

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE

INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)



DIRECTORATE OF RESEARCH, CONSULTANCY AND PUBLICATIONS

IRDP SHORT COURSE CATALOGUE AND CALENDAR 2025/2026



SCAN HERE (For More Information)



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INSTITUTIONAL PROFILE, CONTACT PERSON AND MODE OF PAYMENTS

1) IRDP PROFILE

The Institute of Rural Development Planning (IRDP) is a government higher learning Institution under the Ministry of Finance. IRDP is a corporate body established by the Act of parliament No.8 of 1980. The Institute is registered by the National Council for Technical and Vocational Education and Training (NACTVET) and recognized by Tanzania Commission for Universities (TCU). In implementing one of its' core functions, IRDP offers and conduct various capacity building, short courses and tailor-made trainings in multi-disciplinary and multi-sectorial areas, the courses aim to equip participants with relevant, current and emerging practical skills.

2) SHORT COURSES, CAPACITY BUILDING AND TAILOR-MADE TRAINING

Short Courses, Capacity Building and Tailor-Made trainings as indicated in the calendar and other courses are normally conducted at any place of convenience, IRDP main campus in Dodoma or at IRDP Lake Zone Training Center in Mwanza. Similar, tailor made or equivalent training may be conducted at the clients' request out of the time indicated in the calendar and schedule, at clients' premises/venue or any other area of preference for different purposes. Moreover, the client organization can request for IRDP to send experts to deliver and facilitate the training at the clients' request and suggestion.

For the training which are requested to be conducted as per clients' request, training fee shall be computed and agreed upon between IRDP and the client organization depending on various training parameters including; area for conducting training, distance, number of participants, contents to be covered, number of days for the training and other aspects of the training to be recommended by respective client organization.

For short courses indicated in the calendar and other courses, IRDP offers **formal Invitation letters and Invoice** for processing of payments to individuals and organization upon request through contact person(s).

3) CONTACT PERSONS

For further information about similar/equivalent training, request for formal invitation letter, invoice and other issues related to short courses, please contact the following:

i) Mr. Benjamin I. Magori

Coordinator for Short Courses Mobile:- +255 715 032 800 E-mail:- <u>bmagori@irdp.ac.tz</u> and

shortcourses@irdp.ac.tz

ii) Dr. Hosea A. Mpogole

Director of Research, Consultancy and Publications Mobile:- +255 756 964 326 E-mail:- hmpogole@irdp.ac.tz

4) TRAINING FEE

The training fee for each training is as indicated against respective training in the calendar or as it shall be computed and agreed upon by IRDP and client organization(s), the fee caters for certificates, lunch, refreshments, tea, Institutional fee, field excursion, training facilitation and preparation of training materials. Travel expenses, per diem and other costs related to participant(s) should be paid directly to respective participant(s) by respective employers/sponsors as per respective organizational regulations and guidelines.

For tailor made Training, the training fee is as indicated in Table 1 or as it shall be computed and agreed upon by IRDP and client organization(s).

	CATE	GORY		TRAINING		
SN	MINIMUM NUMBER OF PARTICIPANTS	MAXIMUM NUMBER OF PARTICIPANTS	DESCRIPTION	FEE PER PARTICIPANT (TZS)	DURATION OF TRAINING	MANDATORY REQUIREMENT
1	05	10	One Participant to Ten Participants	2,000,000/=	5 - 6 Days	The Minimum Number of Participants for the Training to be conducted shall be Five (05)
2	11	30	More than 10 Participants and Less than 31 Participants	500,000/=	5 - 6 Days	
3	31	and above	31 Participants and Above	1,000,000/=	5 – 6 Days	The Maximum Number of Participants per Short Course Training shall be Fifty (50), otherwise the training shall be sub-divided into Clusters/ Cohorts

Table 1:- Tailor Made Short Course Training Fee

The training fee caters for certificates, lunch, refreshments, tea, Institutional fee, field excursion, training facilitation and preparation of training materials. Travel expenses, per diem and other costs related to participant(s) shall be paid directly to respective participant(s) by respective employers/sponsors as per respective organizational regulations and guidelines.

