

Skills for Development Practitioners

Short course overview

Purpose:

This course is designed to familiarize and engage students with the necessary knowledge and skills as a development practitioner. The aim is to prepare students who might like to build a career as development practitioners in organizations such as local and international NGOs and civil and public services. With the understanding that students are involved with a lot of theoretical and academic work, this short course aims to equip students with practical tools that will be needed in the real world to complement their academic knowledge. The questions this course set to address include:

- What does a development practitioner do?
- What are the primary requirements from development organizations?

The answer to these questions will enable students to understand the type of skills that would be required from them and this course will prepare students for those core essential skills.

Course requirement

The course will involve practical exercise of how to use development practitioners' tools. There will be individual and group exercises to enable students 'build the types of skills that development practitioner needs? Examples of various job requirements from different NGOs, development agencies and public services will be used in class exercises. This will be a four weeks class that takes place once a Month. Students will be required to write a page document format on one of the tools discussed in class to be submitted at the end of each class except for the first class.

Key Development Practitioner tools

Concept note is a brief summary expressing a proposed project idea in a cleared and concise manner to potential funders or donors. Most of the donor agencies prefer to understand the project through a Concept Note rather than a full-fledged proposal.

Research proposal provides an overview of a planned research process. This includes, among other things, the research aims, a literature review, research questions and methodology.

Stakeholder analysis-(SA) is a methodology used to facilitate institutional and policy reform processes by accounting for and often incorporating the needs of those who have a 'stake' or an interest in the reforms under consideration. With information on stakeholders, their interests, and their capacity to oppose reform, reform advocates can choose how to best accommodate them, thus assuring policies adopted are politically realistic and sustainable (World Bank).

Report is a structured document that communicates findings (of a study/research etc.) in a clear and concise way. It consists of different sections, which are distinguished by using headings and tend to

include, among other things, an abstract/summary, introduction, methodology, results/findings, discussion, and conclusions/recommendations.

Business case provides activities and checklists for cost and benefit analysis, financial justification of projects, return on investment, reengineering business case development, and templates for business case presentation to executive sponsors.

Project design is a well-developed detailed plan with a more in-depth view of various aspects of projects. It sets out the reasoning behind a project and the way in which it will be implemented.

Monitoring and evaluation: Monitoring is a type of assessment performed while a project is being implemented, with the aim of improving the project design and functioning while in process. An evaluation examines the outcome of a project with the aim of informing the design of future projects

Policy brief is a document that outlines the rationale of choosing a particular policy alternatives or action in a policy debate. The document is expected to focus on a specific development-related 'problem' and 'solutions' to this problem, addressing policy-makers (as opposed to academics) as an audience

The above topics will be discussed in details, exploring their meanings, where and when they are needed and how to design them. It is expected that at the end of the course, student will be able to write and applying these topics. I will also provide students with various job resource links.

Students who complete this short course—attend all class meetings and complete all assignments—will receive a certificate of completion. This will also be a great addition to your resume, indicating to potential employers that you possess the basic skills needed to succeed at a development organization.