



Project funded by the EUROPEAN UNION

EBSOMED
ENHANCING BUSINESS SUPPORT ORGANISATIONS

BUSINESSMED
Union of Mediterranean Confederations of Enterprises

Empowered by



ONLINE TRAINING ON PROJECT MANAGEMENT

The design of a solid EU project proposal: the logical framework approach

29th June 2020 - 9 am - 15pm (CET)

30th June 2020 - 9 am - 15pm (CET)

2nd July 2020 - 9 am - 15pm (CET)

3rd July 2020 - 9 am - 15pm (CET)



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The EBSOMED project is led by BUSINESSMED within a consortium consisting of 6 partners.



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The design of a solid EU project proposal: the logical framework approach

BUSINESSMED - BUSINESS CONTINUITY PLAN FOLLOWING COVID-19

The economic and social impacts of the Covid-19 pandemic on the different ecosystems require a global response. BUSINESSMED joins this call for action with the aim of supporting business continuity during this disruptive period. Boosted by our agility, we are strengthening the resilience of our current schemes to ensure their ongoing operations during the crisis. Aware of the fact that we can't control the forces of nature, but we have major role to control how to respond to these extreme situations.

BUSINESSMED, in collaboration with renowned international consulting organizations, has been engaged to manage the shift and build a structured and comprehensive approach to crisis management and business resilience.

The last months, the organization has been fully engaged in the implementation of the covid-19 preparedness and response plan. This was embodied in complying with the physical distancing measures and movement restrictions proportionate to the health risks.

Strategic orientations have been adapted to the current and urgent needs in order to react in record time with the support of innovative and technological solutions.

ABOUT THE ONLINE TRAINING:

In view of the unprecedented context imposed by the Covid19 pandemic, the workshop on Project Management developed under EBSOMED Project which is usually a face-to-face course has been translated into an online one. This shift has been ensured in synergies with the training and consultancy organization MDF. The MDF Brussels has developed new range of training products adapted to the lockdown measures being in place across the world.

Following the above, BUSINESSMED in cooperation with MDF Brussels are organizing a certified online course on Project management. The training days feature high quality and up-to-date training modules in obtaining and managing EuropeAid grant contracts. The courses will be designed in the form of virtual classrooms and will stretch over 4 days followed by sessions of coaching.

COURSE OUTLINE:

The course is a preparatory phase for the next training on EuropeAid Grant implementation. This virtual classroom will let you get an overview of the EU relevant actors involved in development cooperation with a special focus on DG DEVCO and DG NEAR. The course is targeting BSOs' staff involved in fundraising and management of EU-funded projects who need a refreshment and deeper knowledge on EU funds. A special focus will be dedicated to the design of



successful project proposals according to the logical framework approach and following practice-driven learning-by-doing approach.

LEARNING OBJECTIVES

- **In terms of knowledge:** The participants will know the various specific tools that they can use to draft a solid project proposal based on the logical framework approach.
- **In terms of skills:** The participants will acquire the skills, the tips and the know-how to apply the various tools related to the logical framework approach.
- **In terms of attitude:** The participants will know where to get the information when it comes to EC funding with a focus on development and cooperation and feel more confident with drafting proposals.

CERTIFICATE: Online certifications of participation signed by the MDF will be delivered to the participants after attending the course.

DELIVERY MODALITY

The course will be delivered through the virtual classroom modality using a Zoom virtual room.

PROGRAMME LECTURER:



Mr. Nicolas DUPIC.

Trainer/
Consultant

MDF Brussels

Mr Dupic's ,through his different rich experiences, has combined the skills and the know-how on setting-up training programmes tailored to the needs of the various organisations, international NGOs for which he worked for and the theoretical and hands-on expertise related to how to draft and manage an EuropeAid grant's contract.

Mr. Dupic developed and gained an in-depth experience and knowledge on how to access EuropeAid funding.

He gained this practical and hands-on experience on this matter through his experience in the field and working for large scale NGOs such as Oxfam Novib, Plan EU office and Bornefonden.

Mr. Dupic has a passion for developing capacity building trajectories with partner organisations and strengthen their internal capacity of organisations in relation to the EC.