5) MODE OF PAYMENT

All Payments are required to be made through NMB Bank Account with the following bank details; Account Number: 50501100008 Account Name: INSTITUTE OF RURAL DEVELOPMENT PLANNING - SHORT COURSE.

6) DEADLINE FOR PAYMENTS AND CONFIRMATION FOR PARTICIPATION

Participants should make payments and confirm their participation in respective training up to 24 hours prior to the date for commencement of the training to allow for training logistics and arrangements.

IRDP SHORT COURSES AND CAPACITY BUILDING TRAINING CATALOGUE AND CALENDAR 2025/2026

			ZUZJIZ				-	
		TRAINING PHASES IN THE FI YEAR \rightarrow	NANCIAL	1 QUARTER ONE 2025/2026 JULY –	2 QUARTER TWO 2025/2026 OCTOBER –	3 QUARTER THREE 2025/2026 JANUARY	4 QUARTER FOUR 2025/2026	TRAINING FEE PER PARTICIP
SN	тнеме↓	TRAINING DATES AND MON	ITHS \rightarrow	SEPTEMB ER 2025	DECEMBER 2025	– MARCH 2026	APRIL – JUNE 2026	ANT FOR FIVE TO
		TRAINING DATES, VENU			DICATED IN QUA			SIX DAYS
		TRAINING PROGRAM↓	TRAINING DURATION ↓		IZATIONS MAY SPECIFIC TAILO BUILDING T	R MADE AND		(TZS)
1	STRATEGIC Planning	Training on Strategic Planning, Effective Budgeting and Implementation.	5-6 Days					1,000,000/=
2	STRATEGIC Planning	Training on Preparation and Implementation of Organizational Strategic Plan.	5-6 Days					1,000,000/=
3	PROJECT MANAGEMENT	Training on Project Planning, Designing and Implementation.	5-6 Days	MIDA				1,000,000/=
4	PROJECT MANAGEMENT	Training on Project Designing, Bankable Feasibility Studies, Cost Benefit Analysis and Business Proposal Writeups	5-6 Days		L			1,000,000/=
5	Monitoring And Evaluation	Training on Monitoring and Evaluation (M&E)	5-6 Days	KUCHA				1,000,000/=
6	PROJECT MANAGEMENT	Training on "Project Proposal Writing for Strategic Revenue Generating Projects"	5-6 Days					1,000,000/=
7	RISK MANAGEMENT	Training on Risk Management	5-6 Days					1,000,000/=
8	RISK MANAGEMENT	Training on Organizational Risk Controls and Management	5-6 Days					1,000,000/=
9	GOVERNANCE	Training on Corporate Social Responsibility, Accountability and Governance	5-6 Days					1,000,000/=
10	HUMAN RESOURCE MANAGEMENT	TrainingonOfficeManagement,CustomerCareandEffectiveCommunicationSkillsforFrontlineStaff.	5-6 Days					1,000,000/=
11	HUMAN RESOURCE	Training on Strategic Human Resource Planning	5-6 Days					1,000,000/=

