

COURSE CATALOGUE 2013



MS TCDC

MS-TRAINING CENTRE FOR DEVELOPMENT COOPERATION

MS-TCDC Mission Statement:

Strengthened ability of Civil Society Organisations and other stakeholders to empower people to question their situation and act to realise their vision of a dignified life.

MS-TCDC Organisational Vision:

To become the leading provider of high quality training for Civil Society Organisations and their partners in Sub-Saharan Africa

The profiles for Regional Training and Development Advisors at MS TCDC



Dr. Rose W Oluoch

Nationality: Kenyan
Qualifications: Ph. D in Education; M.A in International Education; B.A in Social Work; Diploma in International Development.

Courses taught: Policy advocacy; Peace building and conflict management; Development communication.



Ms. Oliva Damas Kinabo

Nationality: Tanzanian
Qualifications: MA in Development Studies; Postgraduate Diploma in Development; National Diploma/BA in Development Studies; Diploma in Management of Development Projects for NGOs; Diploma in Co-operative Management.

Course taught: Gender Mainstreaming; Gender based violence; Gender women rights and governance and Organisational Capacity Building



Mr. Moses Isooba

Nationality: Ugandan
Qualifications: M.Sc. Natural Resource Management and Sustainable Agriculture; Bachelor of Veterinary Medicine;

Courses taught: Accountability and budgets; Social accountability



Ms. Anna Hans Makundi

Nationality: Tanzanian
Qualifications: Masters in Public Policy; B.Sc. Agriculture General

Courses taught: Food rights; Policy advocacy; Basic research skills for advocacy



Ms. Nesserian Boaz Mollel

Nationality: Tanzanian
Qualifications: Masters in Social Work Studies; Bachelor of Science in Home Economics and Human Nutrition.

Courses taught: Monitoring and evaluation; Results based management; Evaluation research



Ms. Ene Obi

Nationality: Nigerian
Qualifications: PhD (ongoing) Political Science; M.Sc. Political Science; Masters in International Law and Diplomacy; BA.Ed, English/Education; Diploma in Workers Education and Information Technology; Diploma in Computer Studies.

Courses taught: Economic Literacy and women's rights; Social protection and social justice; Board governance; Anti-Corruption and human rights based approach to programming



Mr. Samuel Kimwele Mutukaa

Nationality: Kenyan
Qualifications: Ph.D.(ongoing) in Public Administration; Master of Philosophy in Development Studies; Master of Business Administration; Diploma in Community Development; BSC. Range Management (Dry land Agriculture).

Courses taught: Project planning & management; Voice and Power; Strategic planning & Management.



Mr. Thomas Muema

Nationality: Kenyan
Qualifications: PhD (ongoing) in Business Administration; M.A in Educational Research; B.A in Education; Diploma in Management Theory & Practice.

Courses taught: Strategic planning & management, Value based leadership; Social entrepreneurship; Managing organizational effectiveness/leadership; People management for civil society organizations;



Mr. Gilbert H. Muyumbu

Nationality: Kenyan
Qualifications: MA in Economic History; B.Ed (Arts) Major: Education.

Courses taught: Fundraising and managing donor relations; Taxation and just economic development, Human rights based programming; Social protection and empower for social change.

CONTENT

Welcome to MS-TCDC 3

Organisational Relations & Strategic Partners 5

Our 2013 TCDC Training Programme 6

Short Training Course Descriptions 8

A

Governance and Rights Courses 8

A1 Accountability and Budgets	8
A2 Social Accountability	9
A3 Gender Based Violence	10
A4 Economic Literacy & Women's Rights	11
A5 Power and Voice	11
A6 Policy Advocacy	12
A7 Empowerment for Social Change	13
A8 Social Protection and Social Justice	13
A9 Taxation and Just Economic Development	14
A10 Peace Building and Conflict Resolution	14

B

HRBA Courses 16

B1 Human Rights Based Approaches to Development	16
B2 Child Rights and Governance	17
B3 Gender, Women Rights and Governance	17

C

NGO Leadership & Management skills courses 18

C1 Managing Organisational Effectiveness	18
C2 People Management For Civil Society Organisations	19
C3 Fundraising and Managing Donor Relations	22
C4 Organisational Leadership	23

D

Staff skills courses 24

D1 Monitoring and Evaluation	24
D2 Project Planning and Management	25
D3 Basic Research Skills for Advocacy	26
D4 Evaluation Research	27
D5 Development Communication	27

Swahili language & cultural skills courses 28

Swahili beginners course	29
Swahili intermediate course	30
Swahili advanced course	31
Intensive swahili beginners course	32
Intensive swahili intermediate course	33

Seminars 34

Extractive Industry And Governance	34
The Ngo Leadership Challenge	35
Capacity Building Challenges for social change	35

Conference & other Facilities at MS-TCDC 36

• General facilities	36
• Conference facilities	36
• Children's programme/Kindergarten	37

Practical Information 38

• Training hours	38
• Course plan 2012	20-21
• Registration	38
• Payment & Banking Details	39

WELCOME TO MS-TCDC 2013



Dr. Suma Kaare Principal
MS TCDC

It is my pleasure and delight to present to you our 2013 training course catalogue. We embark on 2013 with fresh inspiration from several reflection and strategic processes that are shaping our training focus. Our mother organisation MS AADK has developed a new five (5) year strategy and a number of several other sub strategies that

have provided the basis for our own training program.

As a result our main focus will be on governance courses, human rights based courses and NGO leadership courses. We took time in 2012 to understand the context and training needs of a number of Sub Saharan Africa civil society organisations. Through networking with other like-minded training institutions and bilateral partners we have expanded and shaped our training niche on just and democratic governance. We firmly believe that a focus on just and democratic governance which empowers people living in poverty to hold governments and cooperates accountable forms, the basis upon which transformative and sustainable development can be achieved. We are convinced that transformative change and sustainable development for Africa will be attained when we also transcend to a level where people living in poverty are empowered and engage states to exercise more transparency and justice in the allocation, mobilisation and distribution of resources.

With the support of many like-minded partners we trust that a political culture that embraces citizens demanding accountability from states and taking sanctions where states fall short of expectations will grow. For instance, as most African countries embark on oil exploration and mining, the expansion of the extractive industry and foreign direct investment are becoming the causes of population displacement, land grabbing and unfair compensation,

as well as inappropriate resource sharing. Likewise as the NGO sector grows and expands globally and locally, the need for new leadership to take the sector to new levels is inevitable – hence the need to reflect on a new crop of NGO leaders. The global recession in Europe points to the need for more cost effective project intervention strategies and the need to explore alternative sources of income. The growing unemployment especially for the young population in most developing countries is putting pressure on civil society organisations to demand for social protection mechanisms beyond social safety measures offered under World Bank and IMF initiated poverty reduction measures. We continue to recognize that women still struggle to ascend the echelons of power both in the private commercial, public and NGO sector. As a result our commitment to supporting women to attain equal opportunities through training will remain a core aspect of our training this year. We call upon you to support us in this endeavour.

We have recognised the need for strengthening transformative leadership competences in Africa through more academic oriented courses especially in the governance portfolio and will this year launch two new diploma courses namely; Diploma in governance and Natural resource Management and Diploma in Governance and Development. We shall continue offering our BA in development studies in partnership with Kimmage development studies. In May 2013 we shall launch a master's degree program for the first time in partnership with the Jomo Kenyatta university (JKUAT) in governance and development. We welcome you to take advantage of being the first intake in launching this very futuristic program.

We shall continue to uphold a blended learning approach that has interludes of e-learning and face to face trainings. Our Swahili courses continue to be rated as one of the best in the East African region. Our Swahili and cross cultural orientation department is undergoing structural changes to be more learner centered. As well as responsive to the growing demands of International development change agents seeking to contribute to transformative change pro-

cesses in Africa through mutual partnerships. We encourage you to try out conference and retreat facilities for your own personal and organisational retreats. Lastly, we shall continue offering consultancy/tailormade training services

in all the training courses in this catalogue. We pledge to continue providing you the best training quality services in our serene learning environment.



