening tool and risk mitigation plan.

WHY THIS COURSE MATTERS

Safeguards protect communities, ecosystems and organizations from unintended harm.



YOUR STRATEGIC PARTNER FOR IMPACT

Research, Data & Digital Learning Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-DATA-001 | Research Methodology for NGOs

This course builds practical skills in qualitative and quantitative research design for assessments, baselines, evaluations and studies.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	Researchers, MEAL staff, consultants, programme teams and students

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Design research questions and methodologies - Select appropriate sampling methods - Develop data collection tools - Apply ethical research standards - Prepare research reports	- Research design - Qualitative and quantitative methods - Sampling techniques - Tool development - Ethics and consent - Data analysis basics - Report writing

PARTICIPANT OUTPUTS

Participants develop a research plan, tools and report structure.

WHY THIS COURSE MATTERS

Quality research supports evidence-based programming and stronger donor proposals.

YOUR STRATEGIC PARTNER FOR IMPACT

OPT-DATA-002 | KoboToolbox for Mobile Data Collection

A practical course on designing digital forms, collecting data, managing submissions and exporting datasets using KoboToolbox.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 180	USD 130	USD 1,000

Certification	Certificate of Completion
Target Audience	MEAL officers, enumerators, project teams and researchers

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Create Kobo forms with validation rules
- Deploy forms for mobile data collection
- Manage enumerators and submissions
- Export and clean datasets
- Reduce data collection errors

- KoboToolbox overview
- Form design
- Skip logic and constraints
- Mobile deployment
- Data monitoring
- Exporting data
- Data cleaning basics

PARTICIPANT OUTPUTS

Participants create and test a complete Kobo form.

WHY THIS COURSE MATTERS

Digital data collection improves speed, accuracy and reporting efficiency.

OPT-DATA-003 | Data Analysis Using SPSS

This course equips participants with practical SPSS skills for survey data entry, cleaning, descriptive statistics and basic analysis.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 350	USD 260	USD 2,000

Certification	Professional Certificate
Target Audience	Researchers, MEAL officers, data analysts and students

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Set up and clean datasets • Run descriptive statistics • Analyze relationships between variables • Generate tables and charts • Interpret findings for reports	• SPSS interface • Data entry and coding • Cleaning and recoding • Descriptive statistics • Cross-tabulations • Charts and tables • Interpretation and reporting

PARTICIPANT OUTPUTS

Participants analyze a sample dataset and produce statistical outputs.

WHY THIS COURSE MATTERS

SPSS skills improve the quality of evaluation, baseline and survey analysis.

OPT-DATA-004 | Power BI Dashboards for NGOs

A practical course on developing interactive dashboards for project monitoring, donor reporting and management decision-making.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	MEAL staff, data officers, programme managers and reporting teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Connect and clean data sources - Design meaningful indicators and visuals - Create interactive dashboards - Present performance trends clearly - Use dashboards for management reporting	- Power BI basics - Data import and cleaning - Data modeling basics - Dashboard design - Charts and filters - Indicator visualization - Publishing and sharing

PARTICIPANT OUTPUTS

Participants create a project performance dashboard.

WHY THIS COURSE MATTERS

Dashboards improve visibility, decision-making and donor reporting.

OPT-DATA-005 | GIS and Mapping for Humanitarian Programmes

This course introduces mapping and spatial analysis for needs assessment, service mapping and humanitarian planning.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
5 Days	USD 400	USD 300	USD 2,500

Certification	Professional Certificate
Target Audience	GIS officers, MEAL staff, humanitarian teams, planners and researchers

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Understand GIS concepts
- Collect and manage spatial data
- Create maps for programme planning
- Analyze geographic coverage and gaps
- Use maps in reports and proposals

- GIS fundamentals
- Spatial data types
- Data collection for mapping
- Map design
- Service mapping
- Coverage analysis
- Exporting maps for reports

PARTICIPANT OUTPUTS

Participants produce practical programme maps and service coverage visuals.

WHY THIS COURSE MATTERS

GIS helps organizations target interventions and communicate geographic evidence clearly.

OPT-DATA-006 | Report Writing for NGOs and Donor-Funded Projects

This course strengthens technical, donor and impact report writing skills for NGO and humanitarian contexts.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 220	USD 160	USD 1,200

Certification	Certificate of Completion
Target Audience	Project officers, MEAL staff, consultants, managers and communications teams

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Structure professional donor reports • Write clear progress and results narratives • Use evidence, data and case studies effectively • Prepare executive summaries and recommendations • Improve editing and formatting quality	• Report structure • Results writing • Data presentation • Case studies and success stories • Challenges and lessons learned • Executive summaries • Editing and quality assurance

PARTICIPANT OUTPUTS

Participants produce a polished report section and reporting checklist.

