



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE



INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)

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FOURTH QUARTER SHORT COURSE TRAINING INVITATION

<p>TRAINING TITLE/CATEGORY</p>	<p>Eleven (11) Training Categories;</p> <ol style="list-style-type: none"> 1) Training on Preparation and Implementation of Organizational Strategic Plans. (Mafunzo ya Uandaaji na Utekelezaji wa Mipango Mkakati ya Taasisi) - 02nd to 06th June, 2025 2) Training on Organizational Risk Controls and Management (Mafunzo ya Udhhibiti na Usimamizi wa Vihatarishi katika Taasisi) - 02nd to 06th June, 2025 3) Training on Project Designing, Bankable Feasibility Studies, Cost Benefit Analysis and Business Proposal Writeups. (Mafunzo ya Uibuaji wa Miradi, Upembuzi, Uchambuzi wa Gharama, Faida pamoja na Uandishi wa Maandiko ya Miradi ya Kibiashara) - 02nd to 06th June, 2025 4) Training on Organizational Strategic Budgeting, Implementation and Cost Controls. (Mafunzo ya Uandaaji wa Kimkakati wa Bajeti, Usimamizi na Udhhibiti wa Matumizi) - 02nd to 06th June, 2025 5) Training on Retirement Planning, Personal Finance and Business Management Skills (Mafunzo ya Mpango wa Kustaafu, Stadi za Usimamizi wa Fedha Binafsi na Biashara) - 02nd to 06th June, 2025 6) Training on ICT and Advanced Computer Applications for Secretarial and Office Management (Mafunzo ya TEHAMA na Matumizi ya Kompyuta kwa ajili ya Waandishi Waendesha Ofisi, Wasimamizi na Wasaidizi wa Ofisi) - 09th to 13th June, 2025 7) Training on Effective Board, Senate and Council Meeting Coordination and Organization. (Mafunzo ya Uratibu, Usimamizi na Uendeshaji wa Vikao vya Bodi, Seneti na Mabaraza ya Uongozi) - 09th to 13th June, 2025 8) Training on Monitoring and Evaluation (M&E) (M&E for Policies, Projects, Programs and Budget, (Mafunzo ya Ufuatiliaji na Tathmini katika Sera, Miradi, Programu na Bajeti) - 09th to 13th June, 2025 9) Training on Strategic Leadership, Good Governance and Resource Management (Mafunzo ya Uongozi wa Kimkakati, Utawala Bora na Usimamizi wa Rasilimali) - 09th to 13th June, 2025 10) Training on Organizational Quality Assurance, Control and Management (Mafunzo ya Usimamizi wa Uthibiti Ubora katika Taasisi) - 09th to 13th June, 2025 11) Training on LaTeX Software System for Scientific and Academic Report Writing (Mafunzo ya Matumizi ya Programu ya LaTeX kuandaa Ripoti za Kisanyansi na Kitaaluma) - 09th to 13th June, 2025
<p>TRAINING VENUE/LOCATION</p>	<p>MOROGORO</p>

TARGETED PARTICIPANTS	Leaders and Staff as described in the attached Training Schedule
DURATION AND DATES	02nd to 13th June, 2025 As described in the attached Training Schedule
TRAINING OBJECTIVES & OUTCOMES	The general objective for each of the respective training 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."
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 following link https://forms.gle/9SCRkmzAkVQNj5Zf8
CONTACT PERSONS (For Inquiries and Request of Formal Invitation Letters, please Contact the following)	Mr. Benjamin I. Magori Coordinator for Short Courses, Mobile:-+255 756 032 800 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 AND DESCRIPTIONS FOR FOURTH QUARTER OF THE FINANCIAL YEAR 2024/2025