ORGANISATIONAL RELATIONS AND PARTNERS

MS ACTIONAID DENMARK and AAI

MS-ActionAid Denmark, A Danish International NGO is the parent organisation of MS TCDC. MS-AADK became a full affiliate of AAI in June 2010 in which it assumed a lead role for the Right to Just and Democratic Governance. MS-TCDC training programme is one among the many operational plans for supporting capacity development for achievement of Democratic Governance and Empowerment sub strategies of MS-AADK 2012-2017 Strategy "Together Against Poverty". MS-AADK owns and funds MS-TCDC training programme through part support from the Royal Danish Government (DANIDA).

ACTIONAID TANZANIA – MS-TCDC

Actionaid Tanzania – MS-TCDC will continue partnership with ActionAid Tanzania to deliver Land and Accountability Project (LAP) and also to support the Implementation of its key Change promises in a number Local Rights Programmes.

The KIMMAGE DEVELOPMENT STUDIES CENTER (KDSC)

in Kimmage, Ireland has partnered with MS-TCDC for over 15 years to deliver a 2 year ordinary B.A in Development Studies. Our partnership with Kimmage is unique in the development of value driven leadership in the NGO sector globally. The partnership is sustained through mix of shared training quality measured and staff exchange www.dsckim.ie.

JOMMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY(JKUAT)

in Juja, Kenya is partnering with MS-TCDC to deliver a Master Degree in Governance and Leadership. This programme builds upon experiences of the two institutions. Both JKUAT and MS-TCDC will contribute in the delivery of the programme. MS-TCDC will host the programme and JKUAT will be the awarding institution.

FORUM SYD

a Swedish International NGO has since 2008 partnered with MS-TCDC to implement a Social Accountability Programme in three (Ukerewe, Magu and Karagwe) districts in the Lake Zone Tanzania. MS-TCDC supports Forum Syd in implementation of the programme through training, mentoring and coaching of its local partners.

UNIVERSITY OF MINNESOTA (UoM)

in the United States of America: MS-TCDC has since 2011 partnered with University of Minnesota to collaborate in the delivery of a program for undergraduate students seeking to pursue some of their academic programme in Tanzania. The study abroad program is designed in partnership with UoM and delivered by MS-TCDC trainers.

FORD FOUNDATION

MS-TCDC is partnering with Ford Foundation to strengthen leadership competencies for FF grantees in Kenya and Uganda. The partnership is a framework for delivering certificate and diploma courses for women leaders among Ford Foundation Grantees. This is a 2 year partnership which commenced in July 2012.

NATIONAL COUNCIL FOR TECHNICAL EDUCATION (NACTE)

The Tanzania Government authority is responsible for accreditation of formal technical education programmes. MS-TCDC will continue working with NACTE to accredit her academic programmes. Through partnership with NACTE MS-TCDC we have now obtained provisional institutional accreditation for our Diploma programmes and will continue to strengthen the partnership towards accreditation of other programmes.

2013 TRAINING PROGRAM



Delphine Mugisha Training Coordinator
MS TCDC

This year marks a slight change in the portfolio of training courses that MS-TCDC as a training center has been offering for the last five (5) years. This is a result of a new strategic direction by MS Actionaid Denmark (AADK) under the theme “Together against poverty” and its operational sub strategies democratic governance and empowerment. We are challenging ourselves to a higher level and calibre of training through this new direction that requires us to consolidate and even expand our training in democratic governance within human rights based context.

On the whole our training courses remain largely focused on empowering civil society organisations, NGO activists, social movements and other progressive forms of organisations in sub Saharan Africa to confront social injustice and gender inequalities. In this endeavour we are inspired by AADK’s vision which is “a sustainable world without poverty and injustice in which every person enjoys their right to a life of dignity”. We actively contribute to the attainment of AADK’s vision through training, organisational support, people’s support, educational materials and on-line support to enhance skills, knowledge, attitudes, tools and methodologies within AAI and beyond.

Training logic and overview

In 2013 the courses we shall deliver, will primarily focus on three main domains; governance, human rights based

approaches and NGO leadership courses. We shall continue to strive towards being innovative, creative and ambitious and aspire to be measured against and by the best in everything we do so that we continuously advance, learn, and grow in our work areas. Our new training direction is inspired by a human rights based approach and a firm belief in people’s ability to organise, mobilise and demand for social change and social justice. Our training approach is informed by our three (3) training values: Relevant, Empowering and Innovative that is our own benchmark for good training interventions.

Relevant

- Conduct initial expectation management session, where issues of importance to the specific participant group is collected for further exploration
- Base training around personal cases from own organisation and/or life to exemplify frameworks and tools
- Constantly check practical application/practice
- Tie training learning objectives to final personal action plans and follow up on delivery through our tracer studies

Empowering

- Address knowledge and skill areas but just as much attitude towards the subject, which is the fuel mobilising people from “understand” mode to “action and doing” mode
- Work with assertiveness and self-esteem issues and look at inspiring role models to inspire and engage for real change
- Apply real team project work tasks
- Form networks and stimulate to shared advocacy campaigns and other corporation

Innovative

- Use a rich variety of learning vehicles: Video, cases, comics, role plays, e-learning, Performance Theater, peer-to-peer learning,

- Work systematically with getting people “out of the box” to stimulate new insights
- Apply modern interactive learning lab models
- Acknowledge that adults as well as kids need fun and inspiration to learn effectively.....and have lots of energisers

Training approaches and methodologies

In order to attain our training goals we shall employ the following training methodologies;

Participatory education: The participants’ own lives, experiences and existing knowledge are used as the fundament of the common learning. In order to use all this existing knowledge as an active resource all training should be adjusted to the specific context and the specific participants. Alternative solutions to the world’s problems will often come from the people who are directly affected by the problems and know the reality about them.

Peer to peer: Since the experiences of the participants are a resource in itself, the exchange of experiences and the learning together is important. Therefore independent sharing of knowledge between equal participants, friend to friend - peer to peer is a method that we use in some of our trainings.

Action learning: Always using the knowledge or tools presented in the course in concrete actions or exercises. Learning by doing means linking theory to practice and own experiences in an immediate way that makes it possible to reflect on both theory and practice. All our education should build upon this type of practice: Act – reflect – apply. Thus action learning that makes concrete action a part of grasping new theory and tools will always include making mistakes, trying something out and then changing strategy – and often this is the best way to get new mind-sets and to really learn the skills.

Public action learning: Traditionally there is a strict boundary between the classroom where the theory is taught and the surrounding society where the theory is then put into practice. Our intension is to overcome this boundary, not only between theory and practice in the classroom using action learning internally. We believe that using society as the classroom, learning and acting in a way that matters. We are not actors in a protected classroom, we want our training and campaigns to affect concrete change and invite the public to be a part of it and let us learn from the response we get. That is what public action learning is about.

Action community – working in groups: In order to be able to do all this you need to feel confident, you need not to be afraid to make your voice heard, you need to give space to others and be ready to make mistakes together and reflect openly with others. You need to build up your social imagination and constantly develop it. That is why working in groups is a crucial part of our trainings.

The training methods mentioned above will enable us to take adult training and learning to another level. We shall develop monitoring and tracking tools that will enable us track the impact and effect of those who have attended our courses.

A

GOVERNANCE
AND RIGHTS
COURSESA-1 ACCOUNTABILITY
AND BUDGETS

The overall course objective is to enhance the capacity of citizens to effectively and confidently engage in the local government planning and budget cycle. They will also acquire skills in tracking local government expenditure and carrying out collective actions, advocacy and campaigns for improving public service delivery.

