



Strategia  
Netherlands



# TRAINING WORKSHOPS CALENDER FOR 2024 - 2025

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Strategia Netherlands  
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## TRAINING WORKSHOPS CALENDER FOR 2024 - 2025

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<b>COURSE DATES</b>	<b>DAYS</b>	<b>COURSE TITTLE</b>	<b>PER PERSON</b>
28th - 31st Oct 2024	<b>4</b>	Proposal Writing & Fundraising Workshop	<b>2000 EUR</b>
4th - 7th Nov 2024	<b>4</b>	Grants Management Training Workshop	<b>2000 EUR</b>
25th - 28th Nov 2024	<b>4</b>	Water Sanitation & Hygiene Training Workshop	<b>2000 EUR</b>
2nd - 5th Dec 2024	<b>4</b>	Finance Management for NGOs	<b>2000 EUR</b>
18th - 21st Feb 2025	<b>4</b>	Monitoring and Evaluation Training Workshop	<b>2000 EUR</b>
25th - 28th Mar 2025	<b>4</b>	Proposal Writing & Fundraising Workshop	<b>2000 EUR</b>
22nd - 25th Apr 2025	<b>4</b>	Grants Management Training Workshop	<b>2000 EUR</b>
27th - 30th May 2025	<b>4</b>	Monitoring and Evaluation Training Workshop	<b>2000 EUR</b>
17th - 20th Jun 2025	<b>4</b>	Water Sanitation & Hygiene Training Workshop	<b>2000 EUR</b>
8th - 11th Jul 2025	<b>4</b>	Finance Management for NGOs	<b>2000 EUR</b>
23rd - 26th Sep 2025	<b>4</b>	Monitoring and Evaluation Training Workshop	<b>2000 EUR</b>
28th - 31st Oct 2025	<b>4</b>	Proposal Writing & Fundraising Workshop	<b>2000 EUR</b>
4th - 7th Nov 2025	<b>4</b>	Grants Management Training Workshop	<b>2000 EUR</b>
25th - 28th Nov 2025	<b>4</b>	Water Sanitation & Hygiene Training Workshop	<b>2000 EUR</b>
2nd - 5th Dec 2025	<b>4</b>	Finance Management for NGOs	<b>2000 EUR</b>

# **PROPOSAL WRITING & FUNDRAISING WORKSHOP 28TH - 31ST OCT 2024**

## **VENUE- ROTTERDAM, NETHERLANDS**

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### **COURSE OVERVIEW**

The proposal writing and fundraising activities form the backbone of any development organization. Hence, for sustainable strategies, organizations must enhance their skills and capacity in fundraising and proposal writing by equipping their key members of staff with the emerging and modern trends in Proposal Writing and Fundraising today.

### **COURSE OBJECTIVES**

By the end of the training program, the participants should be able to;

- Identify tips for successful fundraising in Africa
- Design Log Frame
- Identify the key major steps in a proposal
- Design an online fundraising plan for his organization
- Identify at least ten key tips on why proposals are denied funding
- Initiate critical networks with key players in the development sector for purposes of fundraising
- Identify steps for approaching and maintaining effective relationships with donors.

### **TRAINING COURSE CONTENT**

- Project Planning & Design using log frames
- Concepts used in Proposal writing and Fundraising Fundraising
- Proposal writing components. (Proposal writing drills)
- Understanding why some proposals do not get funded
- Online Fund Raising
- Developing a Fund Raising Strategy for your Organization
- Mastering the fundraising environment

### **TRAINING FEE EUR 2000 PER PERSON**

How to Register for the Proposal Writing and Fundraising Workshop

Kindly send us an email to :

Email: [workshops@strategianetherlands.nl](mailto:workshops@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# GRANTS MANAGEMENT TRAINING WORKSHOP 4TH - 7TH NOV 2024 ROTTERDAM, NETHERLANDS

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## COURSE OVERVIEW

The job of Grants Management involves a difficult balancing act; ensuring that project staffs have the attitude to accomplish something meaningful and at the same time, every obligation of the funding source is met. Depending on the operating style of your organization, the complexity of the project and the nature of the funding source, effective Grants Management depend on certain core principles. These Principles are valuable in helping to build trust with your donors and making the management process in your organization more orderly. The purpose of this course is to build the confidence and skills of those responsible for managing institutional donor grants and to meet donors financial terms & conditions when implementing programs. Effective grant management by project implementers can contribute to more funding for the organization.

## TRAINING OBJECTIVES

At the end of the course, participants will be able to:

- a) Identify and understand the critical terms and conditions of grant aid for donor-funded projects,
- b) Ensure compliance with donor terms and conditions,
- c) Providing supporting documents, correct procurement of goods and services and meeting financial reporting requirements,
- d) Managing multiple-funded programmes,
- e) Prepare a donor financial report to match with a project narrative report,
- f) Describe the phases in the Grant Management cycle clarify key responsibilities and routines needed for successful Grant Management,
- g) Identify the requirements for closing off a donor grant,
- h) Manage the relationship with donors, head office and implementing partners with greater confidence,
- i) Appreciate that finance and programme staff must work closely for Successful Grant Management.

