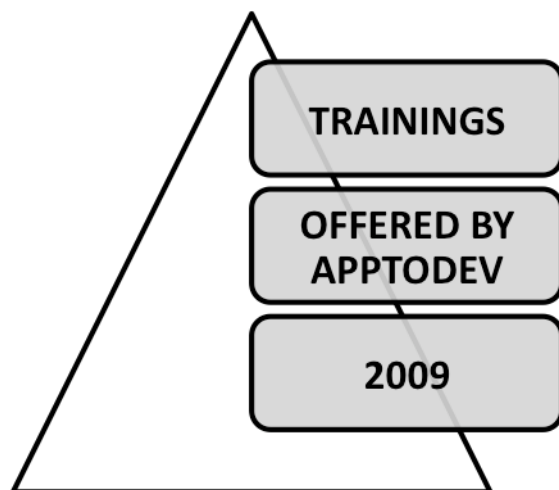


## APPROACHES TO DEVELOPMENT CONSULTANCY LTD.



### EAST AFRICA ADDRESS:

Mayfair Maisonettes, House No. A1, Mpaka Rd, Westlands. Tel: 254-2-374-6470,  
254-722-898-422, Fax 254-2-374-6480. P.O.Box: 70629-00400 Nairobi, Kenya

### NORTH AMERICA ADDRESS:

130 Tuxedo Ave, Unit-3, Winnipeg, MB. R3N1X8. Canada. Tel:1-204-219-428

Website: [www.apptodev.com](http://www.apptodev.com) E-mail: [info@apptodev.com](mailto:info@apptodev.com)

### ABOUT US:

Approaches to Development Consultancy Ltd (Apptodev) is an organisational development consultancy firm registered in North America and have branches in East Africa. It was founded by a group of expertise originally from East Africa who studied and worked both in East Africa and the West. Apptodev has lead consultancies who are PhD holders and who speak the local languages as well. Apptodev carries its duties either alone or with the client.

### OUR MISSION:

Implementing technological and behavioural changes based on ethical and objective standards with the back up of the developed and proved body of knowledge.

### OUR STRATEGIES FOR SUCCESS:

- ∞ Providing valuable expertise and achieving results through people.
- ∞ Initiating changes through its positive perspective, by setting reliable goals and endeavouring to reach them effectively and efficiently.
- ∞ Facilitating development agencies to study, plan, decide, implement, monitor, evaluate, review, guide and make the right achievement on the right time.

Apptodev offers a great variety of services that makes a very positive impact on clients and society as a whole. Our consultants take the pleasure of applying their knowledge to problems in various scales occurring in widely incompatible situations. They are able to use their extremely professional understanding and experience in a wider context than one firm can provide, and they are able to accumulate a more comprehensive experience of management problems.

### ***Implementing Positive Change***

The kind of management consultancy that APPTODEV provides is primarily concerned with initiating and implementing technological and behavioural changes based on both ethical and objective standards with the backup of developed and proved body of knowledge. We get results through people. We believe change from its positive perspective that we set goals and struggle to reach them effectively and efficiently. APPTODEV facilitates development agents to study, plan, decide, implement, monitor, evaluate, review, guide, and make the right achievement on the right time.

### ***Providing Additional Proficiency***

There is no single organisation that is able to hire all kinds of expertise in all fields of works that the organisation is involved. Therefore, management consultants are used to provide additional proficiency to fill the gap in order to provide objective appraisals where it is often easier for the expert's outsider to see the broader picture and recognise the long-term requirements.

### ***PhD holders and Other Expertise***

APPTODEV have a pond of PhD holders and other expertise at different levels that are trained with integrity to keep client interest as the first and foremost requirement and who follows situations accurately in order to develop sound solutions. Our consultants get well with people on all levels and are always at anyone's disposal.

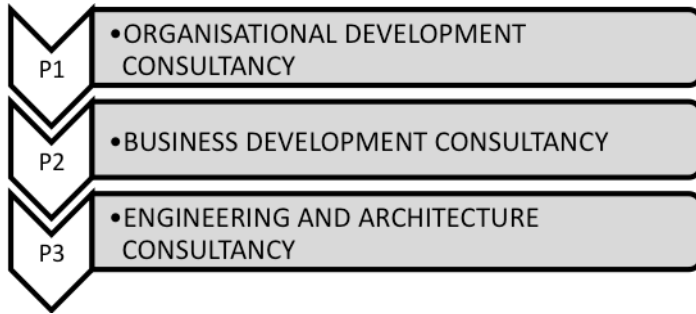
### ***Multi-level Services***

APPTODEV provides different services, such as training, studies, surveys, monitoring and evaluation, impact assessment, staffing, counselling, covering various areas, such as: Organisational Development, Organisational Capacity Assessment, Development of Systems and Working Procedures, Project Cycle Management, Community Mobilization, Disaster Prevention and Mitigation Strategies, Business Strategy, Financial and Management Controls, Human Resources Development, Information Technology, Environmental Management and Quality Management.