Course content

- Understanding state led and citizens led accountability
- Processes for demanding accountability
- Overview of accountability tools
- Types of budgets
- Budget cycle and calendar
- Public expenditure tracking
- Fiscal decentralisation

By the end of the course, participants will be able to apply a range of tools for holding service providers to account. They will also be able to read and interpret local service provision budgets and conduct out service gap analysis.

Target group

Program/project officers in civil society organisations and Government, social change activists, other development agencies working with governance accountability work.

Accountability and budgets

Course Code AB

Course duration 1 week

Schedule ABa 04-08/03
ABb 08-12/07

Fees (incl. Tuition and full-board accommodation)

Single room US\$ 695
Shared double US\$ 585



A-2 SOCIAL ACCOUNTABILITY

Course Objective

The overall course objective is to empower citizens to actively participate and engage in the processes of local government accountability in the delivery of social services.

Course Content

- Understanding the concept and mechanisms of social accountability
- Igniting interest and mobilising for social accountability work
- Measuring change in social accountability work
- Risks and risk analysis in social accountability
- Designing a programmatic intervention: tools for social accountability

Learning Outcome

By the end of the course, the participants will understand social accountability and the tools, mechanisms and dynamics of seeking accountability from their leaders.

Target Group

Community watch groups, personnel of local government authorities, project managers of civil society organisations, donor agencies and other development agencies working to improve the quality and quantity of services at the local government level.

Social Accountability

Course code SA

Duration 1 week

Schedule SAa Dates: 25/02-1/03
SAb Dates: 05-09/08

Fees (incl. Tuition and full-board accommodation)

Single room US\$ 695
Shared double US\$ 585



A-3 GENDER BASED VIOLENCE

Objective:
The overall objective is to enhance participants’ knowledge and skills on how to address/confront gender based violence at household, community and national levels.

- Course content:**
- Key concepts and gender based violence cycle
 - Gender equality and human rights
 - Gender based violence (specifically violence against women) as a barrier to development
 - Harmful traditional practices as a form of GBV
 - GBV in conflict and post conflict situations
 - Challenges for policy and practice
 - Addressing gender based violence: prevention and responses
 - Gender responsiveness policy influencing and programming.

Learning Outcome
By the end of the course, participants will be able to analyse and interpret the complex relationship between gender inequality, gender based violence (GBV) in regard to development inequalities. They will be able to specifically

isolate violence against women as a violation of human rights and gain programming skills and knowledge on how to institutionally address it.

Target group:
Gender and women’s rights program personnel, human resource managers, youth leaders, donor agencies, humanitarian staff, middle level and senior managers, women leaders in civil society organisations, technical staff in local governments and in other development related agencies.

Gender Based Violence	
Course Code	GBV
Course duration	1 week
Schedule	GBVa 15-19/07 GBVb 16-20/09
Fees (incl. Tuition and full-board accommodation)	
Single room	US\$ 695
Shared double	US\$ 585

A-4 ECONOMIC LITERACY AND WOMEN RIGHTS COURSES

Objective
The main objective is to enable participants acquire a deeper understanding of economic literacy and budget accountability for governance. They will also gain skills on how to use human rights based approaches to analyse local, national and regional economic processes and impact on the well being of women.

- Course Content**
- Introduction to economic literacy, budgeting processes family, household, public) and budget accountability for governance.
 - Introduction to women’s rights and national development
 - International political economy and challenges to domestic budgeting in looking at unpaid workers
 - Gender sensitive budgeting & tools for gender analysis and structure
 - Women’s rights and accountability failure
 - Budget analysis and monitoring local/national budgets
 - Budget advocacy and community mobilisation for women representation in governance and economy.

Target Groups
Program officers working in civil society organisations that aim to improve the livelihoods of women, women and youth rights activists, Government planners, donor agencies and other development agencies engaged in governance and accountability work.

Economic Literacy and Women Rights course	
Course code	ELWR
Duration	1 week
Schedule	ELWRa –29/04-03/05 ELWRb – 02-06/09
Fees (incl. Tuition and full-board accommodation)	
Single room	US\$ 695
Shared double	US\$ 585

A-5 POWER AND VOICE

Objective:
The overall objective of this course is to empower individuals and communities to effectively engage with power structures so as to improve the quality, equity and gender responsiveness of public services.

- Course content**
- Understanding the concepts of power and voice
 - Opportunities for exercising power and voice
 - Practical ways of engaging with power and voice
 - Tools for power mapping and analysis
 - Risk assessment for collective action
 - Strategies for collective voice
 - Power strategies for collective action, program design and implementation

Target group:
Program personnel, youth leaders, donor agencies, humanitarian staff, middle level and senior managers, women leaders in civil society organisations, technical staff in local governments and in other development related agencies.

Power and Voice	
Course Code	PAV
Duration	1 week
Schedule	PAV a 08-12/04 PAV b 05-09/08
Fees (incl. Tuition and full-board accommodation)	
Single room	US\$ 695
Shared double	US\$ 585



A-6 POLICY ADVOCACY

Course Objective

The overall objective of the course is to enable participants to use evidence to analyse policies and advocate for people centered policy formulation and implementation.

Course Content

- Key concepts and definitions in policy advocacy
- The Policy making cycle
- Key relationships between policies and laws
- Evidence policy analysis and advising
- Advocacy strategies and tools: Research; Lobbying; Communication; Coalition building and Monitoring
- Evaluation of advocacy strategies

Learning Outcome

By the end of the course, the participants will understand the key policy processes and how public policies inform laws. They will also be able to apply a range of tools in influencing policy processes and how evidence based policy analysis is used to advocate for policy changes.

Target group:

Human rights program personnel and activists, policy analysts, media personnel, youth leaders, donor agencies, humanitarian staff, middle level and senior managers, women leaders in civil society organisations, technical staff in local governments and in other development related agencies.

Policy Advocacy

Course Code	PA
Course duration	2 weeks
Schedule	PAa 11-22/03 PAb 10-21/06 Pac 02-13/09
Fees (incl. Tuition and full-board accommodation)	
Single room	US\$ 1390
Shared double	US\$ 1170

A-7 EMPOWERMENT FOR SOCIAL CHANGE

Course Objective

The main objective is to introduce participants to community empowerment principles so as to assert their rights in seeking social justice.

Course Content

- Key empowerment concepts and human rights based approach
- Citizenship, civic education and empowerment;
- Power and risk analysis
- Solidarity, social movements and social mobilisation for citizen-driven change;
- Strengths and weaknesses of various approaches to empowerment;
- Core competencies for empowerment leading to social change

Learning Outcome

Participants will gain the skills, knowledge and confidence to empower communities. They will know effective strategies for mobilising communities living in poverty and exclusion to effect positive social change.

Target Group

Community resource persons, program managers, coordinators and those in charge of projects within NGOs, CBOs, development agencies and other CSO groups.

Empowerment for Social Change

Course code	ESC
Duration	1 Week
Schedule	ESCa 04-08/03 ESC b 08-12/07
Fees (incl. Tuition and full-board accommodation)	
Single room	US\$ 695
Shared double	US\$ 585

A-8 SOCIAL PROTECTION AND SOCIAL JUSTICE

Course Objective

The overall objective is to enhance participants ability to deliver and demand a variety of mechanisms, schemes and approaches through which economic and social well-being can be attained and guaranteed.

Course content

- Key concepts of social protection and social justice
- Tools for identifying social and economic risks
- Social protection mechanisms
- Policy interventions and approaches
- Campaigning and lobbying for social protection
- Monitoring social indicators

Learning outcome

By end of the course participants will be able to know and demand for a range of social protecton mechanisms including unemployment benefits, pensions, child support, housing assistance, national health insurance, job-creation schemes, retraining programmes and agricultural insurance

Target Group

Community based organisations, program managers, co-ordinators and those in charge of projects within NGOs, CBOs, development agencies and other CSO groups.