WHY THIS COURSE MATTERS

Strong reports build donor confidence and communicate organizational impact.

Livelihoods & Economic Empowerment Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-LIV-001 | Livelihoods Programming & Economic Recovery

A practical course on designing livelihoods and economic recovery interventions for vulnerable communities.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 280	USD 200	USD 1,600

Certification	Professional Certificate
Target Audience	Livelihoods officers, programme managers, recovery teams and local NGOs

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Analyze livelihood systems and vulnerabilities - Design income-generating interventions - Integrate resilience and market linkages - Monitor livelihood outcomes - Address gender and inclusion in livelihoods	- Livelihoods frameworks - Household economy and vulnerability - IGA design - Market linkages - Skills development - Resilience and savings - Livelihood indicators

PARTICIPANT OUTPUTS

Participants develop a livelihoods project concept and monitoring indicators.

WHY THIS COURSE MATTERS

Livelihoods programming supports recovery, self-reliance and resilience.

OPT-LIV-002 | Village Savings and Loan Associations (VSLA)

This course trains participants to establish, support and monitor VSLAs for community-based savings and financial inclusion.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 180	USD 130	USD 1,000

Certification	Certificate of Completion
Target Audience	Livelihoods teams, community mobilizers, women groups, CBOs and field staff

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- | | |
|---|---|
| <ul style="list-style-type: none"> • Understand VSLA methodology • Form and train savings groups • Support group governance and record keeping • Manage savings, loans and share-outs • Monitor VSLA performance | <ul style="list-style-type: none"> • VSLA principles • Group formation • Leadership and constitution • Savings and lending procedures • Record keeping • Conflict management • Monitoring and graduation |
|---|---|

PARTICIPANT OUTPUTS

Participants receive VSLA training tools and monitoring templates.

WHY THIS COURSE MATTERS

VSLA strengthens financial inclusion, especially for women and vulnerable households.

OPT-LIV-003 | Entrepreneurship and Business Development Support

A practical course for supporting small businesses, startups and income-generating groups through business planning and market readiness.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 250	USD 180	USD 1,400

Certification	Certificate of Completion
Target Audience	Youth groups, women entrepreneurs, livelihoods teams and business trainers

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Develop simple business plans • Understand costing, pricing and profitability • Improve marketing and customer relations • Manage records and cash flow • Support business mentorship	• Entrepreneurship mindset • Business model development • Market research • Pricing and costing • Basic bookkeeping • Marketing and sales • Mentorship and coaching

PARTICIPANT OUTPUTS

Participants develop a practical business plan and coaching checklist.

WHY THIS COURSE MATTERS

Entrepreneurship training supports income growth and economic empowerment.

OPT-LIV-004 | Value Chain Analysis

This course equips participants to analyze value chains and design interventions that improve market access and income opportunities.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 280	USD 200	USD 1,600

Certification	Professional Certificate
Target Audience	Livelihoods specialists, market systems teams, agricultural teams and consultants

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Map value chain actors and functions - Identify constraints and opportunities - Analyze market demand and competitiveness - Design market-based interventions - Develop value chain upgrading plans	- Value chain concepts - Actor mapping - Market analysis - Bottleneck analysis - Gender in value chains - Upgrading strategies - Monitoring value chain outcomes

PARTICIPANT OUTPUTS

Participants produce a value chain map and intervention plan.

WHY THIS COURSE MATTERS

Value chain analysis improves the market relevance and sustainability of livelihood programmes.

OPT-LIV-005 | Cash and Voucher Assistance (CVA)

A practical course on planning and implementing safe, accountable and market-sensitive cash and voucher programmes.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	Humanitarian programme staff, finance teams, market assessment teams and partners

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Understand CVA modalities and feasibility
- Conduct market and risk assessments
- Design targeting, transfer values and delivery mechanisms
- Monitor CVA outcomes and risks
- Apply accountability and safeguarding measures

- CVA concepts
- Market assessment
- Response option analysis
- Targeting and registration
- Transfer mechanisms
- Risk and safeguarding
- Monitoring and reconciliation

PARTICIPANT OUTPUTS

Participants develop a CVA implementation plan and risk matrix.

WHY THIS COURSE MATTERS

CVA is a major humanitarian modality that can support dignity, choice and local markets.



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Sector Technical Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-WASH-001 | WASH Programming in Emergencies

This course covers emergency WASH planning, hygiene promotion, water supply, sanitation and quality standards.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	WASH officers, public health teams, humanitarian staff and local partners

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Assess WASH needs in emergencies - Design water, sanitation and hygiene interventions - Apply quality and safety standards - Promote hygiene behavior change - Monitor WASH outcomes	- WASH assessment - Water supply basics - Sanitation options - Hygiene promotion - WASH and protection - Water quality monitoring - WASH indicators

PARTICIPANT OUTPUTS

Participants produce a WASH response plan and monitoring checklist.