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		TRAINING PHASES IN THE F	NANCIAL	QUARTER	QUARTER	QUARTER	QUARTER	
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	MANAOGMENT		\downarrow		BUILDING T	RAINING.		
	MANAGEMENT	and Management						
		Training on Effective Board,						
12	HUMAN RESOURCE	Senate and Council	5-6 Days					1,000,000/=
12	MANAGEMENT	Meeting Coordination and	0 0 Dayo					1,000,000
		Organization.						
		Training on Strategic						
13	HUMAN RESOURCE	Leadership, Good						1,000,000/=
15	MANAGEMENT	Governance and Resource	5-6 Days					1,000,000/-
		Management						
	STATISTICS &	Training on Data						
14	DATA	Management and Statistical	5-6 Days					1,000,000/=
	MANAGEMENT	Data Analysis Using STATA	ALA					
		Training on Land Use	Ghn	MID				
15		Planning and Risk	5-6 Days					1,000,000/=
	PLANNING	Assessment	3					,,
	ENVIRONMENT	Training On Environmental						
16		and Social Impact	5-6 Days					1,000,000/=
	MANAGEMENT	Assessment (ESIA)						1,000,000
	URBAN	Training On Urban and			4			1,000,000/=
17	PLANNING &	Regional Master Planning	5-6 Days	KUCH				
	LAND MANAGEMENT		0.020.0111	1.				
	URBAN	Training On Spatial						1,000,000/=
18	PLANNING &	Development Planning	5-6 Days					
10	LAND MANAGEMENT	Development i lanning	o o Dayo					
	URBAN	Training On Village Land						1,000,000/=
19	PLANNING &	Use Planning	5-6 Days					.,,
15		Ose Filanning	5-0 Days					
	MANAGEMENT URBAN	Training On Land Surveying						1,000,000/=
20	PLANNING &		5-6 Days					1,000,000/-
20			0-0 Days					
	MANAGEMENT URBAN	Training on Dronorty						1,000,000/=
01	PLANNING &	Training on Property	E E Deve					1,000,000/-
21	LAND	Management and Valuation	5-6 Days					
	MANAGEMENT URBAN	Training on Inform						1 000 000/-
00	PLANNING &	Training on Informal						1,000,000/=
22	LAND	Settlement Regularization	5-6 Days					
	MANAGEMENT							4 000 000/-
	URBAN PLANNING &	Training on Interim Land						1,000,000/=
23	LAND	Use Plan	5-6 Days					
	MANAGEMENT							
24	BUDGETING AND	Training on Strategic	5-6 Days					1,000,000/=
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28 T AND CONTRACT MARAGEMENT Training Procurement and Contract Management 5-6 Days 1,000,000/= 29 ENVIRONMENT AL MARGEMENT Training on Environmental Management and Risk Assessment 5-6 Days 1,000,000/= 30 ENVIRONMENT AL Disaster Management Training on Risk and Disaster Management 5-6 Days 1,000,000/= 31 ENVIRONMENT AL MARGEMENT Training on Climate Change and Risk Management 5-6 Days 1,000,000/= 31 ENVIRONMENT AL MANAGEMENT Training on Natural Resource Planning and Management. 5-6 Days 1,000,000/= 32 ENVIRONMENT AL MANAGEMENT Training on Natural Resource Planning and Management. 5-6 Days 1,000,000/= 33 GOVERNANCE Training on Leadership Skills, God Governance and Accountability to Councilors, Council Leaders and Council Management and Accountability to Councilors, Council Leaders and Council Management Madiwani/ Wawakilishi") 1,000,000/= 34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study 5-6 Days 1,000,000/=				6					
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MANAGEMENT Management <td>28</td> <td></td> <td>Procurement and Contract</td> <td>5-6 Days</td> <td></td> <td></td> <td></td> <td></td> <td>1,000,000/=</td>	28		Procurement and Contract	5-6 Days					1,000,000/=
29 AL MANAGEMENT Management and Risk Assessment 5-6 Days 1,000,000/= 30 ENVIRONMENT AL MANAGEMENT Training on Risk and Disaster Management 5-6 Days 1,000,000/= 31 ENVIRONMENT AL MANAGEMENT Training on Climate Change and Risk Management 5-6 Days 1,000,000/= 32 ENVIRONMENT AL MANAGEMENT Training on Natural Resource Planning and Management. 5-6 Days 1,000,000/= 32 ENVIRONMENT AL MANAGEMENT Training on Natural Resource Planning and Management. 5-6 Days 1,000,000/= 33 GOVERNANCE Training on Leadership Skills, Good Governance and Accountability to Councilors, Council Leaders and Council Management 5-6 Days 1,000,000/= 33 GOVERNANCE Teams ("Mafunzo ya Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwari/ Wawakilshi") 5-6 Days 1,000,000/= 34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study 5-6 Days 1,000,000/=			*	6637					
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31 MANAGEMENT MANAGEMENT and Risk Management 5-6 Days 1,000,000/= 32 ENVIRONMENT AL MANAGEMENT Training on Natural Resource Planning and Management. 5-6 Days 1,000,000/= 33 GOVERNANCE Training on Leadership Skills, Good Governance and Accountability to Councilors, Council Leaders and Council Management 5-6 Days 1,000,000/= 33 GOVERNANCE Teams ("Mafunzo ya Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi") 1,000,000/= 1,000,000/= 34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study 5-6 Days 1,000,000/=			•						
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32 AL MANAGEMENT Resource Planning and Management. 5-6 Days 1,000,000/= 33 Training on Leadership Skills, Good Governance and Accountability to Councilors, Council Leaders and Council Management Teams ("Mafunzo ya Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi") 1,000,000/= 34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study 5-6 Days 1,000,000/=		MANAGEMENT	•						
MANAGEMENT Management. Training on Leadership Skills, Good Governance and Accountability to Councilors, Council Leaders and Council Management Teams ("Mafunzo ya Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi") 34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study 5-6 Days			•	5 A D					4 000 0001
33 GOVERNANCE Training on Leadership Skills, Good Governance and Accountability to Councilors, Council Leaders and Council Management Teams ("Mafunzo ya Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi") 1,000,000/= 34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study 5-6 Days	32		-	5-6 Days					1,000,000/=
33 GOVERNANCE Skills, Good Governance and Accountability to Councilors, Council Leaders and Council Management Teams ("Mafunzo ya Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi") 1,000,000/= 34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study 5-6 Days									
33GOVERNANCEand Accountability to Councilors, Council Leaders and Council Management Teams ("Mafunzo ya Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi")1,000,000/=34BASELINE SURVEYTraining on Baseline Survey and Feasibility Study5-6 Days1,000,000/=			.						
33GOVERNANCECouncilors, Council Leaders and Council Management Teams ("Mafunzo ya Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi")1,000,000/=34BASELINE SURVEYTraining on Baseline Survey and Feasibility Study5-6 Days1,000,000/=									
33GOVERNANCEand Council Management Teams ("Mafunzo ya Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi")1,000,000/=34BASELINE SURVEYTraining on Baseline Survey and Feasibility Study5-6 Days1,000,000/=									
33 GOVERNANCE Teams ("Mafunzo ya Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi") 1,000,000/= 34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study 5-6 Days			Councilors, Council Leaders						
Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi") 1,000,000/= 34 BASELINE Training on Baseline Survey 5-6 Days 34 Baseline Survey 1,000,000/=			and Council Management						
Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi") Image: Comparison of the second s	33	GOVERNANCE	Teams ("Mafunzo ya						1,000,000/=
Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi") Image: Comparison of the second s									
Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi") Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi") 34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study 5-6 Days			, ,						
Viongozi Halmashauri na Madiwani/ Wawakilishi") Madiwani/ Wawakilishi") 34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study 5-6 Days			u						
Madiwani/ Wawakilishi") Image: Madiwani/ Wawakilishi (Madiwani/ Wawakilishi) 34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study									
34 BASELINE SURVEY Training on Baseline Survey and Feasibility Study 5-6 Days 1,000,000/=									
³⁴ SURVEY and Feasibility Study		BASELINE	,						
	34			5-6 Days					1,000,000/=
	35	COMMUNITY		5-6 Davs					1.000.000/=
					I	I	I 		,,