Social protection and social justice

Course Code	SPJ
Course duration	1 week
Schedule	SPJ 13-17/05
Fees (incl. Tuition and full-board accommodation)	
Single room	US\$ 695
Shared double	US\$ 585

A-9 TAXATION AND JUST ECONOMIC DEVELOPMENT

Objective:

The overall objective of the course is to enable participants to appreciate the importance of taxation and revenue collection in relation to social change. They will also understand taxation from a development view point, and acquire skills to mobilise and support efforts to demand utilisation of funds from tax for poverty elimination.

Course Content:

- The concept, types and framework of taxation
- Taxation for social change and poverty elimination
- Tax evasion and avoidance
- Tax justice in developing countries
- The role of CSOs in the taxation process
- The political economy of taxation
- Transparency and accountability in taxation
- Tools for revenue analysis

Target Groups:

Practitioners working in civil society organisations, government and other development agencies engaged in governance and accountability work.

Taxation and Just Economic Dev.

Course code	TJE
Course duration	1 week
Schedule	TJE a 15-19/04 TJE b 19 -23/08
Fees (incl. Tuition and full-board accommodation)	
Single room	US\$ 695
Shared double	US\$ 585

A-10 PEACE BUILDING AND CONFLICT RESOLUTION

Course Objective:

- The main objective is to enable practitioners to learn peace building and conflict transformation skills.

Course Content:

- Conflicts in Africa; Historical perspectives on the entrenchment of violence.
- Understanding the concepts of peace, justice and reconciliation.
- Conflict resolution and social justice.
- The continuum of conflict resolution strategies.
- Exploration of indigenous mechanisms and third party intervention.
- Dealing with victims
- The challenges of refugees and internally displaced persons (IDP's)
- Relief, rehabilitation and development as part of peace-building
- Democratic peace-building processes.

Learning Outcomes:

The participants will acquire skills in conflict analysis, conflict resolution, conflict management, and how to build peace. They will be empowered to question and influence conflict mitigation strategies and policies.

Target group:

Middle to senior level practitioners from development organisations working in conflict and post conflict contexts.

Peace Building and Conflict Resolution

Course code	PBCR
Course duration	2 weeks
Schedule	PBCR a 20-31/05 PBCR b 29/07-09/08 PBCR c 21-31/10
Fees (incl. Tuition and full-board accommodation)	
Single room	US\$ 1390
Shared double	US\$ 1170



B

HRBA COURSES

B-1 HUMAN RIGHTS BASED APPROACHES TO DEVELOPMENT

Course Objective

The overall course objective is to introduce participants to human rights principles and HRBA as an approach to development. Participants will also increase their skills in empowering people living in poverty and exclusion to know and assert their rights.

Course Content

- Introduction to HRBA principles and concepts
- Planning for HRBA work
- Tools for HRBA work
- Monitoring HRBA work

Learning Outcome

By the end of the course, the participants will gain the necessary practical skills in undertaking HRBA programs.

Target Group

Heads of Program, program managers, coordinators and those in charge of projects within NGOs, CBOs, development agencies and other CSO groups

Human rights based Approaches to development

Course code	HRBA
Course duration	1 week
Schedule	HRBAa 15-19/04 HRBAb 21-25/10
Fee	Full board accommodation
Single room	US\$ 695
Shared double	US\$ 585

B-2 CHILD RIGHTS AND GOVERNANCE

Course Objectives

The overall objective of the course is to enable participants have a deeper understanding of the linkage between child rights and governance. They will also acquire skills and knowledge on how to hold their governments accountable in delivering services to children.

Course Content

- Understanding child rights & democratic governance
- Key global, regional & national policies & instruments that mandate child protection
- Designing and implementing a child rights governance program
- Key pillars of policy advocacy for child rights
- Child rights based monitoring and evaluation

Learning Outcome:

Participants will be able to conduct policy advocacy using a child rights based approach and monitor the performance of activities, projects and interventions that aim at enhancing child rights governance

Target Audience

Practitioners working in civil society organisations, government and other development agencies working with young children.

Child Rights & Governance

Course code	CRG
Course duration	1 week
Schedule	CRG 06-10/05
Fee	Full board accommodation
Single room	US\$ 695
Shared double	US\$ 585

B-3 GENDER, WOMENS RIGHTS AND GOVERNANCE

Objective:

The main objective is to improve representation and full participation of women in just and democratic governance processes.

Course Content:

- Key concepts and definitions
- Key relationships: Gender, women rights and human rights principles and practices
- Gender audit of the national and local governments
- Power analysis and resource mapping
- Representation and participation of women; opportunities and challenges
- Developing gender responsive strategies

Learning Outcomes

Participants will have developed an understanding of gender related processes in governance and acquired skills to address gender inequalities, promote women's participation in development interventions at all levels.

Target group:

Civil society organisations, technical staff in local governments, Politicians (councilors), senior and middle level managers in development agencies.

Gender Women Rights and Governance

Course code	GWG
Course duration	1 week
Schedule	GWGa 08-12/04 GWGb 21- 25/10
Fee	full board accommodation
Single room	US\$ 695
Shared double	US\$ 585

C

NGO LEADERSHIP SKILLS COURSES

C-1 MANAGING ORGANISATIONAL EFFECTIVENESS

Objectives:

The overall objective of the course is to enable participants identify their own leadership style in the work place. They will also acquire skills and knowledge on appropriate behavioural responses to enhance commitment and co-operation from others and hence optimize organisational effectiveness.

Course content

- Management and leadership essentials
- Self awareness of leadership styles
- Understanding and motivating others
- Interpersonal communication skills
- Coaching for improved performance
- Appraising performance
- Building high performance teams
- Group dynamics & team problem solving
- Managing the change process

Learning Outcome

Managers will be able to achieve improved organisational effectiveness by increasing self-awareness, roles, functions, and responsibilities of successful managers.

Target Audience

New managers, senior managers, executive staff managing projects and NGOs.

Managing Organisational Effectiveness

Course code MOE

Course duration 1 week

Schedule MOEa 20-24/05
MOEb: 12-16/08
MOEc: 28/10-01/11

Fee Full board accommodation
Single room US\$ 695
Shared double US\$ 585



C-2 PEOPLE MANAGEMENT FOR CIVIL SOCIETY ORGANISATIONS

Course Objectives

The main objective of the course is to enable participants to think and act creatively and strategically in managing personnel. They will also learn and practice how to build relationships, communicate, motivate, and manage performance.

Course Content

- People management in civil society organisations
- The 21st century leader
- Strategic thinking
- Managing individuals and teams
- Staff development and motivation
- Effective leadership
- Creating high performance work systems
- Case Studies of people management issues

Learning Outcome

Leaders of CSOs will be able to design and introduce innovative ways and means of attaining improved performance management and staff retention.

Target Audience

Program coordinators, NGO leaders, supervisors, new managers, human resource managers and officers.

People Management for Civil Society Organisations

Course code PM

Course duration 1 week

Schedule PMa - 08-12/07
PMb - 09-13/09

Fee Full board accommodation
Single room US\$ 695
Shared double US\$ 585

MS TCDC
MS-TRAINING CENTRE FOR DEVELOPMENT COOPERATION

[illegible]



C-3 FUNDRAISING AND MANAGING DONOR RELATIONS

Course Objective

The overall course objective is to enhance the capacity of participants in attracting and retaining donor support through effective management of donor relations.

Course Content

- Overview of the donor environment;
- Attracting the donor
- successful fundraising strategies
- Proposal writing
- Maintaining the donor:
- Risk mitigation and contract management.

Learning Outcome

By the end of the course, the participants will gain the necessary practical skills in fundraising, proposal writing, donor reporting and maintaining donor interest through effective contract management.

