



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 Organizational Strategic Planning, Effective Budgeting and Implementation. (Six Days Training 04 th to 09 th March, 2024)
TARGETED PARTICIPANTS/STAFF	Leaders and Staff as described in the attached Training Schedule
VENUE/LOCATION	ARUSHA
DURATION AND DATES	04 th to 09 th 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	<p>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.</p> <p>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.</p>
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/IRDPTrainingConfirmation
CONTACT PERSONS	<p>Mr. Benjamin I. Magori Coordinator for Short Courses Mobile: +255 715 032 800 E-mail: bmagori@irdp.ac.tz</p> <p>Dr. Hosea A. Mpogole Director for Research, Consultancy and Publications Mobile: +255 756 964 326 E-mail: hmpogole@irdp.ac.tz</p>

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

S/N	TRAINING TITLE	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 ORGANIZATIONAL STRATEGIC PLANNING, EFFECTIVE BUDGETING AND IMPLEMENTATION.	i) Chief Executive Officers and Deputies/ Assistants for MDAs, Institutions, Agencies, Organizations and LGAs (Regional Administrative Secretaries and Assistants, City/ Municipal/ District and Town Directors, Executive Directors, Director Generals, Executive Secretaries, Vice Chancellors and Deputies, Principals/ Rectors and Deputies, Commissioners and Assistants). ii) Directors/ Managers/ Heads of Planning and Budgeting Directorates/ Departments. iii) Chief Accountants, Bursars, Directors/ Managers/ Heads of Accounts and Finance Directorates/ Departments. iv) Economists, Planning & Budgeting Officers / Heads of Departments & Directors v) Accounts and Finance Officers / Heads of Departments & Directors vi) Procurement Officers/ Heads of Departments & Directors vii) Internal Auditors / Heads of Departments & Directors viii) Monitoring and Evaluation Officers/ Heads of Departments & Directors ix) Quality Assurance Officers/ Heads of Departments & Directors x) Councillors, Members of Parliament, District and Regional Commissioners. xi) Conservation Commissioners and Officers	04th-09th / March, 2024		TZS 1,000,000

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	
		xii) Religious Leaders, Officers and Superiors (Sheikh, Priests, Reverends, Sisters/Nuns) Incharge of Planning, Budgeting, Finance, Administration, Monitoring and Evaluations			