

BftW Introductory Training for new Consultancy Support Services

A – Introduction to Bread for the World (BftW), (1 Day, 4 units of 1.5h)

Introduction (1,5h)

- Welcome and introduction of participants
- Training objectives, program, methodology and expectations

BftW Organization (1,5h)

- Mandate, purpose, role, internal structure
- Program, instruments; financing sources, partnership understanding
- Consultation at BftW: Consultation policy, instrument consultancy support service/local consultants, role and set-up of BftW consultancy desk

BftW Program in the Country/Region (1,5h)

- BftW strategy for the country or region of the consultancy support service, partner field, projects and partner organizations, financing volume, staff responsible for the region at BftW

BftW standards and procedure for project financing (1,5h)

- Project cycle PME for project funding, procedures for project applications, implementation and closure
- BftW financial year and relevance for project co-operations.
- Overview. Proposal and reporting formats, cooperation agreements and changes during project course

B – FINANCIAL MANAGEMENT (3 Days, for Financial Management Consultants only)

- Funding sources of BftW and background of co-operation with the Ministry of Economic Cooperation and Development (BMZ)
- Project cycle
- Cash flow planning (income/expenditure)
- Cost allocation
- Introduction of contracts (different standards: A, A-flexi and B)
- Deviations during project implementation
- Formats of financial report and fund request (case examples)
- Debit notes
- Funding ratio (case examples)
- Possible variations of exchange rate in regard to project implementation
- Euro monitoring tool
- Modified cash basis accounting (deviations from cash principle)
- Exchange rate gains/losses
- Auditing

- Internal control systems
- Audit completion checklist
- Management letter

C – OUTCOME & IMPACT ORIENTED PLANNING, MONITORING & EVALUATION (3 DAYS; FOR OIO-PME CONSULTANTS ONLY)

Outcome & Impact Orientation At BftW (3 h)

- BftW policy of outcome and impact orientation (OIO)
- Change of perspective, theory of change and outcome mapping
- Terminology of the impact change
- BftW requirements for outcome & impact oriented PME for project funding support

Consultation Support For Project Planning (4,5 h)

- Challenges of partner organizations with project planning
- Supporting the planning of partner organizations through consultation and training
- Practical examples: formulating objectives & indicators
- Practical examples: Positioning of projects within longer term change agendas
- BftW proposal formats

Consultation Support For Project Monitoring (3h)

- Challenges of partner organizations with project monitoring
- Monitoring process - from planning the monitoring to reporting
- Evidence based monitoring of indicators
- Supporting the monitoring of partner organizations through consultation and training
- BftW monitoring requirements and narrative reporting formats

Consultation Support For Project Evaluation (1,5h)

- Learning from evaluations, role of evaluations
- BftW requirements for external evaluations
- Challenges of partner organizations with evaluations
- Supporting evaluations of partner organizations and role of consultants during evaluations
- BftW guideline for evaluations

Clarifying The Need For Support And Design Of Consultation Process (4,5 h)

- Work with examples of actual assignments: request for support, specification of the problem and need for support, development of support strategies and process
- Assessment of and reflection on examples

Monitoring the Effectiveness of Consultation Support (1,5h)

- Promoting sustainable capacity development of partner organizations
- Consultation objectives at outcome level and monitoring of capacity increase of partner organizations

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D – CONTRACTING OF CONSULTATION SUPPORT SERVICES AND IMPLEMENTATION OF CONTRACTS (4,5h)

- Role and mandate of consultants
- Planning for consultation support with partner organizations and BftW
- Reporting on consultation contracts and BftW reporting formats for consultation contracts
- Communication rules: consultant – BftW – partner organizations
- Formats of consultation contracts, payment and invoicing procedures

E – EVALUATION OF THE TRAINING (1,5h)

- Evaluation of the training
- Availability of follow-up support and backstopping from BftW consultancy desk