## THE FOLLOWING TOPICS WILL BE COVERED:

Overview of Grants Management Cycle: Developing proposal, Budgeting  
Types of costs, Grant Award Contract, Types & contents, Group  
Exercise, Award Review, Fundraising Tips, Implementation, Compliance,  
Eligible and ineligible costs, Cost Share/ Matching costs, Procurement  
Procedures, Grant Tracking Tools, : Costs eligibility, administration,  
Programme evaluation, Amendment time, costs, activities, partner,  
Grant Reporting, Financial Documentation and Reporting, Exercise:  
Documentation, Internal Controls; Audit, Narrative Reporting,  
Partnerships & consortia management, Donor Compliance, Personnel &  
Staff Issues (ethics) : Contracts, Time sheets, Travel & Per diem:  
Itinerary, assigning, Assets & Inventory Management, Co-Financing &  
Multi- Donor Funding, Indirect Costs & Contingencies, Close Out Procedures  
& the Final Tranche.

## TRAINING FEE EUR 2000 PER PERSON

How to Register for the Grants Management Workshop

Kindly send us an email to :

Email: [workshops@strategianetherlands.nl](mailto:workshops@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# **WATER SANITATION & HYGIENE TRAINING WORKSHOP 25TH - 28TH NOV 2025**

## **DATES: 25TH TO 28TH NOVEMBER 2025**

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### **COURSE OVERVIEW**

It is estimated that over 1.2 billion people globally lack access to safe clean drinking water and a further 2.6 billion people lack access to adequate and comfortable sanitation. WHO (2005), estimates that 1.6 million die yearly from diarrhea and cholera which have been attributed to inaccessibility to clean drinking water as well as basic sanitation services. 90 of the figure is from children who are below five years and the trend is rampant in developing countries. Water, Sanitation and Hygiene (WASH) are some of the basic needs for human health to lead a normal life. WASH is a practical way of leading people from poverty since every person will be productive and money used to treat the diseases associated with dwindling levels of sanitation and clean water can be used in developing the economy. After decades of investments, an estimated of the world's population especially those in third world countries remain with unreliable and unsafe water. Access to safe water is essential for the health, security, livelihood and quality of life and is especially critical to women and girls as they are the most affected and at the same time they are the ones to be burdened with the issues of collecting water. Access to safe human waste disposal methods is crucial for the health and well-being of a community. Lack of the same leads to higher costs of living to the community through pollution of rivers, ground water and higher incidence of air and water borne diseases.

### **COURSE OBJECTIVES**

By the end of the course, the learner should have garnered knowledge and skills on;

- The links between water, sanitation and
- The nature of, and the threats posed by, environmental diseases
- Effective hygiene promotion in a crisis context
- The complexity of delivering safe water and sanitation in an emergency
- The standard equipment used in the field for emergency WASH response.

### **COURSE OUTLINE:**

The course modules include the following

- Introduction to Cleanliness
- Hygiene Concepts
- Sanitation Education
- Public Health
- Solid and Liquid Waste Management
- Water Quality Monitoring and Surveillance
- Water and Sanitation related Diseases
- Hydrology and Geology
- Ecological and Environmental Protection
- Project Work and research

### **COURSE FEE EUR 2000 PER PERSON**

How to Register for the WASH Workshop:

Kindly send us an email to :

Email: [workshos@strategianetherlands.nl](mailto:workshos@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# FINANCE MANAGEMENT FOR NGOS TRAINING WORKSHOP - 2ND TO 5TH DECEMBER 2024. VENUE- ROTTERDAM NETHERLANDS

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## COURSE OVERVIEW

Workshop objective: This Training is designed for non-financial project managers, NGO staff involved in programme planning, implementation and support. It will give the skills needed to set up strong financial systems and procedures, create project budgets, keep basic accounts, prepare and read financial reports.

## TARGETED PARTICIPANTS

Programme officers and managers who want to improve their skills in financial planning, control and reporting and government officers working in development projects.

At the end of the training participants will be able to:

- Build project, donor and consolidated budgets using the activity-based budgeting technique
- Prepare and use a simple cash flow forecast and financial monitoring reports
- Prepare and reconcile an analyzed cashbook
- Analyze financial statements and budget monitoring reports to assess performance
- Assess strengths and weaknesses in your NGO's internal control systems
- Describe the four building blocks and the seven principles of financial management and the role they play in achieving good practice in financial management
- Describe the financial management roles and responsibilities of board members, managers, finance and programme staff
- Explain the importance of budgets in planning, control and decision-making
- Explain the key components and language of a cash accounting system
- Explain the link between budgets, accounting records and financial reports
- Recognize that financial management is for everyone
- Appreciate the central role of financial management in achieving an NGO's objectives
- Appreciate the importance of accountability and transparency in an NGO