AGENDA OF THE ONLINE TRAINING:

The logical framework approach as an excellent vehicle to design a solid project proposal	
Day 1 : 29 th June 2020	
The EC cycle of operation and various steps of the logical framework approach	
Session A 09.00-10.30	<p><u>General introduction: setting the scene</u></p> <ul style="list-style-type: none"> - Presentation of the participants and the trainer: know each other better - Expectations of the participants - Objectives of the module: clarify the framework - Structure of the programme of the training - Entry test <p><u>The EC cycle of operation: how does it fit your project cycle</u></p> <ul style="list-style-type: none"> - Review the main stages of the EC project cycle. - How does the EC project cycle connect with your project cycle? - Assess and discuss the best strategy to access funding opportunities - Review the funding modalities of the EC.
Session B 11.00-12.30	<p><u>The Logical Framework Approach</u></p> <ul style="list-style-type: none"> - Review the different steps of the logical framework approach. - Difference between the logical framework approach and the logical framework matrix
Session C 13.30-15.00	<p><u>Phase 1: preparatory phase</u></p> <ol style="list-style-type: none"> ① Identification of the problem ② The stakeholders matrix <ul style="list-style-type: none"> - The analysis of the context and of the stakeholders. - How to capture the influence of the stakeholders?



<p>Day 2 : 30th June 2020</p> <p>The preparatory and analysis phase</p>	
<p>Session A 09.00-10.30</p>	<p><u>Recap of day 1:</u></p> <ul style="list-style-type: none"> - Lessons learnt and clarifications if needed <p><u>Practical exercise on the Stakeholder matrix</u></p> <ul style="list-style-type: none"> - Building a stakeholder matrix based on the BSOs case
<p>Session B 11.00-12.30</p>	<p><u>Phase 2: analysis phase</u></p> <ul style="list-style-type: none"> ③ Problem analysis ④ Objective analysis ⑤ Strategy analysis <ul style="list-style-type: none"> - Review the key steps in designing a problem tree and objective tree. - Based on the objective tree decide on the strategy.
<p>Session C 13.30-15.00</p>	<p><u>Practical exercise</u></p> <ul style="list-style-type: none"> - The participants will start to a problem and an objective tree.
<p>Day 3 : 2nd July 2020</p> <p>The logical framework matrix</p>	
<p>Session A 09.00-10.30</p>	<p><u>Recap of day 2:</u></p> <ul style="list-style-type: none"> - Lessons learnt and clarifications if needed <p><u>Phase 3: developing the logical framework</u></p> <ul style="list-style-type: none"> ⑥ The Result chain <ul style="list-style-type: none"> - What is the results chain? - The different levels of the results chain (activities, outputs, outcome and impact) - How to design a coherent results chain?
<p>Session B 11.00-12.30</p>	<p><u>Practical exercise</u></p> <ul style="list-style-type: none"> - The participants will start to develop the result chains of one/two projects that the participants would have identified.
<p>Session C 13.30-15.00</p>	<ul style="list-style-type: none"> ⑧ Indicators, current value, target, baseline and ⑨ Sources of verifications <ul style="list-style-type: none"> - What are qualitative and quantitative indicators? - Definitions of current value, target and baseline. - Different sources and different costs for each source, which are the best ones for your project.



Day 4 : 3rd July 2020

The budget

<p>Session A 09.00-10.30</p>	<p><u>Recap of day 3:</u> - Lessons learnt and clarifications if needed.</p> <p><u>Practical exercise</u> - The participants will start to identify the indicators and sources of verifications of their project.</p>
<p>Session B 11.00-12.30</p>	<p><u>The budget</u> - How to draft a budget based on a logframe? - Provide practical tips on how to budget a project based on the logframe. - Review the budget template.</p>
<p>Session C 13.30-15.00</p>	<p><u>Practical exercise</u> - The participants will start to draft the budget of their project based on the EC template. Closure of the training - Exit test - Checking if expectations have been met - Evaluation of the training - Online certificates</p>

COACHING SESSIONS

4 coaching sessions of 1,5 hours each will follow the training and will offer the opportunity to the participants to further explore, discuss some of the issues covered during the training.

The coaching sessions will be ensured by the Programme lecturer: Mr. Nicolas DUPIC. To do so, participants who are interested in the coaching are kindly invited to take notes and questions and share them with BUSINESSMED following the 4 days of online training. These questions will be the subject of online coaching sessions with MDF expert.