WHY THIS COURSE MATTERS

WASH programming prevents disease and protects dignity during emergencies.

OPT-HEA-001 | Community Health and Nutrition Programming

A practical course on community health, nutrition screening, referrals and behavior change programming.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	Health promoters, nutrition teams, programme officers and community workers

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Understand community health and nutrition priorities
- Support screening and referral systems
- Design health education sessions
- Integrate maternal and child health messages
- Monitor community health activities

- Community health concepts
- Nutrition screening and MUAC
- Maternal and child health messages
- Referral pathways
- Health promotion
- Community mobilization
- Monitoring tools

PARTICIPANT OUTPUTS

Participants develop a community health session plan and referral flow.

WHY THIS COURSE MATTERS

Community health programming supports prevention, early identification and improved wellbeing.

OPT-EDU-001 | Education in Emergencies

This course supports education actors to design safe, inclusive and protective learning interventions in crisis settings.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 280	USD 200	USD 1,600

Certification	Professional Certificate
Target Audience	Education officers, teachers, child protection teams and local education partners

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Understand Education in Emergencies standards • Design safe learning spaces • Integrate psychosocial support and protection • Support teachers and learners in crisis • Monitor education access and quality	• EiE principles • Safe learning environments • Temporary learning spaces • Teacher support • Inclusive education • Child protection linkages • Education indicators

PARTICIPANT OUTPUTS

Participants produce an EiE intervention plan and activity matrix.

WHY THIS COURSE MATTERS

Education in emergencies restores learning, protection and psychosocial stability for children.

**OPT-FOOD-001 | Food Security and Nutrition Assessment**

This course trains participants to assess food security, nutrition risks and household vulnerability for response planning.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 300	USD 220	USD 1,800

Certification	Professional Certificate
Target Audience	Food security staff, nutrition officers, MEAL teams and humanitarian partners

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
• Understand food security concepts • Design assessment tools • Analyze household food access and coping strategies • Interpret nutrition and vulnerability data • Prepare assessment findings for programming	• Food security pillars • Household vulnerability • Coping strategy analysis • Nutrition screening linkages • Assessment tools • Data interpretation • Response recommendations

PARTICIPANT OUTPUTS

Participants prepare a food security assessment tool and findings template.

WHY THIS COURSE MATTERS

Food security assessment guides appropriate, evidence-based humanitarian and resilience interventions.

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Communications, Advocacy & Visibility Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-COM-001 | Communication, Visibility & Branding for NGOs

This course helps organizations communicate professionally, improve visibility and strengthen their brand for donors, communities and partners.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 220	USD 160	USD 1,200

Certification	Certificate of Completion
Target Audience	Communications officers, NGO leaders, fundraising teams and programme staff

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Develop clear organizational messages - Improve visual and written branding - Plan donor and public communications - Produce impact stories and social content - Align communications with fundraising	- Brand identity basics - Organizational messaging - Donor visibility requirements - Impact storytelling - Social media planning - Photography ethics - Communication calendar

PARTICIPANT OUTPUTS

Participants develop a communication plan, key messages and impact story template.

WHY THIS COURSE MATTERS

Strong communication increases visibility, credibility and donor confidence.

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OPT-COM-002 | Advocacy and Campaign Strategy

A practical course on designing evidence-based advocacy campaigns for policy, rights and social change.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
4 Days	USD 280	USD 200	USD 1,600

Certification	Professional Certificate
Target Audience	CSOs, advocacy teams, programme leads and community organizers

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- Analyze advocacy issues and power dynamics
- Define campaign goals and audiences
- Develop advocacy messages and tactics
- Manage coalitions and stakeholders
- Monitor advocacy outcomes

- Advocacy cycle
- Problem and power analysis
- Audience mapping
- Messaging and framing
- Campaign tactics
- Coalition building
- Advocacy monitoring

PARTICIPANT OUTPUTS

Participants develop an advocacy campaign strategy and message framework.

WHY THIS COURSE MATTERS

Advocacy helps organizations influence systems and policies beyond direct service delivery.



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Training Of Trainers Academy

The following courses build practical skills, institutional capacity and donor-ready systems within this thematic academy.

OPT-TOT-001 | Training of Trainers (ToT) for NGO Professionals

A professional ToT course that equips participants to design, facilitate and evaluate adult learning sessions for NGO and humanitarian audiences.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
7 Days	USD 450	USD 350	USD 3,000

Certification	Certified Trainer Certificate
Target Audience	Trainers, consultants, programme staff, technical specialists and organizational capacity builders

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
- Apply adult learning principles - Design structured training sessions - Use participatory facilitation techniques - Manage difficult training situations - Evaluate learning and improve training quality	- Adult learning theory - Training needs assessment - Session planning - Facilitation methods - Group dynamics - Training materials development - Evaluation and certification

PARTICIPANT OUTPUTS

Participants deliver a practice session and receive feedback, a ToT toolkit and certificate.