## COURSE OUTLINE

### 1. INTRODUCTION TO FINANCIAL MANAGEMENT

- Key principles and concepts of financial management
- Importance of Financial Management for NGOs
- Structure and governance of NGOs
- Good practice systems: the building blocks of financial management
- Finance Health Check
- System-design techniques

### 2. FINANCIAL PLANNING

- Introduction to Financial Planning
- The Financial planning processes
- Cost structures
- Functions and types of budgets
- Practical approaches to building good budgets
- Cash flow forecasting
- Consolidated budgets and budgeting for core costs

### 3. ACCOUNTING RECORDS

- Introduction to Accounting Records
- Record Keeping
- The accounting process: cash or accruals
- Practical accounting: completing the cashbook
- Bank reconciliation
- Procurement - steps, people and paperwork

### 4. FINANCIAL MONITORING

- Financial information - who needs what, when and why?
- Using financial statements
- Using budget monitoring reports
- Overview of donor reporting

### 5. INTERNAL CONTROL SYSTEMS

- How to minimize theft and fraud
- The role of audit
- Internal control policies and procedures development
- Summary of key messages
- Evaluation

## COURSE FEE EUR 2000 PER PERSON

The Training will be conducted in English

How to Register for the Finance Management for NGOs Workshop:

Kindly send us an email to:

- Email: [workshops@strategianetherlands.nl](mailto:workshops@strategianetherlands.nl)
- Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# MONITORING AND EVALUATION TRAINING WORKSHOP 18TH - 21ST FEB 2025

## VENUE- ROTTERDAM, NETHERLANDS

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### COURSE OVERVIEW

To increase your project monitoring and evaluation skills for effective and successful project implementation and tracking for results while expanding your career opportunities.

This onsite course is a comprehensive review of Monitoring and Evaluation as an important ingredient for effective project implementation. The monitoring and evaluation course will introduce learners to tools and techniques to measure and report project/programme results to your stakeholders, including donors, funders, supervisors or the public. At the end of the course, participants will become familiar with the components of an effective monitoring and evaluation plan, and methods and tools to conduct data collection, statistical analysis and reporting. The course will enable you to prepare the ground for undertaking monitoring and evaluation and analyzing the results. Results Based Monitoring and Evaluation will also help participants understand the key components for effective M&E in order to improve management performance and evidence based decision-making.

### WHO SHOULD PARTICIPATE?

Professionals such as Monitoring and Evaluation Officers, Program Officers, Project managers and other professionals who are involved in the monitoring and evaluation processes will benefit from this course.

### COURSE OUTLINE:

- Introduction – Introduction to monitoring and evaluation terms and concepts
- Difference between monitoring and evaluation.
- The need for monitoring and evaluation in development projects
- Monitoring in all process of the project cycle
- Types of indicators and Identifying outcome indicators for your project
- Monitoring and Evaluation Framework
- Types of Frameworks
- Role of in Monitoring and Evaluation planning
- Introduction to Monitoring and Evaluation Plan
- Describe the functions of an M&E plan
- Describe the main elements of an M&E plan
- Define standards for an M&E plan
- Implementation modalities
- Data Collection, Capture, and Data Quality Checks
- Identify types of data collection tools, Identify type of tools at each M&E level.
- Define data capture Identify key steps in data capture.
- Define data quality Quantitative methods, Qualitative methods Data
- Analysis, Interpretation and Reporting.
- Role of data analysis in monitoring and evaluation.
- Types of data analysis, Interpretation of data, deciding which reporting methods to use.
- Writing an effective M/E report, Communication of M&E findings for action and accountability

### COURSE FEE EUR 2000 PER PERSON

How to Register for the Monitoring and Evaluation Workshop:

Kindly send us an email to :

Email: [workshos@strategianetherlands.nl](mailto:workshos@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# **PROPOSAL WRITING & FUNDRAISING WORKSHOP 25TH - 28TH MARCH 2025**

## **VENUE- ROTTERDAM, NETHERLANDS**

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### **COURSE OVERVIEW**

The proposal writing and fundraising activities form the backbone of any development organization. Hence, for sustainable strategies, organizations must enhance their skills and capacity in fundraising and proposal writing by equipping their key members of staff with the emerging and modern trends in Proposal Writing and Fundraising today.

### **COURSE OBJECTIVES**

By the end of the training program, the participants should be able to;

- Identify tips for successful fundraising in Africa
- Design Log Frame
- Identify the key major steps in a proposal
- Design an online fundraising plan for his organization
- Identify at least ten key tips on why proposals are denied funding
- Initiate critical networks with key players in the development sector for purposes of fundraising
- Identify steps for approaching and maintaining effective relationships with donors.

