



# Report

**“Coaching Program on Effective Proposal Writing & Project Management”**

Sheberghan City, Jawzjaan Afghanistan

Afghanistan

**April 2015**

## Introduction

10 days' workshop on **Effective Project Management and Proposal Writing**, for the civil society organization in Jawzjaan- Afghanistan, completed on 26<sup>th</sup> March, 2015, which was organized by Huda Development Organization with financial support of IOM. The coaching program was just started on 28<sup>th</sup> March, 2015 with intention of improving their capacity and ability to manage well their projects activities and prepare solve their problem related to effective proposal witting

The Coaching team of HUDA Development Organization consist of:

1. **Mr. Mohammad Arif Mohammadi, Dr. Aria Bawar**
2. **Mrs. Noria Hamasa**

The **Coaching Program** was a 15 days program organized for the Jawzjan-Afghanistan civil society organization staffs who have already attended the workshop, to guide them in respect of their project management activities and proposal writing issues. The Civil Society Organization staff was well guided in their offices about the topics discussed in the 10 day's training workshop.

## Vision and Objectives

### Vision:

Participants from various civil society organizations in Jawzjaan province Afghanistan, will become will equipped with the knowledge in the areas of **"Effective Project Proposal Writing"** as well as **"Project Management"** to carry out their responsibilities and serve well their communities through getting and managing developmental projects.

### Objectives:

As civil society plays a great role in the developing and delivering services to the society the, HUDA Development Organization through the Coaching program will guide the Civil Society Organization to identify and meet the development challenges and enhance their ability to manage effectively their projects.

### The objectives of the coaching program are to achieve:

A greater awareness, understanding and implementation of relevant problem analysis on Proposal writing issues of CSO staffs in Jawzjaan province Afghanistan particularly related to effective engagement of projects and effective recognition of writing skills in development processes.

Necessary knowledge and skills for greater mainstreaming of indigenous issues related to Effective Project Proposal Writing & Project Management in the CSO System of work at the local as well as regional level.

### Coaching program completed on Proposal Writing by Ustad Arif Mohammadi & Dr. Aria Bawer:

Ustad Arif Mohammadi, has conducted coaching classes for the below Organizations on daily base, due request from IOM Arif Mohammadi had to be change due to *non-official reason* (HUDA asked for clarification) as a coach and this brought a minor halt in the coaching process for “Project Proposal Writing” aspect of coaching from **01<sup>st</sup> April 2015 to 11<sup>th</sup> April 2015**. HUDA Development Organization within short notice tried to find the other best possible coach Dr. Aria Bawer. Dr. Aria Bawer has started her coaching classes from **12<sup>th</sup> April 2015** and finished it on **26<sup>th</sup> April 2015**.

Subject	Coach	Time & Date Started	Organizations	Remarks
Proposal Writing	Mohammad Arif	28/03/2015	انجمن مدنی درخشان	Day First
Proposal Writing	Mohammad Arif	29/03/2015	انجمن آزاد ادبی فرهنگی ظهیرالدین محمد بابر	Day Second
Proposal Writing	Mohammad Arif	30/03/2015	انجمن مدنی ملی جوزجان	Day Third
Proposal Writing	Mohammad Arif	31/03/2015	Shura zanan society	Day Fourth
Proposal Writing	Dr. Aria Bawer	14/04/2015	A: 2 Coaching from Tefa organization	Day Fifth
Proposal Writing	Dr. Aria Bawer	15/04/2015	Jawedan Gazette organization	Day Sixth
Proposal Writing	Dr. Aria Bawer	16/04/2015	Information and culture	Day Seventh
Proposal Writing	Dr. Aria Bawer	18/04/2015	Oghozllar society	Day Eighth
Proposal Writing	Dr. Aria Bawer	19/04/2015	Yopak Ulyly society	Day Ninth

Proposal Writing	Dr. Aria Bawer	20/04/2015	Makhdom qolly Feraghy society	<i>Day Tenth</i>
Proposal Writing	Dr. Aria Bawer	21/04/2015	Ahall bait society	<i>Day Eleventh</i>
Proposal Writing	Dr. Aria Bawer	22/04/2015	Rahekhana wada	<i>Day Twelfth</i>
Proposal Writing	Dr. Aria Bawer	23/04/2015	hoqoq bashar	<i>Day Thirteenth</i>
Proposal Writing	Dr. Aria Bawer	25/04/2015	Coaching from Jame madany	<i>Day Fourteenth</i>
Proposal Writing	Dr. Aria Bawer	26/04/2015	A:12 Coaching from sultan Razia Society	<i>Day Fifteenth</i>

**Coaching Workshop on Proposal  
Writing by HUDA/IOM  
Jawzjaan Afghanistan**



Coaching Workshop on Project  
Proposal Writing by HUDA/IOM  
Jawzjaan Afghanistan



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Coaching Workshop on Project  
Proposal Writing.  
Jawzjaan Afghanistan



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Proposal Writing  
Jawzjaan Afghanistan



Coaching Workshop on Project  
Proposal Writing  
Jawzjaan Afghanistan



Coaching Workshop on Project Management by HUDA/IOM

Jawzjan Afghanistan



Coaching Workshop on Project Management by HUDA/IOM

Jawzjaan Afghanistan





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Jawzjaan Afghanistan



Coaching Workshop on Proposal Writing by HUDA/IOM  
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**Coaching Workshop on Project Management by HUDA/IOM**

**Jawzjaan Afghanistan**



**Coaching Workshop on Project Management by HUDA/IOM**

**Jawzjaan Afghanistan**





#### Coaching program completed on Proposal Writing by Dr. Aria Bawar

Dr. Aria Bawar has started her coaching classes from **14<sup>th</sup> April 2015** and finished the coaching on **26<sup>th</sup> April 2015**.