WHY THIS COURSE MATTERS

ToT builds internal training capacity and reduces dependence on external facilitators.

OPT-TOT-002 | Mentorship and Coaching for Capacity Building

This course strengthens mentorship and coaching skills for supporting staff, partners and community-based organizations.

DURATION	INDIVIDUAL FEE	VIRTUAL FEE	IN-HOUSE (FROM)
3 Days	USD 220	USD 160	USD 1,200

Certification	Certificate of Completion
Target Audience	Managers, trainers, mentors, supervisors and capacity development officers

LEARNING OBJECTIVES	TOPICS / MODULES COVERED
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- | | |
|--|--|
| <ul style="list-style-type: none">• Differentiate mentoring, coaching and supervision• Structure mentoring relationships• Use coaching questions and feedback tools• Support partner capacity strengthening• Track mentorship outcomes | <ul style="list-style-type: none">• Mentorship models• Coaching skills• Goal setting• Feedback and reflection• Capacity development plans• Documentation• Monitoring mentorship progress |
|--|--|

PARTICIPANT OUTPUTS

Participants develop a mentorship plan and coaching toolkit.

WHY THIS COURSE MATTERS

Mentorship improves sustained learning and institutional capacity beyond classroom training.



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08 CORPORATE TRAINING PACKAGES

Optivida offers flexible corporate packages for NGOs, INGOs, donor-funded projects, ministries, networks, universities, professional groups and implementing partners. Final pricing is confirmed after reviewing the course scope, number of participants, location and level of customization required.

PACKAGE	PARTICIPANTS	RECOMMENDED USE	INDICATIVE FEE	INCLUDES
Bronze	Up to 15	Small NGO team training	From USD 1,500	Facilitation, digital materials, certificate templates, basic report
Silver	Up to 25	Department or project team training	From USD 2,500	Facilitation, materials, certificates, practical tools, training report
Gold	Up to 40	Large organizational training	From USD 4,500	Customized modules, tools, certificates, pre/post assessment, full report
Platinum	Custom	Multi-location or institutional academy	Customized quotation	Full design, delivery, coaching, ToT option, reporting and follow-up support

Customization Options

- Course content aligned to donor-funded project requirements
- Use of organization templates, policies and real project documents
- Pre-training needs assessment and post-training action plan
- Training report with attendance, photos, findings and recommendations
- Follow-up coaching or mentorship after the training

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09 INDICATIVE ANNUAL TRAINING CALENDAR

The calendar below offers a suggested annual rhythm of thematic training. Dates and themes are indicative and can be tailored to organizational priorities, donor cycles and country contexts.

MONTH	SUGGESTED THEME	RECOMMENDED COURSES
January	Strategic Planning and Institutional Readiness	Strategic Planning; Governance; Donor Due Diligence Readiness
February	Resource Mobilization	Proposal Writing; Donor Mapping; Institutional Donor Engagement
March	MEAL and Data	MEAL; RBM; KoboToolbox; Report Writing
April	Safeguarding and Protection	PSEA; Safeguarding; GBV; Child Protection
May	Finance and Compliance	Financial Management; Grant Management; Procurement; Anti-Fraud
June	Humanitarian Response	Sphere; CHS; Needs Assessment; AAP
July	Climate and Resilience	Climate Adaptation; DRR; Nature-Based Solutions; Climate Finance
August	Research and Evidence	Research Methodology; SPSS; Power BI; GIS
September	Livelihoods and Economic Recovery	Livelihoods; VSLA; Entrepreneurship; CVA
October	Leadership and Partnerships	NGO Leadership; Partnership Development; Communication and Branding
November	Training of Trainers	ToT; Mentorship and Coaching
December	Review and Institutional Learning	Annual learning review; Strategy review; Donor pipeline planning

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10 REGISTRATION, PAYMENT & CONTACT INFORMATION

Registration Process

1. Select preferred course or request a customized training package.
2. Confirm delivery mode: physical, virtual, hybrid or in-house.
3. Request a formal quotation and training agenda.
4. Confirm participant list and training dates.
5. Make payment according to agreed terms.
6. Receive training materials, joining instructions and certificates after completion.

Payment Options

- Bank transfer
- M-PESA / mobile money where available
- EVC Plus / Edahab where applicable
- PayPal or Paystack for online payments
- Other approved organizational payment channels

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- ◆ Climate Change & Resilience
- ◆ Proposal Development & Grant Writing
- ◆ Humanitarian Capacity Building
- ◆ Research, Assessments & Surveys
- ◆ Partnership Development & Positioning

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