### **TRAINING COURSE CONTENT**

- Project Planning & Design using log frames
- Concepts used in Proposal writing and Fundraising Fundraising
- Proposal writing components. (Proposal writing drills)
- Understanding why some proposals do not get funded
- Online Fund Raising
- Developing a Fund Raising Strategy for your Organization
- Mastering the fundraising environment

### **TRAINING FEE EUR 2000 PER PERSON**

How to Register for the Proposal Writing and Fundraising Workshop

Kindly send us an email to :

Email: [workshops@strategianetherlands.nl](mailto:workshops@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)



# GRANTS MANAGEMENT TRAINING WORKSHOP 22ND - 25TH APRIL 2025 ROTTERDAM, NETHERLANDS

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## COURSE OVERVIEW

The job of Grants Management involves a difficult balancing act; ensuring that project staffs have the attitude to accomplish something meaningful and at the same time, every obligation of the funding source is met. Depending on the operating style of your organization, the complexity of the project and the nature of the funding source, effective Grants Management depend on certain core principles. These Principles are valuable in helping to build trust with your donors and making the management process in your organization more orderly. The purpose of this course is to build the confidence and skills of those responsible for managing institutional donor grants and to meet donors financial terms & conditions when implementing programs. Effective grant management by project implementers can contribute to more funding for the organization.

## TRAINING OBJECTIVES

At the end of the course, participants will be able to:

- a) Identify and understand the critical terms and conditions of grant aid for donor-funded projects,
- b) Ensure compliance with donor terms and conditions,
- c) Providing supporting documents, correct procurement of goods and services and meeting financial reporting requirements,
- d) Managing multiple-funded programmes,
- e) Prepare a donor financial report to match with a project narrative report,
- f) Describe the phases in the Grant Management cycle clarify key responsibilities and routines needed for successful Grant Management,
- g) Identify the requirements for closing off a donor grant,
- h) Manage the relationship with donors, head office and implementing partners with greater confidence,
- i) Appreciate that finance and programme staff must work closely for Successful Grant Management.

## THE FOLLOWING TOPICS WILL BE COVERED:

Overview of Grants Management Cycle: Developing proposal, Budgeting  
Types of costs, Grant Award Contract, Types & contents, Group  
Exercise, Award Review, Fundraising Tips, Implementation, Compliance,  
Eligible and ineligible costs, Cost Share/ Matching costs, Procurement  
Procedures, Grant Tracking Tools, : Costs eligibility, administration,  
Programme evaluation, Amendment time, costs, activities, partner,  
Grant Reporting, Financial Documentation and Reporting, Exercise:  
Documentation, Internal Controls; Audit, Narrative Reporting,  
Partnerships & consortia management, Donor Compliance, Personnel &  
Staff Issues (ethics) : Contracts, Time sheets, Travel & Per diem:  
Itinerary, assigning, Assets & Inventory Management, Co-Financing &  
Multi- Donor Funding, Indirect Costs & Contingencies, Close Out Procedures  
& the Final Tranche.

## TRAINING FEE EUR 2000 PER PERSON

How to Register for the Grants Management Workshop

Kindly send us an email to :

Email: [workshops@strategianetherlands.nl](mailto:workshops@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL) TRAINING WORKSHOP FROM 27TH TO 30TH MAY 2025. VENUE- ROTTERDAM, NETHERLANDS

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## COURSE OVERVIEW

Monitoring, Evaluation, Accountability, and Learning (MEAL) are essential components of day-to-day programme management and are critical to the success of any programme. The quality of MEAL is very crucial across all projects. An effective MEAL system will help in: tracking progress, discover unplanned effects of programmes, and judge the impact that we have made on the lives of those with whom we are working.

### WORKSHOP OBJECTIVE:

To introduce participants to MEAL concepts and practices. It is intended to stimulate thinking on how to design and implement monitoring and evaluation processes that strengthen accountability and learning, which will promote project, programme and strategy effectiveness.

## OTHER TRAINING OBJECTIVES

By the end of the training the participants will be able to;

- Understand the basic principles underlying MEAL
- Be able to design and implement MEAL strategies, systems, and frameworks
- Develop and support the use of MEAL tools and practices in program development
- Support the development of MEAL work pieces such as program baselines, mid-term reviews and end lines
- Be equipped with an understanding of the major tools and best practices involved in MEAL
- Be provided with effective rules of thumb and a framework to approach methodological issues in MEAL
- Effectively collect data, ensure data quality management and analysis
- Understand project reporting by using MEAL

## TARGETED PARTICIPANTS

This is meant for programme staff in NGO's, Monitoring and Evaluation Officers, Project Managers, government officers, Policy makers and other involved in development projects.