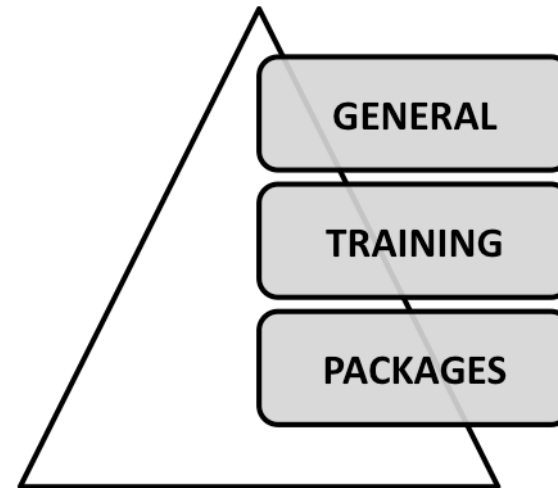
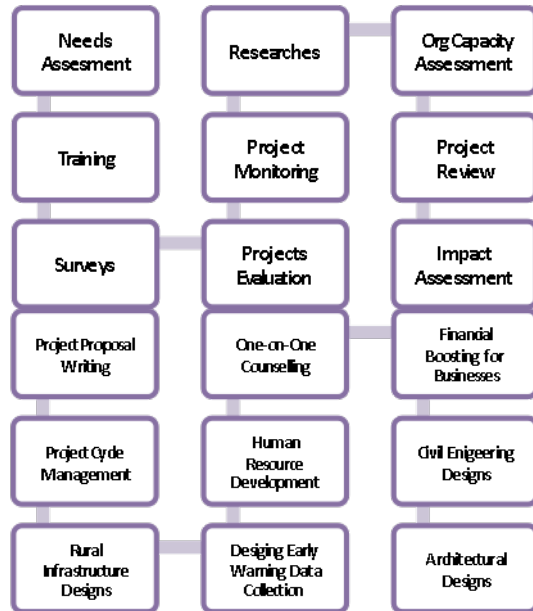
### ***Welcoming New Consultants***

APPTODEV welcomes new consultants anytime. If you would like more information on how to become a Management Consultant then regularly visit our website [www.apptodev.com](http://www.apptodev.com) and click the icon on Vacancy.

**PROGRAMS:**



**SERVICES:**



# TRAINING PACKAGES

APPTODEV gives different levels of training to the staffs of charitable organizations, and businesses who want to acquire knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies. This is a professional development where the trainee gets both theories and practices that upgrade and update his/her skills throughout working life. There is also mentoring program where the employee will be guided at field level in order to make sure that he/she applies knowledge in his/her organisation.

The training is delivered in different forms, on-the-job or off-the-job on flexible custom tailored schedules. There are 23 different trainings under four packages. There are also a total of 62 tools that development agents from different sectors use in real life situations. Besides that, software package for each tool will be supplied to the trainees after training, so that they can use and install them in their relevant organisations.

**APPTODEV offers the following packages:**

## **PACKAGE-1: ORGANIZATIONAL DEVELOPMENT**

APPTODEV equips the trainees with complex strategies intended to change the beliefs, attitudes, values, and structure of organizations so that they can better adapt to new technologies, markets, and challenges in order to empower their organizations with best practices. OD involves organizational reflection, system improvement, planning, and self-analysis. This package contains five fully fledged

trainings, and 12 tools that will be practically used in the real life situation. Employees who intend to take the whole package will have the opportunity to split it into different modules.

## **PACKAGE-2: SYSTEMS DEVELOPMENT**

Every organisation has different systems to work with be it financial, human resource, planning, procurement, etc. APPTODEV trains employees on all these systems and facilitates them to develop or enrich the existing systems of their relevant organisations. In this package, there are six trainings to be taken in modules. In this package there are 16 tools that will be learned in detail and which are expected from the trainees to use them practically under mentorship and guidance at field level.