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		TRAINING PHASES IN THE F	INANCIAL	QUARTER	QUARTER	QUARTER	QUARTER	
		YEAR→		ONE	TWO	THREE	FOUR	TRAINING
				2025/2026	2025/2026	2025/2026	2025/2026	FEE PER
				JULY –	OCTOBER –	JANUARY	APRIL –	PARTICIP
SN	тнеме↓	TRAINING DATES AND MON	NTHS \rightarrow	SEPTEMB	DECEMBER	– MARCH	JUNE 2026	ANT FOR
				ER 2025	2025	2026		FIVE TO
		TRAINING DATES, VENU			DICATED IN QUA			SIX DAYS
			TRAINING DURATION		IZATIONS MAY SPECIFIC TAILO			(TZS)
		TRAINING PROGRAM↓		REQUEST	BUILDING T		CAPACITI	
	DEVELOPMENT	Violence Protection and	*		DOILDING			
		Safeguarding						
20	COMMUNITY	Training on Opportunity and						4 000 000/-
36	DEVELOPMENT	Obstacles to Development	5-6 Days					1,000,000/=
		(O&OD)						
	COMMUNITY	Training on Gender						
37	DEVELOPMENT	Mainstreaming, Analysis	5-6 Days					1,000,000/=
		and Planning						
		Training on Evidence Based						
38	COMMUNITY DEVELOPMENT	Policy Formulation for	5-6 Days					1,000,000/=
	DEVELOPMENT	Sustainable Development						
		Training on Gender Equality	ALLA	R				
39	COMMUNITY	and Diversity in	5-6 Days	MID				1,000,000/=
	DEVELOPMENT	Management	Service	E I				.,,
		Training on Gender	3					
40	COMMUNITY	Mainstreaming in Planning	5-6 Days					1,000,000/=
40	DEVELOPMENT	0 0	5-0 Days					1,000,000/-
		and Decision Making.			5			
	COMMUNITY	Training on Intergration of			6			
41	DEVELOPMENT	Gender in Planning and	5-6 Days	PERM				1,000,000/=
		Budgeting.	GA NI	KUO				
	COMMUNITY	Training on Child Violence,						
42	DEVELOPMENT	Protection and	5-6 Days					1,000,000/=
		Safeguarding						
43	CONTRACT	Training on Contract	5-6 Days					1,000,000/=
43	MANAGEMENT	Management	5-0 Days					1,000,000/-
	DRIVERS AND	Training on Transportation						
44	TRANSPORT	Skills for Drivers and	5-6 Days					1,000,000/=
	OFFICERS	Transport Officers	,					
		Training on Financial,						
	FINANCE AND	Procurement and Contract						
45		Management in Lower	5-6 Days					1,000,000/=
	т	Levels of Local Government						
		Training on Corporate						
46	FINANCIAL	3 1	5 6 Dava					1 000 000/-
40	MANAGEMENT	Valuation, Stocks and Bond	5-6 Days					1,000,000/=
		Investment Strategies.						
47	FINANCIAL	Training on Strategic	5-6 Days					1,000,000/=
	MANAGEMENT	Financial Management						, .,
	FINANCIAL	Training on Local						
48	MANAGEMENT	Government Revenue	5-6 Days					1,000,000/=
		Enhancement and Tax						