Target Group

Managers, coordinators and those in charge of projects within NGOs, CBOs, development agencies and other CSO groups and persons responsible for fundraising in NGOs, CBOs, development agencies and other CSO groups.

Fundraising and Managing Donor Relations

Course code	FMD
Duration	1 week
Schedule	FMDa 03-07/06 FMDb 30/09-04/10
Fee	Full board accommodation
Single room	US\$ 695
Shared double	US\$ 585



C-4 ORGANISATIONAL LEADERSHIP

Course Objective

The aim of the course is to raise participants' awareness about the challenging role of leaders in managing organisational resources, leading and sustaining change, strategising and delivering effective results.

Course Content

- Meaning, Principles and attributes of visionary leadership
- Theories of leadership and accompanying leadership styles
- Developing visionary leadership skills
- Leading change
- Strategising to deliver effective results
- Best Practices in Leadership

Learning Outcomes

The participants will be able to explore personal values, passions and qualities which can provide inspiration for effective change and organisational leadership.

Target Group

Leaders and managers working in civil society organisations, private sector, government and other development agencies who are involved in leading, mentorship, coordinating, managing and motivating people.

Organisational Leadership

Course code	OL
Duration	1 weeks
Schedule	OL a 04-08/03 OL b 12-16/08
Fee	Full board accommodation
Single room	US\$ 695
Shared double	US\$ 585

D

STAFF SKILLS

D-1 MONITORING AND EVALUATION

Course Objective

The main objective is to equip participants with skills and knowledge necessary for effective monitoring and evaluation of development work.

Content

- Key concepts and principles of monitoring & evaluation.
- Results management framework and results chain
- Logical framework approach
- Managing the external environment
- Designing and conducting result based monitoring and evaluation
- Analysing qualitative and quantitative data.
- Management Information systems
- Result oriented reporting

Learning outcome

Participants will have improved competencies in: developing logframes; designing M&E system; developing tools for M&E data collection; conducting M&E exercises; doing qualitative and quantitative data analysis; managing information systems and report writing.

Target Group

Practitioners in: civil society organisations; governmental agencies; United Nations organisations and private sector.

Monitoring & Evaluation

Course code M&E

Course duration 3 weeks

Schedule M&Ea 10-28/06
M&Eb: 30/09-18/10

Fee full board accommodation
Single room US\$2085
Shared double US\$1755



D-2 PROJECT PLANNING AND MANAGEMENT

Course Objectives

The main objective is to equip participants with skills to respond to development challenges in a systematic manner, putting people at the centre of their project design, planning, implementation, monitoring and evaluation.

Course Content

- The concept of project and program management
- Participatory project planning (including Logical Framework Approach)
- Project risk management including tools for risk analysis and mitigation strategies
- Project Implementation (including resource allocation, WBS and scheduling)
- Project monitoring ,evaluation and control
- Project coordination, communications and documentation
- Project completion, closure and handing over
- Project leadership and team building
- Project proposal writing and reporting

Target Group

Practitioners working in civil society organisations, government and private sector development agencies, coordinating or managing projects/programmes

Learning outcome

By the end of the course participants will be able to design, implement and monitor projects in a structured and professional manner.

Project Planning and Management

Course code PPM

Course duration 2 weeks

Schedule PPMa 11-22/02
PPMb 08-19/07
PPMc 07-18/10

Fee Full board accommodation
Single room US\$ 1390
Shared double US\$ 1170

D-3 BASIC RESEARCH SKILLS FOR ADVOCACY

Objectives
The main objective of the course is to enable participants to access, collect, analyse and report research data/information for evidence based advocacy strategies.

- Course contents**
- Key research concepts (Research objectives and research questions, problem identification, research methodologies, qualitative and quantitative data analysis, research data presentation techniques)
 - Principles and overcoming barriers to effective Advocacy
 - Mapping for advocacy
 - Advocacy Strategy development
 - Parameters for monitoring and assessing effectiveness of advocacy

Learning outcome
Participants will appreciate and master the art of collecting empirical evidence and apply it for advocacy purposes. communication skills, good team spirit and ability to work with diversity of people with high degree of integrity, trust and ethical principles

Target group
Civil society activists, youth leaders, campaign managers, human rights activists, project managers and officers, communication managers, media practitioners.

Basic Research Skills for Advocacy

Course code	BRS
Course duration	1 week
Schedule	BRS - 13-17/05
Fee	Full board accommodation
Single room	US\$ 695
Shared double	US\$ 585



D-4 EVALUATION RESEARCH

Course Objective
To equip participants with skills, knowledge and attitude necessary for conducting evaluation research in the context of development work.

- Content**
- Key concepts and principles of evaluation research
 - Evaluation designs
 - Designing evaluation tools
 - Method and techniques for collecting evaluation data
 - Analysing and interpreting evaluation data (qualitative and quantitative)
 - Presentation of the evaluation findings

Learning outcome
By the end of the course participants will have improved competencies in: designing and conducting an evaluation; analyse and interpreting evaluation data.

Target Group
Practitioners and researchers working in: civil society organisations; governmental agencies; United Nations organisations; and private sector who are dealing with evaluation and research work within their organisations.

Evaluation Research

Course code	ER
Duration	1 Week
Schedule	27-31/05
Fee	Full board accommodation
Single room	US\$ 695
Shared double	US\$ 585

D-5 DEVELOPMENT COMMUNICATION

Objective
The main objective of the course to enable participants to acquire skills and knowledge on how to effectively communicate for social change. They will also appreciate development communication as a process of strategic intervention that encompasses participatory and intentional strategies designed to benefit the public good.

- Course content**
- Interpersonal communication for development
 - Participatory communication in development
 - Media advocacy and communication technology
 - Communication strategies for empowerment
 - Participatory action research
 - Communication and social change in programs

Learning Outcomes
Participants will have developed skills to design strategies and approaches for effective communication. They will also interrogate the way social change is articulated in projects, from the assumptions that are made about the problem and the solutions therein.

Target group
Media personnel in NGOs, program and project officers, technical staff in local governments, senior and middle level managers in other development related institutions.

Development Communication

Course code	DC
Course duration	1 weeks
Schedule	DC 24-28/06
Fee	Full board accommodation
Single room	US\$ 695
Shared double	US\$ 585

SWAHILI COURSES



SWAHILI BEGINNERS COURSE

We offer a three weeks swahili beginners course five times in a year, with a total of 90 teaching hours including excursions and language immersion sessions. This programme is intended for participants who have recently arrived in East Africa and require a basic introduction to the swahili language, in order be equipped with necessary skills to enable them to function effectively at different situations.

Course Objectives

To enhance participant's to converse with ease, using survival language in communities and at workplace.

Course Content

Greetings, self introduction, ordering food & drinks, bargaining & buying at a shop/market, introducing family members, talking about present, past and future activities, Swahili time telling, talking about others, talking about health problems, giving and receiving directions / instructions, describing a place.

Methodologies

Interactive methods:

- Communicative approach (Competence based approach)
- Immersion approach
- Task based approach
- Teaching Proficiency through Reading and Storytelling or (TPRS) approach

- Grammar approach & audio lingual approach
- Proprioceptive approach

Target Group

Development workers, missionaries, doctors, expatriates, researchers, tourists, students and anyone who requires to learn swahili language at beginners level.

Swahili Beginners Course

Course Code SB 1-5

Course duration 3 weeks

Schedule
SB1 04 – 22/02
SB2 04 – 22/03
SB3 08 – 26/04
SB4 12 – 30/08
SB5 09 – 27/09

Tuition fee US\$ 1080

Fee Full board accommodation

Single room US\$1140 Total tuition& single US\$ 2220
Shared double US\$ 810 Total tuition & shared US\$ 1890

SWAHILI INTERMEDIATE COURSE

This course is offered five times in a year. It is intended for participants who have completed the beginner’s course or who in other ways have acquired a corresponding level of swahili. Intermediate course builds on foundation acquired at beginner’s level. It focuses more on conversation practice to enhance communicative skills, expand vocabulary and enable the learner to use current swahili in different situations. It is a three weeks programme with a total of 90 teaching hours including excursions and immersion sessions.