## **PACKAGE-3: COMMUNITY MOBILIZATION**

Employees will be trained to acquire the right tools to facilitate a participatory decision-making procedure in any form of community mobilization as a process. The staff will be trained as an agent of development who is able to help the target community to identify their natural resources and strengths and also to provide an avenue for everyone to participate in decisions that affect their lives. In order organizations to make an effective intervention, it is always evident that there are a number of obstacles which are serving to prevent a mobilization process from occurring. Hence, this package will equip the trainees to get the best practice and tools to handle all these effectively and efficiently. In this package, there are four trainings to be taken in modules. There are 10 tools that will be learned in detail and which are expected from the trainees to use them practically under proper mentorship.

#### **PACKAGE-4:DISASTER PREVENTION & MITIGATION**

Hazards such as floods, missing rains, droughts, inter-clan fighting, pests and infestations, and epidemic diseases, are a part of the world around us. Their occurrence is natural and inevitable, and there is little we can do to control their force and intensity. However, through hazard mitigation planning, we can control what comes afterward. By minimizing the impact of natural hazards upon our built environment, we can prevent such events from resulting in disasters. There are important tools to be acquired from these trainings. In this package, there are four training and a total of 12 tools with mentoring program.

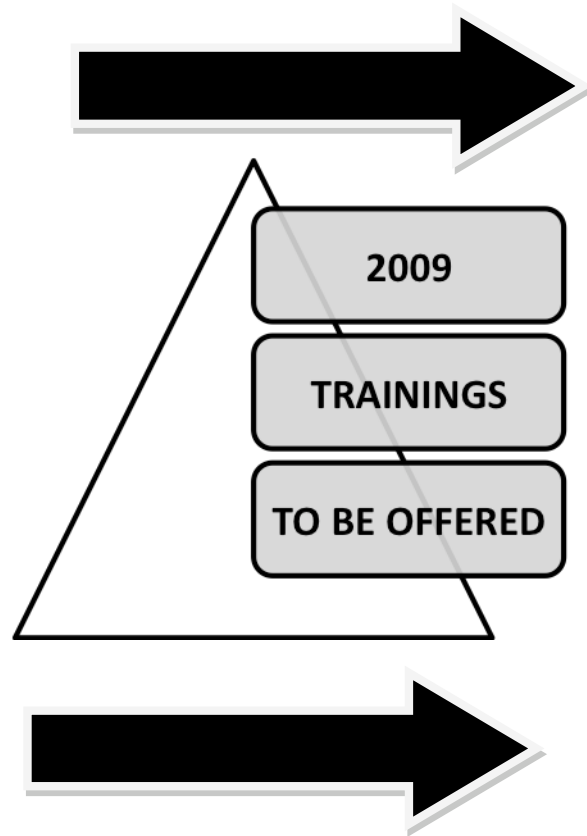
#### **PACKAGE-5: PROJECT CYCLE MANAGEMENT**

Development projects sometimes fail because they are badly planned and do not take account of some important factors, particularly the needs and views of stakeholders. Projects may also fail because of the incompetency of the project staff and their lack of the necessary skills. The failure may also come from poor monitoring and evaluation of all the on-going activities. Therefore, Project Cycle Management (PCM) is the term given to the process of planning and managing projects, programmes and organisations. The staff will be trained on PCM, which is based around a project cycle that ensures all aspects of projects to be considered. A central value of the PCM method is that aspects of the project are reconsidered throughout the project cycle to guarantee that any changes which have occurred are included in the project design. As a result, projects are more likely to be successful and sustainable, when the 12 tools in the life cycle of projects are properly

learned and applied. In this package there are four trainings with modules.

#### **PACKAGE-6: CONFLICT RESOLUTION AND RESOURCE SHARING MANAGEMENT**

According to many school of thought, one considers conflict as ‘pathological and dysfunctional’ , which is a mechanistic view in its interpretation of conflict and seeks to suppress it, or as a last resort to “cure it”. In contrast other researchers consider the positive effects of conflict as useful. Conflict can be considered as a functional means for achieving social change, as an integral part of social processes that establish group boundaries, strengthen group consensus, develop a sense of self-identity, and contribute towards social integration, community building and progressive economic and social change. Some are moderate and argue that conflicts are a form of adaptation by a society to a new political, economic and physical environment. New innovations, policies and procedures, laws and regulations, local power relationships and privatisation and globalisation processes determine the causes and intensity of the conflict. In other words they are endemic and integral to change processes within communities and societies. This has direct implications for development managers who are intending in making change in the lives of many innocent and poor people in the world. In this package, there are four training and a total of 12 tools with mentoring program.