	THEME↓	TRAINING PHASES IN THE FIYER THE FI	NANCIAL	1 QUARTER ONE 2025/2026 JULY –	2 QUARTER TWO 2025/2026 OCTOBER -	3 QUARTER THREE 2025/2026 JANUARY	4 QUARTER FOUR 2025/2026	TRAINING FEE PER PARTICIP
SN	тнеме↓	TRAINING DATES AND MON	NTHS \rightarrow	SEPTEMB ER 2025	DECEMBER 2025	- MARCH 2026	APRIL – JUNE 2026	ANT FOR FIVE TO
		TRAINING DATES, VENU TRAINING PROGRAM↓	IE → TRAINING DURATION ↓	ORGAN	DICATED IN QUA NZATIONS MAY SPECIFIC TAILO BUILDING T	WRITE TO IRE R MADE AND	OP AND	SIX DAYS (TZS)
		Collection						
49	FINANCIAL MANAGEMENT	Training on Electronic Financial Management	5-6 Days					1,000,000/=
50	FINANCIAL MANAGEMENT	Training on Financial Analysis and Reporting	5-6 Days					1,000,000/=
51	FINANCIAL MANAGEMENT	Training on Project Financial Management for non-Financial Professionals.	5-6 Days					1,000,000/=
52	FINANCIAL MANAGEMENT	Training on Financial Management for Donor Funded Projects	5-6 Days	Re				1,000,000/=
53	FINANCIAL MANAGEMENT	Training on Health Care Financial Management	5-6 Days	D P I				1,000,000/=
54	GIS	Training on Advanced Geographical Information System for Advanced Users	5-6 Days					1,000,000/=
55	GIS	Training on Applications of GIS in Water Resources Analysis and Protection	5-6 Days	KUCHAG	L			1,000,000/=
56	GIS	Training on Geo-statistical Analysis and Spatial Statistics	5-6 Days					1,000,000/=
57	GIS	Training on Mobile Data Collection Tools (Design and Applications)	5-6 Days					1,000,000/=
58	GIS	Training on Crimes Spatial Mapping, Analysis and Prioritization of Interventions	5-6 Days					1,000,000/=
59	GIS	Training on Introduction to Soil and Water Assessment Tool (SWAT) - Beginners Course	5-6 Days					1,000,000/=
60	GIS	Training on Integration of GIS and Social- Demographic Data in Urban Solid Wastes Management	5-6 Days					1,000,000/=
61	GIS	Training on GIS and Remote Sensing for	5-6 Days					1,000,000/=