Course Objectives

To enhance participant’s converse with ease and confidently exchange basic information in the community related to work, recreation and social situations.

Course Content

Exchanging greetings and talking about transport systems, family, Tanzania and its natural resources, weather and agricultural activities, talking about businesses in Tanzania, health issues, education system in Tanzania, community development projects, office activities, official meetings, ones feelings, talking about sport and other recreational activities.

Methodologies

- Interactive methods:-
- Communicative approach (Competence based approach)
 - Immersion approach
 - Task based approach
 - Teaching Proficiency through Reading and Storytelling or (TPRS) approach
 - Grammar approach & audio lingual approach
 - Proprioceptivte approach

Target Group

Development workers, missionaries, doctors, expatriates, researchers, tourists, students and anyone who requires learning swahili language at intermediate level.



Swahili Intermediate Course

Course Code	SI 1-5		
Course duration	3 weeks		
Schedule	SI1	04–22/02	
	SI2	04–22/03	
	SI3	08–26/04	
	SI4	12–30/08	
	SI5	09–27/09	
Tuition fee	US\$ 1080		
Fee	Full board accommodation		
Single room	US\$1140	Total tuition& single	US\$ 2220
Shared double	US\$ 810	Total tuition & shared	US\$ 1890

SWAHILI ADVANCED COURSE

This course is offered once a year. It is a two-week program with a total of 60 hours of teaching including excursions and language immersion sessions. It focuses more on application of technical swahili, various swahili registers and enhances learners to participate in meetings and debates.

Course Objectives

To enhance participants communicate with ease and confidence in a large number of situations informal and formal, on a variety of concrete topics relating to work and leisure activities, as well as to current public events.

Course Content

Communication, health services, Social services, environment, global warming, politics in Tanzania, corruption in Tanzania, science and technology, East African cooperation, globalisation.

Methodologies

- Interactive methods:-
- Communicative approach (Competence based approach)
 - Immersion approach
 - Task based approach
 - Teaching Proficiency through Reading and Storytelling or (TPRS) approach
 - Grammar approach & audio lingual approach
 - Proprioceptivte approach

Target Group

Development workers, missionaries, doctors, expatriates, researchers, tourists, students and anyone who requires learning swahili language at advanced level.



Swahili Advanced Course

Course Code	SA
Course duration	2 weeks
Schedule	19 – 30/08
Tuition fee	US\$ 720
Fee	Full board accommodation
Single room	US\$760 Total tuition& single US\$ 1480
Shared double	US\$ 540 Total tuition & shared US\$ 1260



INTENSIVE **SWAHILI** BEGINNERS COURSE

This is a two weeks program with a total of 60 teaching hours, which include excursions and immersion sessions. This course is intended for participants who have been exposed to swahili speaking environment and are fast learners since the pace is very intense. The course contents are exactly the same the three weeks beginners’ course.

Course Objectives

To enhance participant’s to converse with ease, using survival language in communities and at workplace.

Course Content

Greetings, self introduction, ordering food & drinks, bargaining & buying at a shop/ market, introducing family members, talking about present, past and future activities, Swahili time telling, talking about others, talking about health problems, giving and receiving directions / instructions, describing a place.

Methodologies

- Interactive methods:-
- Communicative approach (Competence based approach)
 - Immersion approach
 - Task based approach

- Teaching Proficiency through Reading and Storytelling or (TPRS) approach
- Grammar approach & audio lingual approach
- Proprioceptive approach

Target Group

Development workers, missionaries, doctors, expatriates, researchers, tourists, students and anyone who requires to learn Swahili language at beginners level.

Intensive Swahili Beginners Course

Course Code	ISB 1-2		
Course duration	2 weeks		
Schedule	ISB1 05 – 17/05 ISB2 07 – 18/10		
Tuition fee	US\$ 720		
Fee	Full board accommodation		
Single room	US\$760	Total tuition& single	US\$ 1480
Shared double	US\$ 540	Total tuition & shared	US\$ 1260

INTENSIVE **SWAHILI** INTERMEDIATE COURSE

This is a two-week programme with a total of 60 teaching hours, which include excursions and immersion sessions. It is intended for participants who have completed the beginner’s course or who in other ways have acquired a corresponding level of Swahili. Intensive Intermediate course builds on foundation acquired at beginner’s level. It focuses more on conversation practice to enhance communicative skills, expand vocabulary and enable the learner to use current swahili in different situations. The course contents are exactly the same the three weeks intermediate course.

Course Objectives

To enhance participant’s converse with ease and confidently exchange basic information in the community related to work, recreation and social situations.

Course Content

Exchanging greetings and talking about transport systems, family, Tanzania and its natural resources, talking about weather and agricultural activities, businesses in Tanzania, health issues, education system in Tanzania, community development projects, office activities, official meetings, ones feelings, sport and other recreational activities

Methodologies

- Interactive methods:-
- Communicative approach (Competence based approach)
 - Immersion approach
 - Task based approach
 - Teaching Proficiency through Reading and Storytelling or (TPRS) approach
 - Grammar approach & audio lingual approach
 - Proprioceptive approach

Target Group

Development workers, missionaries, doctors, expatriates, researchers, tourists, students and anyone who requires learning swahili language at intermediate level.



Intensive Swahili Intermediate course

Course Code	ISB 1-2		
Course duration	2 weeks		
Schedule	ISI 1 05 – 17/05 ISI 2 07 – 18/10		
Tuition fee	US\$ 720		
Fee	Full board accommodation		
Single room	US\$760	Total tuition& single	US\$ 1480
Shared double	US\$ 540	Total tuition & shared	US\$ 1260

SEMINARS

In 2013 TCDC will continue with short seminars focusing on pertinent issues that underpin the NGO sector and new fields of Development work. The purpose of these seminars is to open up more engagement with development practitioners to generate more reflection and learning!

The intention is to bring together between 30 – 70 development practitioners for 3 days from across civil society, government, private sector and academia well defined new thematic issues and reflective questions – Through well structured reflective processes, we will try to generate new learning and insight for future use in various areas. All participants will receive an end of seminar learning and reflection report plus a number of resource materials before, during and after the events. You are free to choose participation in one, two or all three seminars depending on interest and availability.

EXTRACTIVE INDUSTRY AND GOVERNANCE

The extractive industry in most developing countries has significantly grown in the last ten (10) years. However, to a large extent communities and citizens remain largely dissatisfied with the benefits that pertain to this sector. The transnational corporations involved and few selected individuals continue to benefit at the expense of entire states. There is less transparency, more fraud and environmental hazards which makes the demand for justice, accountability and transparency imperative.

This seminar will therefore focus on;

- The opaqueness in the extractive industry
- Human rights concerns and violations in extractive sector in developing countries;
- State of governance and human rights in the extractive sector
- Citizen actions to improve governance and promote human rights in the extractive sector.

Target Group

Heads of Program, program managers, social and environmental activists, donor agencies, coordinators and those in charge of projects within NGOs, CBOs, development agencies and other CSO groups working in the area of extractive industries

Extractive Industry & Governance

Course Code	EIG
Duration	3 Days
Schedule	06-08/05
Fee	Full board accommodation
Single room	US\$370
Shared double	US\$265

NGO LEADERSHIP CHALLENGE

One of the challenges that NGOs continue to face is the “founders syndrome” and the absence of an agenda among the current NGO leadership to create space for the next generation of NGO leaders. This poses a big threat to the sector as the context in which most civil society organisations (CSOs) work is gradually becoming more complex and constantly evolving. It is therefore high time to consider modalities and mechanisms to pave way for the new generation of leaders who will lead the sector to the next level. One important aspect of the leadership change is succession to a new crop of NGO leadership to take over the mantle.

