



**Please fill and signed this checklist and return it to**

[info.k4DWB@gmail.com](mailto:info.k4DWB@gmail.com)

Local Partner Contact details		
<b>Name:</b>	ASSI AGENCY LTD	
<b>Country:</b>	REPUBLIC OF KENYA	
<b>Training Manager:</b>	JOSE MWANZA	
<b>Contact:</b>	josemwan@gmail.com	
<b>Date:</b>	7-9 th February 2017	
<b>Training Area</b>	Nyayo Embakasi – 15 Km from the JKIA Airport	
<b>Training Organisation</b>		
<b>Date &amp; Venue</b>	<b>Country</b>	<b>Local Partner</b>
7-9th Feb. 2017	Kenya	Assi Agency Limited
		www.assiagency.com
<b>Venue of Training:</b>		
Address and how to reach venue by public transport or otherwise:		Physical Address: Nyayo Embakasi Estate/ Private Means of Transport to be provided by Assi agency Ltd
Legal arrangement (e.g. Rental). If rented, please indicate monthly costs:		Rented Space shall cost 78,750 Kshs per Month
Facilities (how many computers, beamers, classrooms etc.):		2 PC / 23 Laptops for the activities
Costs for facilities:		<b>Optional</b>
		1,832,000 Kshs
<b>Facilitator:</b>		
Name of the facilitator		Dr. Peter Onyango (University lecturer) Email: dr.peteronyango@gmail.com
Specific skills of the facilitator (language, IT, etc.):		English/ Lecturer of law/development/climate law
<b>Certification of trainers:</b>		<b>Please do not complete</b>
<b>Contractual arrangements with trainers:</b>		<b>Please do not complete</b>
<b>Salary for trainers:</b>		<b>Please do not complete</b>

<b>Costs for training material:</b>	<b>Please do not complete</b>
<b>Training:</b>	
Days of training:	3 Days Initially -
Language of training:	
<p><i>Training module and specific schedule:</i></p> <p><b>DAY 1</b></p> <ol style="list-style-type: none"> <li>1) INTRODUCTION</li> <li>2) ICT &amp; DEVELOPMENT</li> <li>3) BASIC SKILLS OF ICT – PARTS/TERMS/START-UPS</li> <li>4) END OF DAY 1</li> </ol> <p><b>DAY 2</b></p> <ol style="list-style-type: none"> <li>1) BENEFITS OF INTERNET / CYBER TECHNOLOGY / SOFTWARES / HARDWARE</li> <li>2) HOW TO USE GOOGLE AND YAHOO</li> <li>3) HOW TO USE INTERNET EFFECTIVELY FOR DEVELOPING CAREERS (SEARCH FOR JOBS, ADVERTISEMENTS, INFORMATION CONCERNS)</li> <li>4) END OF DAY 2</li> </ol> <p><b>DAY 3</b></p> <ol style="list-style-type: none"> <li>1) CREATING AN EMAIL ACCOUNT AND HOW TO USE IT (IN-BOX)</li> <li>2) DEVELOPING A WINNING CV ONLINE</li> <li>3) PRACTICALS – PARTICIPANTS TO DO THE PRACTICAL TESTS</li> <li>4) CONTINUITY OF THE PROJECT – ENGAGING THE PARTICIPANTS-FOLLOW UP, MONITORING, EVALUATION &amp; REPORTING</li> </ol> <p><b>Day 1:</b></p> <p><i>Introduction of trainer and overview Explanation of basic parts of computer, basic terms and how to switch on the computer, basic Microsoft Word skills like...</i></p> <p><b>Output of day 1:</b></p> <p><i>Trainees shall be able to write a text in Microsoft Word on the PC</i></p> <p><b>Day 2:</b></p> <p><i>Explanation of benefits of internet research and how to use google and yahoo. Exercises how to use internet for research (job advertisements, information concerning health, legal, addresses, institutions, companies etc.)</i></p> <p><b>Output of day 2:</b></p> <p><i>Trainees shall be able to research information online</i></p> <p><b>Day 3:</b></p> <p><i>Create an e-mail account send and receive e-mail.</i></p> <p><b>Output of Day 3:</b></p> <p><i>Trainees should be able after Day 3 to write, send and receive e-mails.</i></p>	
<b>Training material:</b>	<b>Please do not complete</b>