				1	2	3	4	
		TRAINING PHASES IN THE FI	NANCIAL	QUARTER	QUARTER	QUARTER	QUARTER	
		YEAR→		ONE	TWO	THREE	FOUR	TRAINING
				2025/2026	2025/2026	2025/2026	2025/2026	FEE PER
				JULY –	OCTOBER -	JANUARY	APRIL –	PARTICIP
SN	тнеме↓	TRAINING DATES AND MON	NTHS →	SEPTEMB	DECEMBER	– MARCH	JUNE 2026	ANT FOR FIVE TO
		TRAINING DATES, VENU		ER 2025	2025 DICATED IN QUA	2026		SIX DAYS
		IRAINING DATES, VERG	TRAINING		NIZATIONS MAY			(TZS)
		TRAINING PROGRAM	DURATION		SPECIFIC TAILO			(- <i>y</i>
		•••••••••••••••••••••••••••••••••••••••	↓		BUILDING T	RAINING.	1	
		Agricultural Planning						
		Training on Applications of						
62	GIS	GIS and Remote Sensing	5-6 Days					1,000,000/=
02	013	Technologies in	5-0 Days					1,000,000/-
		Vulnerability Assessments						
		Training on Advanced						
		Course on SWAT -						
63	GIS	Applications of Soil and	5-6 Days					1,000,000/=
		Water Assessment Tools in	,					
		Watershed Management						
		Training on Web-Based GIS						
64	GIS	and Interactive Maps	5-6 Days					1,000,000/=
		Training on GIS for Natural	сна	MID				
65	GIS	Resource Management	5-6 Days	R I E				1,000,000/=
		Training on Community	3					
		Social Services Provision						
66	GIS	and Optimization (Water,	5-6 Days					1,000,000/=
		Education and Health)						
		Training on Advanced			8			
		Course on SWAT -	GA NI	KUCRI				
67	GIS	Applications of Soil and	5-6 Days	NO				1,000,000/=
07	010	Water Assessment Tools in	5-0 Days					1,000,000/-
		Climate Change Studies Training on GIS for						
68	GIS	0	5-6 Days					1,000,000/=
		Business and Marketing						
60	010	Training on Basic	E C Deve					4 000 000/-
69	GIS	Geographical Information	5-6 Days					1,000,000/=
		System for Beginners						
		Training on Participatory						
70	GIS	Community Resource	5-6 Days					1,000,000/=
		Mapping in Climate Change	,					
		Adaptation Planning	5.0.0					4 000 0001
71	GIS	Training on GIS Modeling	5-6 Days					1,000,000/=
		Training on GIS and						
72	GIS	Remote Sensing Based	5-6 Days					1,000,000/=
	-	Land Use/Cover Change	, -					,,
		Statistics and Modeling						
		Training on Good						
73	GOVERNANCE	Governance, Leadership	5-6 Days					1,000,000/=
		and Negotiation Skills.						