SN	TRAINING CATEGORY/ THEME/AREA	TARGETED PARTICIPANT/ OFFICERS AND LEADERS	TRAINING DATES		TRAINING FEES PER PARTICIPANT PER WEEK (TZS)
			WEEK ONE	WEEK TWO	
1	Training on Preparation and Implementation of Organizational Strategic Plans. (Mafunzo ya Uandaaji na Utekelezaji wa Mipango Mkakati ya Taasisi)	<ul style="list-style-type: none"> i) Directors/ Managers/ Heads of Planning and Budgeting Directorates/ Departments. ii) Planning Officers and Professionals iii) Directors/ Managers/ Heads of Economics Directorates/ Departments. iv) Economists v) Directors/ Managers/ Heads of Statistics Directorates/ Departments. vi) Statisticians vii) Chief Accountants, Bursars, Directors/ Managers/ Heads of Accounts and Finance Directorates/ Departments. viii) Accounts and Finance Officers ix) Procurement Officers/ Heads of Departments & Directors x) Internal Auditors / Heads of Departments & Directors xi) Monitoring and Evaluation Officers/ Heads of Departments & Directors xii) Quality Assurance Officers/ Heads of Departments & Directors xiii) Conservation Commissioners and Officers 	02 nd to 06 th June, 2025		1,000,000/=
2	Training on Organizational Risk Controls and Management (Mafunzo ya Udhhibiti na Usimamizi wa Vihatarishi katika Taasisi)	<ul style="list-style-type: none"> i) Planning & Community Development Officers ii) Compliance and Risk Officers & Professionals iii) Risk Champions, Risk Management Officers & Risk Managers iv) Counter Fraud and Investigation specialists v) Audit and Finance Managers/Officers vi) Internal Auditors, Heads Managers and Directors for Internal Audit, vii) Business and Security Managers i) Conservation Officers and Commissioners 	02 nd to 06 th June, 2025		1,000,000/=
3	Training on Project Designing, Bankable Feasibility Studies, Cost Benefit Analysis and Business Proposal Writeups. (Mafunzo ya Uibuaji wa Miradi, Upembuzi, Uchambuzi wa Gharama, Faida pamoja na Uandishi wa Maandiko ya Miradi ya Kibiashara)	<ul style="list-style-type: none"> i) Project Officers, Coordinators, Project Managers & Directors . ii) Economists, Statisticians, Planning Officers, Budgeting Officers, Heads of Departments, Managers & Directors iii) Accounts and Finance Officers / Heads of Departments, Managers & Directors iv) Internal Auditors / Heads of Departments, Managers & Directors v) Monitoring and Evaluation Officers/ Heads of Departments, Managers & Directors vi) Quality Assurance Officers, Heads of Departments, Managers & Directors 	02 nd to 06 th June, 2025		1,000,000/=
4	Training on Organizational Strategic Budgeting, Implementation and Cost Controls. (Mafunzo ya Uandaaji wa Kimkakati wa Bajeti, Usimamizi na Udhhibiti wa Matumizi)	<ul style="list-style-type: none"> i) Accounts and Finance Officers / Heads of Departments & Directors ii) Economists, Planning & Budgeting Officers / Heads of Departments & Directors iii) Procurement Officers/ Heads of Departments & Directors iv) Internal Auditors / Heads of Departments & Directors 	02 nd to 06 th June, 2025		1,000,000/=

