

Training Programme 2014



Economic and Social Research Foundation (ESRF)

Research • Capacity Building • Knowledge Management



CAPACITY DEVELOPMENT PROGRAMMES



Our Profile

The Economic and Social Research Foundation (ESRF), is an independent research institution, based in Dar es Salaam, Tanzania. Established in 1994, its primary objectives include: conducting policy-enhancing research in social and economic areas, strengthening capabilities in policy analysis and decision making, articulating and improving understanding of policy options in government or the public sector, the donor community, the growing private sector, and civil society. As a Think-Tank, ESRF is ranked highly in the areas of Social and Economic issues in Tanzania, East Africa and among others in Africa and the world.

Developing human capital plus institutional capacities are among the core functions of ESRF which are in line with MKUKUTA II wherein the strengthening of capacities at various levels in the government and other stakeholders are prioritized. This vital empowerment role is realized through training programmes, symposiums such as seminars, workshops, policy dialogues, information sharing, knowledge exchange and dissemination. The capacity development role also includes conducting

TNA and baseline research, after which developing tailor made training modules in order to address gaps identified through TNA and baseline research.

ESRF hosts field work activities and field attachments for both local junior and senior researchers, university students, including visiting scholars from foreign countries. Furthermore, ESRF has recently launched the “Maendeleo Studio” through which many programs will be produced and relayed by community radios for the empowerment of grass-root community centres. The generated content in form of radio and TV programmes are disseminated to inform and empower rural people through community radios and TVs. ESRF collaborates with other capacity development networks (locally and internationally) to implement capacity development programs including human capital exchange programmes with other institutions at national and international levels. The capacity development role is implemented under the Governance and Capacity Development Department within the ESRF’s organization structure. For more information: visit our website

(www.esrftz.org).





Our Vision

A center of excellence for advancing knowledge and analytical skills based on evidence based research and demand driven programs to enhance individual and institutional capacities in public institutions, the private sector and non - profit entities to go under means for delivery ie. Policy Dialogues and Workshops.

Our Mission

Advancing knowledge and analytical skills for designated officials in order to enhance their abilities to serve the public and the Government, specifically the Central and Local Government Authorities (MDAs & LGAs); CSOs and the Private Sector through capacity development programmes.

Our Focus

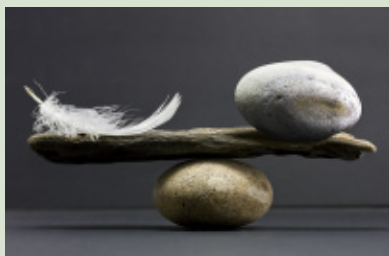
ESRF training themes are drawn from a number of areas earmarked in the FYP 2012-2015, MKUKUTA II, and Big Results Now. The courses are imparted through short training programmes of one to four weeks. These courses are linked to various fields of studies such as economic and social development issues, social political issues, science and technology, including Information Technology - IT. The given courses are aligned to leadership, research based evidence policy analysis, formulation implementation, and redefinition; strategic planning; project and programme proposal writing, implementation, supervision and monitoring and evaluation.





Our Clients

Our clients include the Central and Local Government Authorities (MDAs & LGAs), CSOs, CBOs, FBOs the private sector, academia and research institutions, donor agencies and individuals.



Our Values and Philosophy

ESRF maintains and places highest values on professional excellence, integrity and freedom by fostering good governance and participation, capacities for economic development and social advancement at individual and institutional levels through policy dialogues, workshops and tailor made courses.



Training Avenues & Institutional Capacity

ESRF has a pool of well qualified resource experts. Our training packages, modules and manuals are designed to suite clients' demands at the required standards. Tailor made modules reflect our flexibility which is based on clients' needs and requirements with no compromise to quality. Above all, ESRF is progressively networking with various institutions (both nationally and internationally) and individuals, with a view to establishing cooperative links and networks of collaboration in order to effectively and efficiently disseminate knowledge and skills.



Inside View of the ESRF Conference Hall

Means of Delivery

ESRF organizes both supply and demand –driven workshops, training and exchange visits as shown in annual calendar of events available on www.esrf.tz.org.

How to apply

Programmes will be advertised on the ESRF web page. Applications can be done on-line to: esrf@esrf.or.tz or by filling a form and physically submitting it to the ESRF Office in Dar es Salaam Tanzania.