The 3 day seminar will focus on the following key topics

- Constraints for NGO leadership change
- Challenges of women leaders in the NGO subsector.
- The need for new visionary NGO leadership
- Paving way for the new leadership; pros and cons

Target group

NGO leaders, CEOs, program managers, donor agencies, coordinators and academicians in the social sector, youth leaders, women leaders in NGOs.

NGO Leadership challenge

Course Code	NLC
Duration	3 Days
Schedule	25-27/11
Fee	Full board accommodation
Single room	US\$370
Shared double	US\$265

CAPACITY BUILDING CHALLENGES FOR SOCIAL CHANGE

Globally and locally several interventions and mechanisms have been devised on how to eradicate poverty and deliver social change. Apart from the increase in development aid capacity building is next sectors that has grown tremendously to empower citizens and states to fight poverty. To date though, there is marked donor fatigue and hence decrease in funding for capacity development. The providers of capacity development continue to range from self styled consultants, makeshift institutions to professional institutions all competing for the same constituencies and resources. There is therefore cause for concern on the effectiveness and future of capacity building.

This seminar will focus on;

- Existing capacity building initiatives for social change
- More capacity building; less results
- Where capacity building institutions have gone wrong
- The future of capacity building; refocusing & re -envisioning

Target group

Heads of capacity building programs, Principals, Training coordinators, program managers, donor agencies, Government planners, individual consultants and other training related organisations.

Capacity Building Challenges for Social Change

Course Code	CBC
Duration	3 Days
Schedule	02-04/09
Fee	Full board accommodation
Single room	US\$370
Shared double	US\$265

CONFERENCE & OTHER FACILITIES AT MS-TCDC

General Facilities

Situated 18 kilometres East of Arusha and a half hour' drive from Kilimanjaro International Airport and nestled on the slopes of Mount Meru, MS-TCDC is set on one of the most beautiful landscapes in East Africa. The centre has maintained the natural environment that provides sanctuary to birds and different rare species of monkeys from an adjacent forest. Not very far from the best remaining game sanctuaries in the world: Ngorongoro Crater and the Serengeti, the centre can be a base to go on a safari or climb the famous Mt.Kilimanjaro before, during or after your programme.

The centre has a wide range of facilities, including:

Accommodation

self-contained single, double, family rooms and suites

Tuition and conference facilities

- well-furnished meeting rooms with modern tuition equipment and audio-visual aids
- secretariat room with photocopier, computer and printer
- a spacious modern library specialising in development resources covering a wide range of books, journals, newspapers, videos etc.

Transport

- regular transport (six days a week to/from Arusha)
- transport to/from Arusha/Kilimanjaro International Airport and in Arusha (drop-off point for shuttle buses from Nairobi) – free of charge for participants in MS-TCDC courses with advance booking

IT

computer workroom with 24 hours free Internet and e-mail and Wireless Internet

Entertainment and leisure

satellite TV; large collection of entertainment videos
extensive sports facilities: volley ball, squash, table tennis,

tennis, modern gym and occasional aerobics instructions
live music, disco and traditional dance can be arranged upon request bar with assorted drinks and pool table
common room for participants to socialise after class room hours

Security

24 hours security service

Conference Facilities

MS-TCDC provides an ideal venue for development organisations from Eastern and Southern Africa to conduct their own conferences, workshops and training. Throughout the year many different courses and workshops run simultaneously. This provides MS-TCDC with a lively international atmosphere that promotes interaction from different parts of the world.

MS-TCDC also offers assistance in organising and coordinating various activities e.g. transport to and from connecting flights and shuttle buses, photocopying and provision of stationery. Also assistance to identify presenters and facilitators and arranging excursion to nearby sites can be done.

MS-TCDC boasts of conference rooms with a sitting capacity of 30 to 90 people; classrooms that take 15-20 people and discussion rooms that have a capacity of 8-10 people. In addition numerous study and recreational facilities are available. With a dining hall that comfortably sits 100 people, our excellent catering service will add to your comfort and make your stay at MS-TCDC not only an effective environment for your reflection and learning but also an enjoyable and memorable experience. The centre's possibility to host such conferences and workshops for external organisations is determined by availability of space. We therefore recommend that bookings be made well in advance.

Check our website www.mstcdc.or.tz for individual, workshop and conference fees or contact the Marketing & Conference Manager at mstcdc@mstcdc.or.tz



Children's Programme/Kindergarten

MS-TCDC offers our participants in all courses, workshops, conferences and seminars the possibility to bring their children during their stay at the centre. Qualified staff takes care of the children in our kindergarten. Located within the MS-TCDC campus it benefits from the general facilities available at the centre. Moreover the programme has at its disposal well-equipped playgrounds as well as modern classroom facilities including books, crafts materials, modern TV/DVD equipment and computers for children connected to Internet. MS-TCDC Children's Programme gives children an exciting time of playing and learning while their parents attend training programmes at the centre.

The children's programme provides a safe and creative atmosphere for children themselves to meet and develop. We offer children a wide range of creative activities, reading, sports and excursions.

The programme takes into account the special needs for the expatriate children who are moving to a country and a

culture substantially different from their own. For the expatriate children, the programme specifically aims:

- To introduce children to different elements of African culture
- To enable children communicate with local people
- To create a friendly and open atmosphere with African children

Prices for children to attend the kindergarten vary with the age and depend also on whether parents attend Development courses, Kiswahili courses or conferences.

The programme runs daily from Monday to Friday between 08:00 hrs to 12:30 hrs and again from 13:45 hrs to 16:30 hrs. Depending on corresponding training for parents we may also operate during weekends. Service outside working hours is negotiable. Children under 2 years are taken care of by our well-experienced nannies and those between 3 and 6 years participate in a kindergarten programme. Children between 7 and 16 years are catered for in a school-like programme.

PRACTICAL INFORMATION



Training Hours
Courses run from Monday to Friday with sessions running from 08:30 hrs to 16:30 hrs. There is a minimum of six contact hours per day with lunch and tea/coffee breaks in-between. We stick to normal class schedules on all Tanzanian public holidays, which occur during the course period. Please note that for all courses and workshops organised by MS-TCDC, participants are expected to arrive on the Sunday before the start of a course and depart on the Saturday following the end of the course.

Registration, Bookings And Cancellations
Please use the enclosed application form or fill in the form on our website www.mstcdc.or.tz. Mail can be slow at

times, use of fax, e-mail or courier service is advisable (our physical address is MS-TCDC, Usa River, 18 km East of Arusha, on the Arusha-Moshi road). After receiving tentative confirmation of reservation, payment should be forwarded according to our guidelines.

When booking for MS-TCDC courses, workshops and conferences please indicate whether you want to be booked in single or shared double room. You can make a booking tentatively, but we will cancel such a reservation if we need the space for a person or organisation ready to confirm the tentative booking through payment.

For MS-TCDC courses, advance payment of 25% of the

total fee is paid for a confirmation of the reservation, this payment is deducted from the total fee. To postpone the course, the advance payment is carried forward to the new booking. For a second postponement, the advance payment is forfeited. We should get notification on postponement not less than four weeks before a course starts. The remaining course fee is paid no later than the first day of the course. The full fee may be paid in advance, if preferred. There will be no refund of the fee for partial participation or meals not taken. For cancellation, we will refund the fee according to the number of weeks in advance of the course.