## COURSE CONTENT

1. Introduction to Monitoring & Evaluation Terms and Concepts- Importance of M&E in development projects, Purposes and uses of M&E and Barriers to effective M&E
2. Monitoring, Evaluation, Accountability and Learning (MEAL) overview -Introduction to MEAL Components, Purposes and functions of MEAL, MEAL approach and Challenges to MEAL
3. Frameworks and MEAL Cycle – Types of Frameworks and approaches informing MEAL, MEAL cycles, Key elements of a MEAL plan, Defining indicators and types of Indicators.  
Designing, implementation and management of a MEAL framework
4. MEAL Planning and Budgeting -Planning and budgeting of MEAL, Monitoring and Evaluation Planning tools, identifying project goals, indicators and targets, Data collection methods and data sources for prioritized indicators in the MEAL plan, Data analysis, and management strategy, Reporting and disseminating data strategies.  
MEAL Budgeting -Components of the Budget and MEAL Planning
5. Accountability and Learning Terms and Concepts- Aspects and importance of accountability, Information sharing, Participation and Handling Complaints and Incorporating Accountability and Learning in Projects
6. Baseline and evaluation design and management -The purpose and use of baselines and evaluations and real-time reviews, Importance of baseline for monitoring and evaluation and Steps in planning and undertaking baselines and evaluations
7. Survey Planning and Implementation -Types of surveys, survey process and design, Survey planning and sampling, Conducting the survey, Data collection techniques and tools, Data Collection, Capture, and Data Quality Checks Pretesting research tools for Validity and Reliability
8. Data Quality Management, Tabulation and graphical presentation of data (SPSS/Stata/R)  
Data quality Management, Types of Variables, Data Types, Defining, labeling and sorting variables  
Tabulation and graphical presentation of data
10. Data analysis and interpretation (SPSS/Stata) -Hypothesis testing, Regression and Correlation analysis, Role of Data Analysis in MEAL
11. Project reporting through MEAL- Writing an effective MEAL report, Communication of M&E findings for action and accountability, Communication activities to partners and stakeholders

## TRAINING FEE: EUR 2000 PER PERSON

The Training will be conducted in English

How to Register for the Monitoring, Evaluation Accountability and Learning Workshop:

Kindly send us an email to:

Email: [workshops@strategianetherlands.nl](mailto:workshops@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# **WATER SANITATION & HYGIENE TRAINING WORKSHOP**

## **DATES: 17TH TO 20TH JUNE 2025**

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### **COURSE OVERVIEW**

It is estimated that over 1.2 billion people globally lack access to safe clean drinking water and a further 2.6 billion people lack access to adequate and comfortable sanitation. WHO (2005), estimates that 1.6 million die yearly from diarrhea and cholera which have been attributed to inaccessibility to clean drinking water as well as basic sanitation services. 90 of the figure is from children who are below five years and the trend is rampant in developing countries. Water, Sanitation and Hygiene (WASH) are some of the basic needs for human health to lead a normal life. WASH is a practical way of leading people from poverty since every person will be productive and money used to treat the diseases associated with dwindling levels of sanitation and clean water can be used in developing the economy. After decades of investments, an estimated of the words population especially those in third world countries remain with unreliable and unsafe water. Access to safe water is essential for the health, security, livelihood and quality of life and is especially critical to women and girls as they are the most affected and at the same time they are the ones to be burdened with the issues of collecting water. Access to safe human waste disposal methods is crucial for the health and well-being of a community. Lack of the same leads to higher costs of living to the community through pollution of rivers, ground water and higher incidence of air and water borne diseases.

### **COURSE OBJECTIVES**

By the end of the course, the learner should have garnered knowledge and skills on;

- The links between water, sanitation and
- The nature of, and the threats posed by, environmental diseases
- Effective hygiene promotion in a crisis context
- The complexity of delivering safe water and sanitation in an emergency
- The standard equipment used in the field for emergency WASH response.

### **COURSE OUTLINE:**

The course modules include the following

- Introduction to Cleanliness
- Hygiene Concepts
- Sanitation Education
- Public Health
- Solid and Liquid Waste Management
- Water Quality Monitoring and Surveillance
- Water and Sanitation related Diseases
- Hydrology and Geology
- Ecological and Environmental Protection
- Project Work and research

### **COURSE FEE EUR 2000 PER PERSON**

How to Register for the WASH Workshop:

Kindly send us an email to :

Email: [workshos@strategianetherlands.nl](mailto:workshos@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# FINANCE MANAGEMENT FOR NGOS

## 8TH TO 11TH JULY 2025. VENUE- ROTTERDAM NETHERLANDS

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### WORKSHOP OBJECTIVE:

This Training is designed for non-financial project managers, NGO staff involved in programme planning, implementation and support. It will give the skills needed to set up strong financial systems and procedures, create project budgets, keep basic accounts, prepare and read financial reports.

### TARGETED PARTICIPANTS

Programme officers and managers who want to improve their skills in financial planning, control and reporting and government officers working in development projects.