		TRAINING PHASES IN THE FINAL YEAR \rightarrow	INANCIAL	1 QUARTER ONE 2025/2026	2 QUARTER TWO 2025/2026	3 QUARTER THREE 2025/2026	4 QUARTER FOUR 2025/2026	TRAINING FEE PER
SN	тнеме↓	TRAINING DATES AND MOI TRAINING DATES, VENL		JULY – SEPTEMB ER 2025 TO BE INI	OCTOBER – DECEMBER 2025 DICATED IN QUA	JANUARY – MARCH 2026 RTFRI Y INVI	APRIL – JUNE 2026	PARTICIP ANT FOR FIVE TO SIX DAYS
			TRAINING DURATION	ORGAN	IZATIONS MAY SPECIFIC TAILO BUILDING T	WRITE TO IRE R MADE AND	OP AND	(TZS)
74	GOVERNANCE	Training on Strategic Performance Management	5-6 Days					1,000,000/=
75	PUBLIC RELATIONS	Training on Protocol, Public Relation and Communication Management.	5-6 Days					1,000,000/=
76	GOVERNANCE	Training on Strategic Governance and Result Based Management	5-6 Days					1,000,000/=
77	GOVERNANCE	Training on Protocol and Events Management	5-6 Days					1,000,000/=
78	HUMAN RESOURCE	Training on Public Service Code of Conduct and Ethics	5-6 Days	MID				1,000,000/=
79	HUMAN RESOURCE	Training on Performance and Appraisal Systems	5-6 Days	N GO				1,000,000/=
80	HUMAN RESOURCE	Induction Training to New Recruited Employees in Public Service	5-6 Days		Z			1,000,000/=
81	HUMAN RESOURCE	Training on Effective Meeting Management and Minutes Taking	5-6 Days	KUCHAO				1,000,000/=
82	HUMAN RESOURCE	Training of Trainers Course	5-6 Days					1,000,000/=
83	HUMAN RESOURCE	Training on Electronic- Management and Governance	5-6 Days					1,000,000/=
84	ІСТ	Training on Smart ICT Tools & Digital Collaboration for Office Professionals	5-6 Days					1,000,000/=
85	ЮТ	Training on LaTeX Software System for Scientific and Academic Report Writing	5-6 Days					1,000,000/=
86	ICT	TrainingonICTandAdvancedComputerApplicationsforSecretarialand OfficeManagement	5-6 Days					1,000,000/=
87	ICT	Training on Advanced Microsoft Office for Managing and Processing of Student's Admission,	5-6 Days					1,000,000/=

				1	2	3	4	
		TRAINING PHASES IN THE FI	NANCIAL	QUARTER	QUARTER	QUARTER	QUARTER	
		YEAR→		ONE	TWO	THREE	FOUR	TRAINING
				2025/2026	2025/2026	2025/2026	2025/2026	FEE PER
			17110	JULY -	OCTOBER -	JANUARY	APRIL –	PARTICIP
SN	тнеме↓	TRAINING DATES AND MON	$NTHS \rightarrow$	SEPTEMB	DECEMBER	- MARCH	JUNE 2026	
		TRAINING DATES, VENU		ER 2025	2025 DICATED IN QUA			FIVE TO SIX DAYS
		TRAINING DATES, VENU	TRAINING		NIZATIONS MAY			(TZS)
		TRAINING PROGRAM	DURATION		SPECIFIC TAILO			(120)
			↓		BUILDING T			
		Results, Academic						
		Transcripts and Reports						
		Training on Computer Aided						
88	ICT	Design and Contract	5-6 Days					1,000,000/=
		Management	,					
		Training on Basic Computer						
89	ICT	Skills and Information	5-6 Days					1,000,000/=
00		Management	o o Dayo					1,000,000,
		Training on Advanced						
		Microsoft Office						
90	ICT	Management for Executive	5-6 Days					1,000,000/=
		Assistants						
			CHA	MIS				
		Training on Legal	19/1					
91	LAND MANAGEMENT	Framework for Land	5-6 Days					1,000,000/=
	MANAGEMENT	Management and Land						
		Conflict Resolutions	Proof					
92	LAND MANAGEMENT	Training on Village Land	5-6 Days					1,000,000/=
	MANAGEMIENT	Use Plan and Management			6			
00	LAND	Training on Preparation of		PUCHA				4 000 0001
93	MANAGEMENT	Ecological Land Use Plan	5-6 Days	KUC				1,000,000/=
		and Management						
94	LAND USE	Training on Participatory	5-6 Days					1,000,000/=
•	PLANNING	Land Use Planning	00000					.,,
95	M&E	Training on Monitoring and	5-6 Days					1,000,000/=
		Evaluation in Governance	o o Duyo					.,
96	M&E	Training on Results-Based	5-6 Days					1,000,000/=
50	mar	Monitoring and Evaluation	0 0 Days					1,000,000/-2
		Training on Monitoring and						
97	M&E	Evaluation in Food Security	5-6 Days					1,000,000/=
		and Nutrition						
00		Training on Participatory	E C Deve					4 000 000/-
98	M&E	Monitoring and Evaluation	5-6 Days					1,000,000/=
		Training on Monitoring and						
		Evaluation for Agriculture						4 000 0001
99	M&E IN ARD	and Rural Development	5-6 Days					1,000,000/=
		Programs/Projects.						
		Training on M&E and Data						
100	M&E FOR HEALTH	Management for Health	5-6 Days					1,000,000/=
	PROGRAMS	Programs.						-,,,,,,
101	M&E IN	Training on Designing,	5-6 Days					1,000,000/=
101		I raining on Designing,	0 0 Days	1	I	I	I	1,000,000