More than 8 weeks prior to course commencement	100%
Between 4-8 weeks prior to course commencement	50%
Less than 4 weeks prior to	No refund for tuition

Course Commencement and Accommodation
For Seminars, Workshops and Conferences we require a deposit of 25% of the total cost before confirming reservations. For cancellation, we will refund deposit according to the number of weeks prior to date of arrivals.

More than 12 weeks prior to planned arrival	100%
Between 8-12 weeks prior to planned arrival	50%
Less than 8 weeks prior to planned arrival	No refund

If the number of participants turns out to be less than originally booked, we will still charge for accommodation according to the confirmed booking. We cannot guarantee accommodation for a greater number of participants than originally booked. No refunds will be made for meals not taken by individual participants.

PAYMENT
The course fees include: registration, tuition, course materials, full boarding and lodging at MS-TCDC and while on excursions in relation to the course, transport to and from Kilimanjaro International Airport/Arusha airport /at arrivals/departures. Laundry services are charged separately, pocket money, insurance and other allowances are not included.

Payment can be done by cash, cheque/draft to our cashier in the name of MS-TCDC, P.O Box 254, Arusha, Tanzania

Payment can be made in Tanzania shilling or any convertible currency, please note that we shall use the current Bank of Tanzania US dollar mean rates

Please observe that cheques drawn on a dollar account can only be issued in USD.

Bank transfers to our bank in Arusha or in Denmark are welcome. Payment via bank transfer can only be made in US dollars. When requesting your bank to transfer payment to MS-TCDC please quote the course code and name of participant Remember to forward the transfer advice by fax/scan to confirm your booking

Pay all bank transfer charges. MS-TCDC is a non-profit organisation and as such is not able to subsidise bank commissions during transfers. Differences will be settled upon arrival.

Use the following information for transfers to our account in Denmark:

Danske Bank A/S,

S.W.I.F.T address: DABADKKK

IBAN: DK7730004777563270

(Address: Holmens Kanal 2, DK-1090 Copenhagen K,)

Account Number: 4180 4777563270

Account Name: MS-Training Centre for Development Co-operation

Use the following information for transfers to our bank in Arusha:

National Bank of Commerce Ltd

Arusha Branch

P.O.Box 3004

Arusha Tanzania

Dollar Account Number: 014105001051

Account Name: MS-TCDC

Swift Code: NLCBTZTX

Correspondence bank

Bank of America

Swift code: BOFAUS3N

Please insist that your bank uses the above Correspondence banks to avoid unnecessary bank charges

COURSE FEE SCHEDULE 2013

Course Fee Schedule	Tuition: US\$		Boarding and Lodging: US\$		Total costs: US\$
Policy & Advocacy, Peace Building and Conflict Resolution, Project Planning and Management, (2 weeks)	Adult	630 630	Single Shared Double	760 540	1390 1170
	Child 3-16	280		270	550
Monitoring and Evaluation (3 weeks)	Adult	945 945	Single Shared Double	1140 810	2085 1755
	Child 3-16	420		405	825
Accountability and Budgets, Social Accountability, Gender Based Violence, Economic Literacy& Womens Rights, Power and Voice, Empowerment for Social Change, Social Protection and Social Justice, Taxation & Just Economic Dev, Human Rights Based Approaches, Child Rights & Governance, Gender Women Rights & Governance, Managing Organisational Effectiveness, People Management for Civil Society Organisations, Fundraising & Managing Donor Relations, Organisational Leadership, Basic Research Skills for Advocacy, Evaluation Research, Development Communication. (1 week)	Adult	315 315	Single Shared Double	270	695 585
	Child 3-16	140		135	275
Short Seminars: Extractive Industry & Governance, The NGO Leadership challenge, Capacity Building Challenges for social change. (3 days)	Adult		Single Shared Double		370 265
Swahili Beginners/ Intermediate (3 weeks)	Adult	1080 1080	Single Shared Double	1140 810	2220 1890
	Child 3-16	510		405	915
Intensive Swahili Beginners/Advanced (2 weeks)	Adult	720 720	Single Shared Double	760 540	1480 1260
	Child	340		270	610
Transport Mileage Land Cruiser/Bus Driver's fee	Per km Per hr		0.80/1.20 4.00		

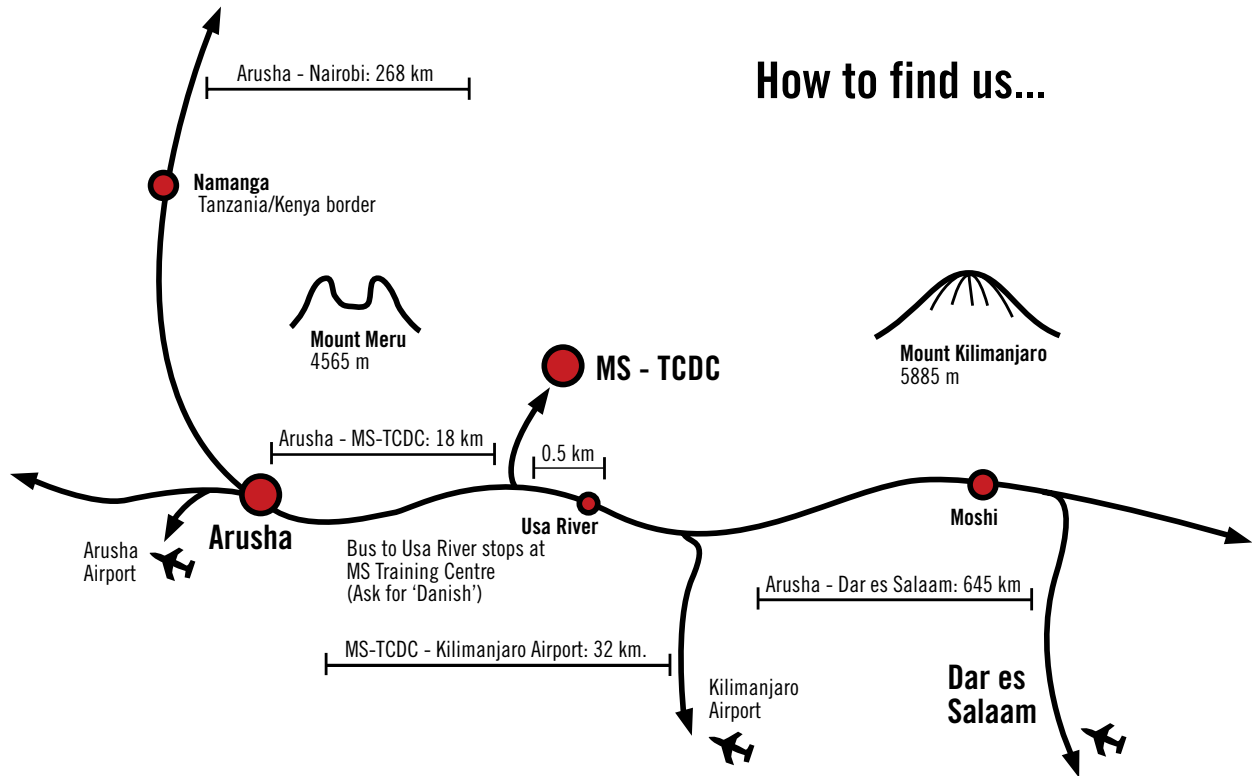
Key: Child=sharing with parents Total Costs=per person

Children 0-2 years old= A) parent(s) in NGO Courses=no tuition fee. B) parent(s) in Swahili course = US\$70/week to attend kindergarten

Children 0-2 years old=free board & lodging

Note: To stay in a suite an extra fee will be added.

How to find us...



MS TCDC

Training Centre for Development Co-operation

P.O. Box 254, Arusha Tanzania

Tel: +255 27 2541044/6/8

or +255 754 651715

Fax: +255 27 254 1042

mstcdc@mstcdc.or.tz

www.mstcdc.or.tz

**End poverty.
Together.**