Cost of training material (preparation, print-outs, etc.)	Please do not complete
License for training in country of training:	Please do not complete
Cost of organization of trainings:	Please do not complete
<b>Trainees:</b>	
How are/were trainees recruited:	THE PARTICIPANTS ARE IDENTIFIED BY THE LOCAL GOVERNMENT/ LOCAL LEADER OF EMBAKASI VILLAGE WARD – HON.
Number of trainees registered:	WE ARE TARGETING 80
Statistics of trainees (percentage of females, area they are coming from, mother language, education, etc.)	65% ARE FEMALE (YOUTH) 35% MALES (YOUTH)
Tests and delivery of certificate of participations: IT IS OK TO ISSUE CERTIFICATES TO PARTICIPANTS SO TO APPRECIATE THEM.	If yes, we can only deliver at this stage a certificate that must be printed by the User
<b>Monitoring:</b>	
Monitoring during training: AUSTIN & DR. ONYANGO & PARTNERS SHALL CARRY OUT THE MONITORING.	There may be a local facilitator to help the trainees during the training and facilitate the exercises.
Monitoring after training: ASSI AGENCY LTD (LOCAL PARTNER) SHALL CARRY OUT AFTER TRAINING FOLLOW-UP...SEE THE CONCEPT ON THE CONTINUITY OF THE PROJECT FOR 12 MONTHS.	Participants can join for free our close Community of Practices where they will have access to the training materials and others. They will have the support of our community of practices management Team to gain and gain more exchange and knowledge on ICT.

<b>Risk-evaluation:</b>	KNOWLEDGE FOR DEVELOPMENT TARGETING THE YOUTH IN THE SLUM ARE FACED WITH UNEMPLOYMENT AND FINANCIAL CONSTRAINTS. SOCIO-CULTURAL STRUCTURE OF THE SLUMS MAY HINDER THE PROJECT/ CLASS DIFFERENCE AND POLITICAL GOOD WILL.
Expected risks and obstacles (please also specify how you came to this conclusion, e.g. statistics, studies including sources)	THE PROJECT SHOULD HAVE A COORDINATING SECRETARIAT. THE PROJECT SHALL ENGAGE THE STAKEHOLDERS FROMT HE BEGINNING, INCLUDING LOCAL LEADERS ON FUND MOBILIZATION TO SUSTAIN THE PROJECT AND OFFER POLITICAL SUPPORT.
Risk-mitigation measures:	AN OFFICE WHERE TO KEEP ITEMS/ COORDINATE THE PROJECT/ RELATE WITH LOCAL GOVERNMENTS & OTHERS. MINIMUM ADMINISTRATIVE BUDGET FOR START UP! SEE THE CONCEPT.
Additional information	THE PROJECT IS VERY VIABLE IN NAIROBI AND OTHER COUNTIES. IT HAS POTENTIALS TO ATTRACT FUNDING IF WELL IMPLEMENTED.

**NB:** This Training Package will be delivered by our international training expert for free. The local Partner organization is in charge of the local facility and facilitation. We could only offer live this training package from 5 participants up to 150 participants at the same time.

Contact us at: [info.k4DWB@gmail.com](mailto:info.k4DWB@gmail.com)  
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Date Signature: 29/12 2016

Name of the Training Manager: Jose Mwanza

Website: <http://www.knowledgefordevelopmentwithoutborders.org/>

LOCAL PARTNER IS FOUND AT: [www.assiagency.com](http://www.assiagency.com)

Facebook/[assiagency/home](https://www.facebook.com/assiagency/home)

Email: [assiagency@gmail.com](mailto:assiagency@gmail.com)