Applications in writing should be addressed to:

The Executive Director

Economic and Social Research Foundation (ESRF)

51 Uporoto Street, Ursino Estate

P. O. Box 31226 Dar es Salaam

Attention: Head of Department

Governance & Capacity Development Department

Office Mobile Number: 0754780133





Type of Course

RESEARCH AND POLICY ANALYSIS (RESPOL).....	7
STRATEGIC PLANNING AND ECONOMIC GROWTH (STRAPEC).....	7
GOVERNANCE AND ADMINISTRATION (GOVAD).....	7
FINANCIAL RESOURCE MANAGEMENT (FINREM).....	8
BUDGETING, EXPENDITURE AND AUDIT PROCESSES (BEXPAP).....	8
LEADERSHIP AND MANAGEMENT (LEMA)	8
INFORMATION COMMUNICATION TECHNOLOGY (ICT).....	8
GENDER AND DEVELOPMENT (GEDEV).....	8
MARKETING FOR DEVELOPMENT (MADEV).....	8
PROJECT PLANNING AND MANAGEMENT (PROPLAM).....	9
MEDIA PARTICIPATION IN DEVELOPMENT (MEDEV)	9



PROGRAM OVERVIEWS

RESEARCH AND POLICY ANALYSIS (RESPOL)

1. Policy Cycle and the Role of Research in Policy Analysis for Development
2. Research and Report Writing for Effective Communication and Dissemination
3. Preparation of Policy Briefs for Decision Makers
4. Macroeconomics Policy Analysis and Management Concepts
Policy and Strategy for Investment Promotion

STRATEGIC PLANNING AND ECONOMIC GROWTH (STRAPEG)

1. Strategy for Chronic Poverty Reduction in Tanzania
(Role of Micro-Finance in Development and strategic briefing for Poverty Reduction)
2. Empowerment and Public Participation in Inclusive Growth through Effective utilization of Minerals
3. Natural Gas Economy
4. Public Private Partnership (PPP) in pro-poor development at national and Local Levels
5. Understanding your Institution Role in Realizing Vision 2025

GOVERNANCE AND ADMINISTRATION (GOVAD)

1. Role of Governance in Attaining the Tanzania Vision 2015
 - Public and Private Sector Management: Ethics and Code of Conduct
 - Performance Measurement in the Public Sector
 - Succession Planning in the Public Sector Institutions
2. Public Sector Procurement Management
 - Procurement, Fraud Identification, Investigation and Prevention
 - Effective Procurement and Contract Management for the Public Sector
 - Asset maintenance and management
3. Governance and the New Concept for Capacity Development at individual and institutional lever for Trainers
4. Pension Funds Management and Economic Growth
 - Effective Management of Social Protection Schemes
5. Analysis of the New Constitution and its role in Socio – Economic Development





FINANCIAL RESOURCE MANAGEMENT (FINREM)

1. Public Funds and Value for Monetary Tracking
 - Monetary and Fiscal Policy Cycle and M&E
 - Monetary Management and Exchange Policy
 - Strategic Resource Allocation in the Public Sector
2. Financial Management for Non-Financial Managers
3. Entrepreneurship and Small Enterprise Development
4. Tax Management in a Global Economy
5. Investment Theory, Application and Management

BUDGETING, EXPENDITURE AND AUDIT PROCESSES (BEXPAP)

1. National Accounting Management Systems
 - Budgetary and Public Expenditure Management
 - Revenue and Expenditure and Tracking System
 - International Financial Reports Standards (IFRS)
2. Strategic Planning and Budgeting Investment Theory, Application and Management
 - Taxation Policy, Fiscal Analysis and Revenue Forecasting

LEADERSHIP AND MANAGEMENT (LEMA)

1. Corporate Governance and Leadership Strategies
 - Effective Management of Public Corporations
 - Effective Team Management and Leadership skills for Managers
 - Risk Management for Board Members and Executives
 - Enhancement of Risk Management Committees in the Public Sector
2. Democracy and the Rule of Law
 - Democratic Systems and Sustainable Development
3. Enhancing effective contribution in Parliamentary Sessions
4. Management and Development Programs for Professionals

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

1. Electronic Data: Records and Information Management for Researchers
2. IT and e-Government for MDAs and LGAs
3. Use for IT in branding and outreach services

GENDER AND DEVELOPMENT (GEDEV)

1. Gender Main-streaming Management in Public Services

MARKETING FOR DEVELOPMENT(MADEV)

1. Innovations in Entrepreneurship and Marketing Strategies
 - SME development and marketing management
2. Product Branding



PROJECT PLANNING AND MANAGEMENT (PROPLAM)