At the end of the training participants will be able to:

- Build project, donor and consolidated budgets using the activity-based budgeting technique
- Prepare and use a simple cash flow forecast and financial monitoring reports
- Prepare and reconcile an analyzed cashbook
- Analyze financial statements and budget monitoring reports to assess performance
- Assess strengths and weaknesses in your NGO's internal control systems
- Describe the four building blocks and the seven principles of financial management and the role they play in achieving good practice in financial management
- Describe the financial management roles and responsibilities of board members, managers, finance and programme staff
- Explain the importance of budgets in planning, control and decision-making
- Explain the key components and language of a cash accounting system
- Explain the link between budgets, accounting records and financial reports
- Recognize that financial management is for everyone
- Appreciate the central role of financial management in achieving an NGO's objectives
- Appreciate the importance of accountability and transparency in an NGO

### COURSE OUTLINE

#### 1. INTRODUCTION TO FINANCIAL MANAGEMENT

- Key principles and concepts of financial management
- Importance of Financial Management for NGOs
- Structure and governance of NGOs
- Good practice systems: the building blocks of financial management
- Finance Health Check
- System-design techniques

#### 2. FINANCIAL PLANNING

- Introduction to Financial Planning
- The Financial planning processes
- Cost structures
- Functions and types of budgets
- Practical approaches to building good budgets
- Cash flow forecasting
- Consolidated budgets and budgeting for core costs

#### 3. ACCOUNTING RECORDS

- Introduction to Accounting Records
- Record Keeping
- The accounting process: cash or accruals
- Practical accounting: completing the cashbook
- Bank reconciliation
- Procurement - steps, people and paperwork

#### 4. FINANCIAL MONITORING

- Financial information - who needs what, when and why?
- Using financial statements
- Using budget monitoring reports
- Overview of donor reporting

#### 5. INTERNAL CONTROL SYSTEMS

- How to minimize theft and fraud
- The role of audit
- Internal control policies and procedures development
- Summary of key messages
- Evaluation

### COURSE FEE EUR 2000 PER PERSON

The Training will be conducted in English

How to Register for the Finance Management for NGOs Workshop:

Kindly send us an email to:

- Email: [workshops@strategianetherlands.nl](mailto:workshops@strategianetherlands.nl)
- Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# **MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL) TRAINING WORKSHOP FROM 23RD TO 26TH SEPTEMBER 2025.**

## **VENUE- ROTTERDAM, NETHERLANDS**

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### **COURSE OVERVIEW**

Monitoring, Evaluation, Accountability, and Learning (MEAL) are essential components of day-to-day programme management and are critical to the success of any programme. The quality of MEAL is very crucial across all projects. An effective MEAL system will help in: tracking progress, discover unplanned effects of programmes, and judge the impact that we have made on the lives of those with whom we are working.

### **WORKSHOP OBJECTIVE:**

To introduce participants to MEAL concepts and practices. It is intended to stimulate thinking on how to design and implement monitoring and evaluation processes that strengthen accountability and learning, which will promote project, programme and strategy effectiveness.

### **OTHER TRAINING OBJECTIVES.**

By the end of the training the participants will be able to;

- Understand the basic principles underlying MEAL
- Be able to design and implement MEAL strategies, systems, and frameworks
- Develop and support the use of MEAL tools and practices in program development
- Support the development of MEAL work pieces such as program baselines, mid-term reviews and end lines
- Be equipped with an understanding of the major tools and best practices involved in MEAL
- Be provided with effective rules of thumb and a framework to approach methodological issues in MEAL
- Effectively collect data, ensure data quality management and analysis
- Understand project reporting by using MEAL

### **TARGETED PARTICIPANTS**

This is meant for programme staff in NGO's, Monitoring and Evaluation Officers, Project Managers, government officers, Policy makers and other involved in development projects.

### **COURSE CONTENT**

1. Introduction to Monitoring & Evaluation Terms and Concepts- Importance of M&E in development projects, Purposes and uses of M&E and Barriers to effective M&E
2. Monitoring, Evaluation, Accountability and Learning (MEAL) overview -Introduction to MEAL Components, Purposes and functions of MEAL, MEAL approach and Challenges to MEAL
3. Frameworks and MEAL Cycle – Types of Frameworks and approaches informing MEAL, MEAL cycles, Key elements of a MEAL plan, Defining indicators and types of Indicators.  
Designing, implementation and management of a MEAL framework
4. MEAL Planning and Budgeting -Planning and budgeting of MEAL, Monitoring and Evaluation Planning tools, identifying project goals, indicators and targets, Data collection methods and data sources for prioritized indicators in the MEAL plan, Data analysis, and management strategy, Reporting and disseminating data strategies.  
MEAL Budgeting -Components of the Budget and MEAL Planning
5. Accountability and Learning Terms and Concepts- Aspects and importance of accountability, Information sharing, Participation and Handling Complaints and Incorporating Accountability and Learning in Projects
6. Baseline and evaluation design and management –The purpose and use of baselines and evaluations and real-time reviews, Importance of baseline for monitoring and evaluation and Steps in planning and undertaking baselines and evaluations
7. Survey Planning and Implementation –Types of surveys, survey process and design, Survey planning and sampling, Conducting the survey, Data collection techniques and tools, Data Collection, Capture, and Data Quality Checks Pretesting research tools for Validity and Reliability
8. Data Quality Management, Tabulation and graphical presentation of data (SPSS/Stata/R)  
Data quality Management, Types of Variables, Data Types, Defining, labeling and sorting variables  
Tabulation and graphical presentation of data
10. Data analysis and interpretation (SPSS/Stata) -Hypothesis testing, Regression and Correlation analysis, Role of Data Analysis in MEAL
11. Project reporting through MEAL- Writing an effective MEAL report, Communication of M&E findings for action and accountability, Communication activities to partners and stakeholders