## 1. Course Title: Monitoring, Evaluation and Reporting

**Date: April 20 – 23, 2009**

**Deadline for Registration: April 5, 2009**

**Course Description:** Course No. 1012009

Monitoring and Evaluations are very much intertwined and cannot be separated from each other. Monitoring is an on-going activity to track project progress against planned tasks aiming at providing regular oversight of the implementation of an activity in terms of input delivery, work schedules etc. Through such routine data gathering, analysis and reporting, program/project monitoring aims at providing project management, staff and other stakeholders with information on whether progress is being made towards achieving project objectives in terms of all the input. In this regard, monitoring represents a continuous assessment of project implementation in relation to project plans, resources, infrastructure, and use of services by project beneficiaries in the target area.

On the other hand, Evaluation represents a systematic and objective assessment of ongoing or completed projects or programs as a whole or as a portion in terms of their design, implementation and results and whether the expected output was made.

In this training, the trainee will be equipped with the best theories and practices to be able to conduct monitoring and evaluation of on-going projects by either designing a new strategy to conduct the M&E or use the existing ways to do so in order not to waste much resources for making the necessary reviews in time without things fall apart or find that everything is on the right track on the right time.

## 2. Course Title: Financial Boosting for Businesses

**Date: May 20 – 22, 2009**

**Deadline for Registration: May 5, 2009**

### **Course Description:** Course No. 1022009

Financial boosting for businesses is a body of knowledge for business owners and managers to help them advance their financial resources through various means. The training focuses on business outlook, financial investments, new approaches to business development, and all possible means of linking the company services and products with the community needs in a wide range of areas.

Financial boosting for small business is not that much easy, and needs the commitment of the owners and managers as well, especially when it comes to investment advancement. But, one of the prerequisites is to carry on some kind of internal capacity assessment with focus on all possible constraints and impediments. In order to solve this predicament, APPTODEV consultants will mentor the trainee to conduct a preliminary assessment of the capacity constraints of the company for free.

## 3. Course Title: Strategic Planning and Management

*(Case Study : Non-Profit Making Humanitarian Organisations)*

**Date: June 22 – 24, 2009**

**Deadline for Registration: June 5, 2009**

### **Course Description:** Course No. 1032009

The purpose of setting strategic plan is to make the organisation's operations more effective by gradually building the internal capacity of the organisation and simultaneously responding the community needs prioritization according to its competence. In order the organisation to be accountable to all, it should be mature enough to run its programs effectively and stay as an entity sustainably. This sustainability is interrelated to its credibility and transparency. Therefore, strategic plan is nothing but linear growth of the organisation leading up to maturity with a concurrent extension of services and programs it provides to its target community.

Setting strategic plan for non-profit making charitable organizations, especially for those who work in the remote areas of Africa, where nothing is predictable is very difficult to model. It is also very complicated to convince donors who were willing to be of assistance to those poor societies to channel their funds through the existing civil societies, which are not feasible according to the scales of the measurement of the donors, especially in Africa where donors do not directly fund the local NGOs, because of mainly lack of accountable governments and lack of properly registered legal institutions, which could be accountable to donors.

Therefore, in this training, the trainee will be equipped with the best knowledge of how to conduct the three level of strategic planning, identify the critical areas of the organisation, find out the community needs prioritization, formulate feasible project proposals and make things more comprehensible by identifying the step-by-step solutions of the organisation's internal critical areas that it must make tangible change. The training will also equip fund raising schemes for the Strategic Plan.

#### 4. Course Title: Disaster Prevention and Mitigation

**Date: July 20 – 24, 2009**

Deadline for Registration: July 5, 2009

**Course Description:** Course No. 1042009

Hazards such as floods, missing rains, droughts, inter-clan fightings, pests and infestations, and epidemic diseases, are a part of the world around us. Their occurrence is natural and inevitable, and there is little we can do to control their force and intensity. However, through hazard mitigation planning, we can control what comes afterward. By minimizing the impact of natural hazards upon our built environment, we can prevent such events from resulting in disasters. There are important tools to be acquired from these trainings. In this package, there will be 12 tools with mentoring program.