SN	TRAINING CATEGORY/ THEME/AREA	TARGETED PARTICIPANT/ OFFICERS AND LEADERS	TRAINING DATES		TRAINING FEES PER PARTICIPANT PER WEEK (TZS)
			WEEK ONE	WEEK TWO	
5	Training on Retirement Planning, Personal Finance and Business Management Skills (Mafunzo ya Mpango wa Kustaafu, Stadi za Usimamizi wa Fedha Binafsi na Biashara)	<ul style="list-style-type: none"> i) Retiring (mandatory or voluntary) Employees ii) Employees Expecting to reach retirement eligibility within the next 1 to 10 years iii) Employees iv) Human Resource Officers, Managers and Directors 	02 nd to 06 th June, 2025		1,000,000/=
6	Training on ICT and Advanced Computer Applications for Secretarial and Office Management (Mafunzo ya TEHAMA na Matumizi ya Kompyuta kwa ajili ya Waandishi Waendesha Ofisi, Wasimamizi na Wasaidizi wa Ofisi)	<ul style="list-style-type: none"> i) Private Secretaries to Leaders (Makatibu wa Viongozi) ii) Office Supervisors (Wasimamizi wa Ofisi) iii) Office Management Secretaries (Waandishi Waendesha Ofisi) iv) Record Management Assistants (Watunza Kumbukumbu) v) Receptionists (Wahudumu wa Mapokezi) vi) Office Assistants (Wasaidizi wa Ofisi) vii) Personal Assistants (Wasaidizi Binafsi) viii) Committee Clerks (Waandishi wa Vikao) ix) Human Resource Officers (Maafisa Utumishi) x) Administrative Officers (Maafisa Tawala) 		09 th to 13 th June, 2025	1,000,000/=
7	Training on Effective Board, Senate and Council Meeting Coordination and Organization. (Mafunzo ya Uratibu, Usimamizi na Uendeshaji wa Vikao vya Bodi, Seneti na Mabaraza ya Uongozi)	<ul style="list-style-type: none"> i) Members for Respective Organization's Management Teams ii) Board, Senate and Council Secretaries. iii) Board, Senate and Council Secretariats iv) Organization's Head of Departments/Units, Managers and Directors. v) Human Resource Officers, Heads of HR Departments, HR Managers and HR Directors vi) Administrative Officers, Heads of Administration and Directors 		09 th to 13 th June, 2025	1,000,000/=
8	Training on Monitoring and Evaluation (M&E) (M&E for Policies, Projects, Programs and Budget, (Mafunzo ya Ufuatiliaji na Tathmini katika Sera, Miradi, Programu na Bajeti)	<ul style="list-style-type: none"> i) Community Development Officers, Head of Department, Managers and Directors ii) Project Officers, Coordinators & Project Managers iii) Economists, Planning, Budgeting Officers, Heads of Departments, Managers & Directors iv) Accounts and Finance Officers / Heads of Departments, Managers & Directors v) Procurement Officers/ Heads of Departments, Managers & Directors vi) Internal Auditors / Heads of Departments, Managers & Directors vii) Monitoring and Evaluation Officers/ Heads of Departments, Managers & Directors viii) Quality Assurance Officers, Heads of Departments, Managers & Directors ix) Conservation Commissioners and Officers x) Councillors, Members of Parliament, District and Regional Commissioners. 		09 th to 13 th June, 2025	1,000,000/=

SN	TRAINING CATEGORY/ THEME/AREA	TARGETED PARTICIPANT/ OFFICERS AND LEADERS	TRAINING DATES		TRAINING FEES PER PARTICIPANT PER WEEK (TZS)
			WEEK ONE	WEEK TWO	
		xi) Religious Leaders, Officers and Superiors (Sheikh, Priests, Reverends, Sisters/Nuns) Incharge of Planning, Budgeting, Finance, Administration, Monitoring and Evaluations			
9	Training on Strategic Leadership, Good Governance and Resource Management (Mafunzo ya Uongozi wa Kimkakati, Utawala Bora na Usimamizi wa Rasilimali)	i) Senior Management members and leaders ii) Organization's Head of Departments/Units, Managers and Directors. iii) Human Resource Officers, Heads of HR Departments, HR Managers and HR Directors iv) Administrative Officers, Heads of Administration and Directors. v) Economists, Planning Officers, Heads of Planning Departments, Planning Managers and Directors		09 th to 13 th June, 2025	1,000,000/=
10	Training on Organizational Quality Assurance, Control and Management (Mafunzo ya Usimamizi wa Uthibiti Ubora katika Taasisi)	i) Quality Assurance Staff, Officers, Managers and Directors ii) University and Higher Learning Institutions Administrators and Managers iii) Admission, Examination Officers and Coordinators iv) Academic Coordinators v) Organization's Head of Departments/Units, Managers and Directors. vi) Senior Management Members vii) Human Resource Officers, Managers and Directors viii) Training Officers, Coordinators, Managers and Directors		09 th to 13 th June, 2025	1,000,000/=
11	Training on LaTeX Software System for Scientific and Academic Report Writing (Mafunzo ya Matumizi ya Programu ya LaTeX kuandaa Ripoti za Kisanyansi na Kitaaluma)	i) Researchers ii) Post Graduate Students iii) Lecturers iv) Engineers and Scientists v) Professionals in Technical Fields vi) Office Management Secretaries vii) Authors of Books and Articles		09 th to 13 th June, 2025	1,000,000/=

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