1. Contract Management and Negotiation Skills for Project Planning
 - Sector Wide Approach (SWAP) Management
2. Project Management, Implementation and Monitoring and Evaluation (M&E) for development projects
 - Computerized Applications of M&E for Project Management
 - Result Based management for Donor Funded Projects
 - Gender and Development in Project Management
 - Social Environment and Economic Impact Assessment for Project Development
3. NGOs Project Management and Financing Strategies for Fund Raising and Resource Mobilization

MEDIA PARTICIPAATION IN DEVELOPMENT (MEDEV)

1. Enhancing Governance and Capacity Development for Media Advocacy
2. Media Capacity Development in Analysis and Reporting in Economic Issues, Social and political issues
3. Media Capacity Development in awareness creation and advocacy skills on natural resources and green economy
4. Media capacity development in analysis and data evidence based reporting
5. Website Management for Corporate Branding





PROGRAM CALENDAR FOR 2014

PG Code	PG	Calendar Year by Months												
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
1.0 RESEARCH AND POLICY ANALYSIS (RESPOL)														
RESPOL 1.1	Policy Cycle and the Role of Research in Policy Analysis for Development				08-11						01-05			
RESPOL 1.2	Research and Report Writing for Effective Communication and Dissemination				14-17						08-12			
RESPOL 1.3	Macroeconomics Policy Analysis and Management Concepts					5-9					29 th - 3rd			
2.0 STRATEGIC PLANNING AND ECONOMIC GROWTH (STRAPEC)														
STRAPEC 2.1	Strategy for Chronic Poverty Reduction in Tanzania				22-25						15-19			
3.0 GOVERNANCE AND ADMINISTRATION (GOVAD)														
GOVAD 3.1	Role of Governance in Attaining the Tanzania Vision 2025								28 th -2 nd		22-26			
GOVAD 3.2	Public Sector Procurement													



PG Code	PG	Calendar Year by Months											
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	Management												
GOVAD 3.3	Governance and the New Concept for Capacity Development		17-21										
GOVAD 3.4	Pension Funds Management and Economic Growth		24-28										
4.0 FINANCIAL RESOURCE MANAGEMENT (FINREM)													
FINREM 4.1	Public Funds and Value for Monetary Tracking					12-16							
FINREM 4.2	Financial Management for Non-Financial Managers					26-30						20-24	
FINREM 4.3	Financial Management for Public and Donor Funded Projects						2-6						
FINREM 4.4	Credit, Cash Management and Bank Reconciliation for Accounting Officers						9-13						
FINREM 4.5	Entrepreneurship and Small Enterprise						16-20						





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		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	Development												
FINREM 4.6	Tax Management in a Global Economy							1-4					1-5
FINREM 4.7	Investment Theory, Application and Management							8-11					8-12
5.0 BUDGETING, EXPENDITURE AND AUDIT PROCESSES (BEXPAP)													
BEXPAP 5.1	National Accounting Management Systems							14-18					15-19
BEXPAP 5.2	Budgeting and Budgetary Controls												
BEXPAP 5.3	Strategic Planning and Budgeting Investment Theory, Application and Management	6-10							4-8				
6.0 LEADERSHIP AND MANAGEMENT (LEMA)													
LEMA 6.1	Corporate Governance and Leadership Strategies	13-17							11-15				
LEMA 6.2	Democracy and the Rule of Law	20-24							18-22				
LEMA 6.3	Enhancing effective contribution in Parliamentary Sessions	27-31							25-29				



PG Code	PG	Calendar Year by Months											
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
LEMA 6.4	Management and Development Programs for Professionals	3-7											
7.0 INFORMATION COMMUNICATION TECHNOLOGY (ICT)													
ICT 7.1	Electronic Data: Records and Information Management for Researchers			3-7									
ICT 7.2	IT and e-Government for MDAs and LGAs			17-21									
8.0 GENDER AND DEVELOPMENT (GEDEV)													
GEDEV 8.1	Gender Main-streaming in Public Services			24-28									
9.0 MARKETING FOR DEVELOPMENT (MADEV)													
MADEV 9.1	Innovations in Entrepreneurship and Marketing Strategies			10-14									
10.0 PROJECT PLANNING AND MANAGEMENT (PROPLAM)													
PROPLAM 10.1	Project Management, Implementation and Monitoring and Evaluation (M&E) for						23-27					24-28	





PG Code	PG	Calendar Year by Months											
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	development projects												
11.0 MEDIA PARTICIPATION IN DEVELOPMENT (MEDEV)													
MEDEV 11.1	Enhancing Governance and Capacity Development for Media Advocacy							21-25					22-24
MEDEVL 11.2	Media Capacity Development in awareness creation and advocacy skills on natural resources and green economy					19-23					13-17		





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