### **TRAINING FEE: EUR 2000 PER PERSON**

The Training will be conducted in English

How to Register for the Monitoring, Evaluation Accountability and Learning Workshop:

Kindly send us an email to:

Email: [workshops@strategianetherlands.nl](mailto:workshops@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# **PROPOSAL WRITING & FUNDRAISING WORKSHOP 28TH - 31ST OCT 2025**

## **VENUE- ROTTERDAM, NETHERLANDS**

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### **COURSE OVERVIEW**

The proposal writing and fundraising activities form the backbone of any development organization. Hence, for sustainable strategies, organizations must enhance their skills and capacity in fundraising and proposal writing by equipping their key members of staff with the emerging and modern trends in Proposal Writing and Fundraising today.

### **COURSE OBJECTIVES**

By the end of the training program, the participants should be able to;

- Identify tips for successful fundraising in Africa
- Design Log Frame
- Identify the key major steps in a proposal
- Design an online fundraising plan for his organization
- Identify at least ten key tips on why proposals are denied funding
- Initiate critical networks with key players in the development sector for purposes of fundraising
- Identify steps for approaching and maintaining effective relationships with donors.

### **TRAINING COURSE CONTENT**

- Project Planning & Design using log frames
- Concepts used in Proposal writing and Fundraising Fundraising
- Proposal writing components. (Proposal writing drills)
- Understanding why some proposals do not get funded
- Online Fund Raising
- Developing a Fund Raising Strategy for your Organization
- Mastering the fundraising environment

### **TRAINING FEE EUR 2000 PER PERSON**

How to Register for the Proposal Writing and Fundraising Workshop

Kindly send us an email to :

Email: [workshops@strategianetherlands.nl](mailto:workshops@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# GRANTS MANAGEMENT TRAINING WORKSHOP 4TH - 7TH NOV 2025 ROTTERDAM, NETHERLANDS

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## COURSE OVERVIEW

The job of Grants Management involves a difficult balancing act; ensuring that project staffs have the attitude to accomplish something meaningful and at the same time, every obligation of the funding source is met. Depending on the operating style of your organization, the complexity of the project and the nature of the funding source, effective Grants Management depend on certain core principles. These Principles are valuable in helping to build trust with your donors and making the management process in your organization more orderly. The purpose of this course is to build the confidence and skills of those responsible for managing institutional donor grants and to meet donors financial terms & conditions when implementing programs. Effective grant management by project implementers can contribute to more funding for the organization.

## TRAINING OBJECTIVES

At the end of the course, participants will be able to:

- a) Identify and understand the critical terms and conditions of grant aid for donor-funded projects,
- b) Ensure compliance with donor terms and conditions,
- c) Providing supporting documents, correct procurement of goods and services and meeting financial reporting requirements,
- d) Managing multiple-funded programmes,
- e) Prepare a donor financial report to match with a project narrative report,
- f) Describe the phases in the Grant Management cycle clarify key responsibilities and routines needed for successful Grant Management,
- g) Identify the requirements for closing off a donor grant,
- h) Manage the relationship with donors, head office and implementing partners with greater confidence,
- i) Appreciate that finance and programme staff must work closely for Successful Grant Management.

## THE FOLLOWING TOPICS WILL BE COVERED:

Overview of Grants Management Cycle: Developing proposal, Budgeting  
Types of costs, Grant Award Contract, Types & contents, Group  
Exercise, Award Review, Fundraising Tips, Implementation, Compliance,  
Eligible and ineligible costs, Cost Share/ Matching costs, Procurement  
Procedures, Grant Tracking Tools, : Costs eligibility, administration,  
Programme evaluation, Amendment time, costs, activities, partner,  
Grant Reporting, Financial Documentation and Reporting, Exercise:  
Documentation, Internal Controls; Audit, Narrative Reporting,  
Partnerships & consortia management, Donor Compliance, Personnel &  
Staff Issues (ethics) : Contracts, Time sheets, Travel & Per diem:  
Itinerary, assigning, Assets & Inventory Management, Co-Financing &  
Multi- Donor Funding, Indirect Costs & Contingencies, Close Out Procedures  
& the Final Tranche.