#### 5. Course Title: Applied Statistics and Research Methodologies

**Date: Sept 21 - 23, 2009**

Deadline for Registration: Sept 5, 2009

**Course Description:** Course No. 1052009

In this modern world, nothing can be started without prior study from simple environmental scanning, to studying the very sophisticated economic rate of return for any type of intervention to be made. In the middle of any project or business, proper monitoring of the supposed inputs should be regularly checked. After certain period, the expected output should be evaluated. Hence plans are not always accurate, proper reviews are sometimes very necessary. At the end of any intervention, the social, economical, political and environmental impacts should be normally assessed.

All these activities (Monitoring, Evaluation, Reviews, and Impact Assessment) are not possible without prior study and proper plans. Therefore, this new training on *Applied Statistics and Research Methodologies* will equip the trainee with many essential tools to use on data collection, data analysis, research methods, decision making and applied statistics on basic research.

## Course Fee:

This fee covers certificates, stationery, handouts, tuition, refreshment, and lunch.

A. Independent Individual	US\$ 550
B. One person from a local charitable organisation	US\$ 500
C. Two people from a local charitable organisation	US\$ 800
D. Any extra person from a local charitable org	US\$ 350
E. One person from an international charitable org	US\$ 650
F. Two people from an international charitable org	US\$1,200
G. Any extra person from an international charitable org	US\$ 500
H. One person from a profit making organisation	US\$ 700
I. Two people from a profit making organisation	US\$1,300
J. Any extra person from profit making organisation	US\$ 600

## Method of payment:

Cheque, cash, wire transfer.

## Time of payment:

In advance, duration registration

## Registration

- (A) Online: log into [www.apptodev.com](http://www.apptodev.com), click the Training registration icon and follow the link.
- (B) Send an e-mail: to [m.ugas@apptodev.com](mailto:m.ugas@apptodev.com)
- (C) Send a letter to: P.O.Box 70629-00400 Nairobi, Kenya
- (D) Come in person at: Mayfair Maisonettes, House No. A1, Mpaka Rd, Westlands. Tel: 254-2-374-6470, 254-722-898-422, Fax 254-2-374-6480

## Contact Person

Dr. M.Ugas

Tel: 254-2-374-6470 Ext 107, or Cell Phone: 254-722-898-422, E-mail: [m.ugas@apptodev.com](mailto:m.ugas@apptodev.com)

## Venue

### Option-1

All the trainings will be conducted in Nairobi and the exact venue will be announced during the registration and the payment of the fee.

### Option-2

If an organisation or a company requests the training to be conducted in their workplaces anywhere in East Africa, there will be special agreement to sign.

### Option-3

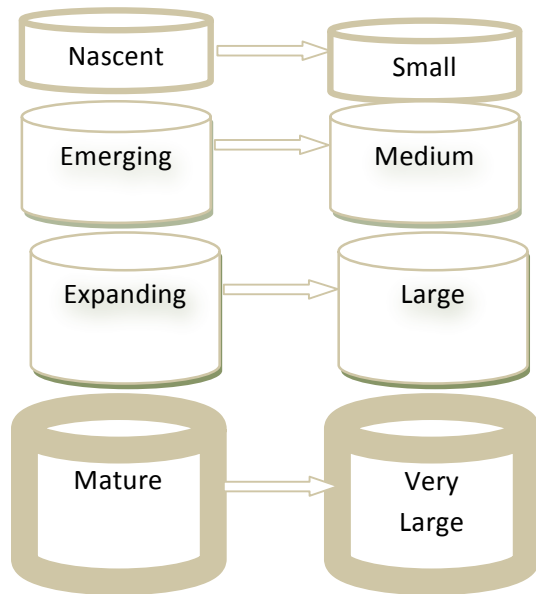
If an organisation offers free training venue in their compound, which can accommodate at least 20 trainees at a time, plus all other facilities including multimedia projectors and AVA equipments, there will be special bid and an agreement to sign and accept all case studies to be taken from the organisation.

## Mentoring

There are many organisations that are reluctant to send their employees to such skilful trainings, lest they may look for other job that offers them higher salaries elsewhere or perhaps may demand more benefits. That is an outdated attitude towards the human resource development initiatives. There are other organisations with the experience of not getting advantage of the knowledge their trained staff comes with and hence are not willing to spend more money on training more staff.

An answer to all these perplexity and uncertainty of the fruitfulness of such trainings is to hire a mentor after training for some hours that does not cost much. A mentor will guide the trainee to use his/her knowledge and tools from the training in the organisation very practically for some time.

## ORGANISATIONAL DEVELOPMENT



Apptodev builds the capacity of organisations and companies to follow this linear growth in a sustainable development with efficiency and effectiveness.

## SERVICE DELIVERY

