



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE



INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)

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SHORT COURSE TRAINING INVITATION

COURSE TITLE	Training on Monitoring and Evaluation (M&E) (Six Days Training 11th to 16th March, 2024)
TARGETED PARTICIPANTS/STAFF	Leaders and Staff as described in the attached Training Schedule
VENUE/LOCATION	ARUSHA
DURATION AND DATES	11th to 16th March, 2024 As described in the attached Training Schedule
OBJECTIVES EXPECTED TRAINING / LEARNING OUTCOMES	The general objective for each of the respective trainings is to equip participants with relevant, current and practical skills on the respective training areas.
COURSE FEE AND MODALITY OF PAYMENTS	The training fee per participant, per each training, is TZS 1,000,000 as indicated in Training Schedule. The fee shall be paid prior to commencement of training through NMB Bank Account- Account Number 50501100008, Account Name "INSTITUTE OF RURAL DEVELOPMENT PLANNING- SHORT COURSE." The training fee caters for cost related to training including, Conference charges, Institutional fee, training facilitation and preparation of training materials. Travel expenses, per diem and other costs related to participant(s) should be paid directly to participant(s) by respective employers/sponsors, as per respective organization's regulations and guidelines.
CONFIRMATION OF PARTICIPATION	For the purpose of advance training preparations, prospective participants are required to confirm their attendance and participation in respective training, up to 24 hours prior to the date of commencement of the training using the link https://tinyurl.com/IRDPTTrainingConfirmation
CONTACT PERSONS	Mr. Benjamin I. Magori Coordinator for Short Courses Mobile:-+255 715 032 800 E-mail: bmagori@irdp.ac.tz Dr. Hosea A. Mpogole Director for Research, Consultancy and Publications Mobile:- +255 756 964 326 E-mail:- hmpogole@irdp.ac.tz

IRDP SHORT COURSE TRAINING SCHEDULE FOR QUARTER THREE OF THE FINANCIAL YEAR 2023/2024

S/N	TRAINING TITTLE	TARGETED PARTICIPANTS/OFFICERS/ LEADERS	TRAINING DATES		TRAINING FEES PER PARTICIP ANT
			WEEK ONE	WEEK TWO	
			04-09/ March, 2024	11-16/ March, 2024	
1	TRAINING ON MONITORING AND EVALUATION (M&E)	i) Economists, Planning & Budgeting Officers / Heads of Departments & Directors ii) Accounts and Finance Officers / Heads of Departments & Directors iii) Procurement Officers/ Heads of Departments & Directors iv) Internal Auditors / Heads of Departments & Directors v) Monitoring and Evaluation Officers/ Heads of Departments & Directors vi) Quality Assurance Officers/ Heads of Departments & Directors vii) Councillors, Members of Parliament, District and Regional Commissioners. viii) Conservation Commissioners and Officers ix) Religious Leaders, Officers and Superiors (Sheikh, Priests, Reverends, Sisters/Nuns) Incharge of Planning, Budgeting, Finance, Administration, Monitoring and Evaluations		11th-16th/ March, 2024	TZS 1,000,000

THE END