## TRAINING FEE EUR 2000 PER PERSON

How to Register for the Grants Management Workshop

Kindly send us an email to :

Email: [workshops@strategianetherlands.nl](mailto:workshops@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)

# **WATER SANITATION & HYGIENE TRAINING WORKSHOP 25TH - 28TH NOV 2025**

## **DATES: 25TH TO 28TH NOVEMBER 2025**

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### **COURSE OVERVIEW**

It is estimated that over 1.2 billion people globally lack access to safe clean drinking water and a further 2.6 billion people lack access to adequate and comfortable sanitation. WHO (2005), estimates that 1.6 million die yearly from diarrhea and cholera which have been attributed to inaccessibility to clean drinking water as well as basic sanitation services. 90 of the figure is from children who are below five years and the trend is rampant in developing countries. Water, Sanitation and Hygiene (WASH) are some of the basic needs for human health to lead a normal life. WASH is a practical way of leading people from poverty since every person will be productive and money used to treat the diseases associated with dwindling levels of sanitation and clean water can be used in developing the economy. After decades of investments, an estimated of the words population especially those in third world countries remain with unreliable and unsafe water. Access to safe water is essential for the health, security, livelihood and quality of life and is especially critical to women and girls as they are the most affected and at the same time they are the ones to be burdened with the issues of collecting water. Access to safe human waste disposal methods is crucial for the health and well-being of a community. Lack of the same leads to higher costs of living to the community through pollution of rivers, ground water and higher incidence of air and water borne diseases.

### **COURSE OBJECTIVES**

By the end of the course, the learner should have garnered knowledge and skills on;

- The links between water, sanitation and
- The nature of, and the threats posed by, environmental diseases
- Effective hygiene promotion in a crisis context
- The complexity of delivering safe water and sanitation in an emergency
- The standard equipment used in the field for emergency WASH response.

### **COURSE OUTLINE:**

The course modules include the following

- Introduction to Cleanliness
- Hygiene Concepts
- Sanitation Education
- Public Health
- Solid and Liquid Waste Management
- Water Quality Monitoring and Surveillance
- Water and Sanitation related Diseases
- Hydrology and Geology
- Ecological and Environmental Protection
- Project Work and research

### **COURSE FEE EUR 2000 PER PERSON**

How to Register for the WASH Workshop:

Kindly send us an email to :

Email: [workshos@strategianetherlands.nl](mailto:workshos@strategianetherlands.nl)

Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)



# FINANCE MANAGEMENT FOR NGOS TRAINING WORKSHOP - 2ND TO 5TH DECEMBER 2025. VENUE- ROTTERDAM NETHERLANDS

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## COURSE OVERVIEW

Workshop objective: This Training is designed for non-financial project managers, NGO staff involved in programme planning, implementation and support. It will give the skills needed to set up strong financial systems and procedures, create project budgets, keep basic accounts, prepare and read financial reports.

## TARGETED PARTICIPANTS

Programme officers and managers who want to improve their skills in financial planning, control and reporting and government officers working in development projects.

At the end of the training participants will be able to:

- Build project, donor and consolidated budgets using the activity-based budgeting technique
- Prepare and use a simple cash flow forecast and financial monitoring reports
- Prepare and reconcile an analyzed cashbook
- Analyze financial statements and budget monitoring reports to assess performance
- Assess strengths and weaknesses in your NGO's internal control systems
- Describe the four building blocks and the seven principles of financial management and the role they play in achieving good practice in financial management
- Describe the financial management roles and responsibilities of board members, managers, finance and programme staff
- Explain the importance of budgets in planning, control and decision-making
- Explain the key components and language of a cash accounting system
- Explain the link between budgets, accounting records and financial reports
- Recognize that financial management is for everyone
- Appreciate the central role of financial management in achieving an NGO's objectives
- Appreciate the importance of accountability and transparency in an NGO

## COURSE OUTLINE

### 1. INTRODUCTION TO FINANCIAL MANAGEMENT

- Key principles and concepts of financial management
- Importance of Financial Management for NGOs
- Structure and governance of NGOs
- Good practice systems: the building blocks of financial management
- Finance Health Check
- System-design techniques

### 2. FINANCIAL PLANNING

- Introduction to Financial Planning
- The Financial planning processes
- Cost structures
- Functions and types of budgets
- Practical approaches to building good budgets
- Cash flow forecasting
- Consolidated budgets and budgeting for core costs

### 3. ACCOUNTING RECORDS

- Introduction to Accounting Records
- Record Keeping
- The accounting process: cash or accruals
- Practical accounting: completing the cashbook
- Bank reconciliation
- Procurement - steps, people and paperwork

### 4. FINANCIAL MONITORING

- Financial information - who needs what, when and why?
- Using financial statements
- Using budget monitoring reports
- Overview of donor reporting

### 5. INTERNAL CONTROL SYSTEMS

- How to minimize theft and fraud
- The role of audit
- Internal control policies and procedures development
- Summary of key messages
- Evaluation

## COURSE FEE EUR 2000 PER PERSON

The Training will be conducted in English

How to Register for the Finance Management for NGOs Workshop:

Kindly send us an email to:

- Email: [workshops@strategianetherlands.nl](mailto:workshops@strategianetherlands.nl)
- Website: [www.strategianetherlands.nl](http://www.strategianetherlands.nl)