KNOWLEDGE FOR DEVELOPMENT WITHOUT BORDERS DEVELOPMENT AID SUPPORT

Please fill this form and return it to:
info.k4DWB@gmail.com

Contact details	
Name:	Tintas Consultancy
Country:	Zambia
Training Coordinator:	Mazuba Mutinta
Implementing Organization	Tintas Consultancy (Lusaka based)
Contact(full):	Tel:+260979367904/+260966667904. Email: mazubamu28@gmail.com
Training Area:	Basic Computer Skills

Training Planning		
Anticpated Date	Country	Local Partner(s)
06/03/2017 - 08/03/2017	Zambia	Nsanzu Reformed Church of Zambia (RCZ)

Venue:	
Address and how to reach venue by public transport otherwise:	Nsanzu Reformed Church of Zambia (RCZ), Po. Box 520058, Chadiza, Eastern Province of Zambia. About 600 Km East of Lusaka capital city along Great East Road, approximately 15km after Katete town turn right into a gravel road at Chiswa junction then proceed for about 20km.
Legal arrangement (e.g. Rental). If rented, please indicate cost:	800 USD
Facilities (how many computers, beamers, classrooms etc):	10 Computers and 4 classrooms
Total cost of facilities:	5000 USD

Facilitator:	
Name of the co-facilitator	Josephine Zgambo
Background and skills of the co-facilitator	Secondary Teacher School English and computer teacher and BA holder in Education

Certification of trainers:	Pleasedo not complete
Contractual arrangements with trainers:	Pleasedo not complete
Salary for trainers:	Pleasedo not complete
Costs of training materials:	Pleasedo not complete
Training:	
Duration/numberof Days:	20 days (150 participants, 5 Days for each set of 35 participants).
Language:	English

Training module and specific schedule:	**Day 1:** *Introduction of trainers and overview Explanation of basic parts of computer, basic terms and how to switch on the computer, basic Microsoft Word skills like...* **Output of day 1:** *Trainees shall be able to write a text in Microsoft Word on the PC* **Day 2:** *Explanation of benefits of internet research and how to use google and yahoo .Exercises on how to use internet for research (job searching and advertisements, information concerning health, legal, addresses, institutions ,companies etc.)* **Output of Day 2:** *Trainees should be able to know how to use internet for research (job searching and advertisements, information concerning health, legal, addresses, institutions, companies etc.)* **Day 3:** *Create an e-mail account send and receive e-mail.* **Output of Day 3:** *Trainees should be able to know basics of internet and computer use after the training...*
Training material:	Please do not complete

Cost of training material	Please do not complete
License for training in country of training:	Please do not complete
Cost of organization of trainings:	Please do not complete

Trainees:	
How will trainees be reached out and recruited:	Through community based organizations such as churches, village headmen, ward councillors, schools etc
Estimated Number of trainees to register:	150
Tests and delivery of attestation /certificate for participants?:	If yes, we can only deliver at this stage a certificate that printed be printed by the participants Yes

Monitoringand	
Monitoring during training:	The local co-facilitator will support Monitoring and Evaluation.
Evaluation and follow up:	Participants will be evaluated and join for free our close Community of Practices.

Challenges/Risks:	
What are potential challenges/risks linked to the proof concept	In our country there is high electricity power cuts being experienced which has made the supply of power very unreliable.
Challenge/Risk-mitigation measures: How can we overcome them? Please, explain.	The proposed venue has an electric generator that can be used as backup to power cut though the cost of lubricants (fuel- petrol) is high in the country.
Additional information	The training is proposed to take place in a rural settings and the local school classrooms will be used though at a small fee. Participants will be coming from their as coming from their homes and no lodging/accommodation will be need. However, meals (teas/snacks and lunch) will be necessary for them. The Local Co-facilitator will need food and transport (Lunch and transport allowance) as she is based at Chadiza Boma some few kilometers away from the training venue. **Note: *The proposed number of participants is 150 (75 women and 75 men) against 10 computers. Therefore, the ideal training sessions will be about 4(each having 35 participants). Meaning the total period of the training will be 20 days.*** Important to take note also is that the Zambia Education School Calendar runs from January to March, May to July and September to November. Therefore the ideal training time would be December,

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 accommodations. We could offer live/online training package from 5-150 participants. Please, do let us know if you any concerns about our program-the proof concept implementation project in your country, contact us oninfo.k4DWB@gmail.com

Date, Signature:

Name of Training Coordinator: Mazuba Mutinta