#### Coaching program completed on Project Management by Noria Hamasa

Noria Hamasa, the Female coach has conducted coaching classes for the below Organizations on daily base;

Due to death of Brother-in-law of Coach, the Project Management coaching for which Mrs. Noria Hamasa was responsible has stopped for 4 days from **30<sup>th</sup> March 2015 to 03<sup>rd</sup> March 2015**. And the same halt had occurred from **17<sup>th</sup> April 2015 to 25<sup>th</sup> April 2015** due to FATIHA of her brother in Law. The coaching again started from **26<sup>th</sup> April 2015 and was finished on 27<sup>th</sup> April 2015** successfully.

Subject	Coach	Time & Date Started	Organization	Remarks
Project Management	Noria Hamaza	28/03/2015	Anjuman Drokhsan	Day First
Project Management	Noria Hamaza	29/03/2015	Ajuman Mohammad Babur	Day Second
Project Management	Noria Hamaza	04/04/2015	Anjuman Milli Jawzjaan	Day Third
Project Management	Noria Hamaza	05/03/2015	Radio Bustan	Day Fourth
Project Management	Noria Hamaza	07/04/2015	Radio Armaghan	Day Fifth

Project Management	Noria Hamaza	08/04/2015	Human Rights	<i>Day Sixth</i>
Project Management	Noria Hamaza	09/04/2015	Sultan Razia	<i>Day Seventh</i>
Project Management	Noria Hamaza	10/04/2015	Anjuman Afshar Khana	<i>Day Eighth</i>
Project Management	Noria Hamaza	11/04/2015	Jahan Beg Association	<i>Day Ninth</i>
Project Management	Noria Hamaza	12/04/2015	Ualama Council	<i>Day Tenth</i>
Project Management	Noria Hamaza	14/04/2015	National Civil Society Afghanistan	<i>Day Eleventh</i>
Project Management	Noria Hamaza	15/04/2015	Turkman Association	<i>Day Twelfth</i>
Project Management	Noria Hamaza	16/04/2015	Jawanan	<i>Day Thirteenth</i>
Project Management	Noria Hamaza	26/04/2015	Radio Hamasa & Radio Milli	<i>Day Fourteenth</i>
Project Management	Noria Hamaza	27/04/2015	Radio Ghazal	<i>Day Fifteenth</i>

### Duties & Responsibilities of Participants in Coaching Workshop

The participants were assigned to write a Project Proposal & Manage an arbitrary project. The assignment was successfully completed and the coaches evaluated the group work within the coaching workshop. The knowledge was also shared with the rest of the CSO networks in Jawzjaan, Afghanistan.

The Proposals that were developed by CSO network staff during coaching workshop were:

- **Women Empowerment through Education**
- **Jawzjaan Sanitary system**
- **Building a football stadium in Jawzjaan**
- **Increments in employment in Jawzjaan**
- **Control of drug addiction in Jawzjaan Afghanistan**
- **Reduction of T.B. in Jawzjaan Afghanistan**

The participant also developed project management cycles to manage such proposed project by utilizing the knowledge gain on training workshop that was conducted on **March 2015** in Jawzjaan Afghanistan by HUDA Development Organization funded by International Organization for Migration (IOM).

## Training Evaluation

The participants evaluated the Coach as well as the coaching workshop in the below form.

### Overall Training Workshop Evaluation Rating

Evaluation	😊 Excellent	😐 Very Good	😞 Good	👍 Satisfactory	👎 Not Satisfactory
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### Evaluation OF TRAINER by Participants

Description	Evaluation Rate (%)	Remarks
1. The Coach used the material well.	91%	Very Good
2. The Coach related theories with practical examples.	95%	Very Good
3. The Coach was clear and structured in guidance.	95%	Very Good
4. The Coach had cultural understanding (diversity).	96%	Excellent

### Evaluation OF MODULE (COACHING GUIDANCE) by Participants

Description	Evaluation Rate (%)	Remarks
1. The Coaching workshop met my expectations.	97%	Excellent
2. The exercises and interactive participation clarified the theoretical content of the course that was learned in Training Workshop.	96%	Excellent
3. The material provided was useful and relevant.	98%	Very Good
4. The exam paper was in correlation with the course.	98%	Excellent
5. This module was a valuable learning experience.	100%	Excellent
6. I would like to recommend this programme to my field colleagues and others.	100%	Excellent

## Participants Feedback & Recommendations

The participants (CSO Network) staffs welcomed the training workshop as well as coaching program in their province. They also welcomed such trainings and workshop coaching programs for their job development in order to serve better the society in live in. Project Management as well as Project Proposal Writing was a basic need to CSO network staff, this training and coaching helped them to solve their faced problem effectively.

The most crucial recommendations that the participants gave at the end of the training as well as coaching workshop is listed as below;

- The training workshop was a learning experience and Organizations such as IOM and HUDA should continue the same programs in the region especially in Jawzjaan Province.
- The training and coaching program was short in period, trainings and coaching with the same content should be organized, keeping in mind the longer time intervals in the coming future.
- The number of participants should be increased as the CSO is functioning in a large range of areas.
- IOM & HUDA should together conduct a need as well demand assessment, based on which they can conduct trainings and workshops on a variety of topic such as;

1. QUICK BOOKS
2. Organizational Behavior
3. Human Resource Management
4. Financial Management
5. Procurement
6. Information Technology
7. Quality Control
8. Risk Assessment

Project implementing team is also suggesting the same recommendations as participants did during the implementation of the project.