		TRAINING PHASES IN THE FI YEAR→		1 QUARTER ONE 2025/2026 JULY –	2 QUARTER TWO 2025/2026 OCTOBER –	3 QUARTER THREE 2025/2026 JANUARY	4 QUARTER FOUR 2025/2026 APRIL –	TRAINING FEE PER PARTICIP
SN	тнеме↓	TRAINING DATES AND MON	$NTHS \rightarrow$	SEPTEMB ER 2025	DECEMBER 2025	- MARCH 2026	JUNE 2026	ANT FOR FIVE TO
		TRAINING DATES, VENU TRAINING PROGRAM↓	IE → TRAINING DURATION ↓	ORGAN	DICATED IN QUA NIZATIONS MAY SPECIFIC TAILO BUILDING T	WRITE TO IRE	OP AND	SIX DAYS (TZS)
	PROJECTS AND PROGRAMS	Monitoring and Evaluation of Plans, Programs and Development Projects.						
102	POPULATION	Training on Intergration of Population Variables in Development Planning	5-6 Days					1,000,000/=
103	POPULATION	Training on Population Data Analysis and Intepretation for Policy and Development Planning	5-6 Days					1,000,000/=
104	PROCUREMEN T	Training on Public Procurement and Contract Management	5-6 Days	IP 8				1,000,000/=
105	PROCUREMEN T	Training on Store Keeping, Inventory and Asset Management	5-6 Days	MGO				1,000,000/=
106	PROJECT PLANNING & MANAGEMENT	Training on Project Management, Monitoring and Evaluation using Microsoft Project.	5-6 Days	- KUCHAGI	Z			1,000,000/=
107	PROJECT PLANNING & MANAGEMENT	Training on Project Risk Management	5-6 Days					1,000,000/=
108	PROJECT PLANNING & MANAGEMENT	Training on Project Planning and Management	5-6 Days					1,000,000/=
109	PROJECT PLANNING & MANAGEMENT	Training on Resource Mobilization and Project Proposal Writing.	5-6 Days					1,000,000/=
110	PROJECT PLANNING & MANAGEMENT	Training on Project Scheduling, Evaluation and Cost Benefit Analysis.	5-6 Days					1,000,000/=
111	RECORDS MANAGEMENT	Training on Records Keeping, Information and Office Management	5-6 Days					1,000,000/=
112	RECORDS MANAGEMENT	Training on E-Records Management	5-6 Days					1,000,000/=
113	RESEARCH & DATA MANAGEMENT	Training on Quantitative Data Analysis with SPSS and STATA	5-6 Days					1,000,000/=
114	SECRETARIES, RECORDS &	Training on Office Management and Effective	5-6 Days					1,000,000/=

SN	THEME↓	$\begin{array}{c} \mbox{TRAINING PHASES IN THE FINANCIAL} \\ \mbox{YEAR} \rightarrow \\ \hline \mbox{TRAINING DATES AND MONTHS} \rightarrow \\ \hline \mbox{TRAINING DATES, VENUE} \rightarrow \\ \hline \mbox{TRAINING PROGRAM} \downarrow \\ \hline \mbox{Customer Service Delivery} \\ \hline \end{array}$		ORGAN	2 QUARTER TWO 2025/2026 OCTOBER – DECEMBER 2025 DICATED IN QUA IZATIONS MAY SPECIFIC TAILO BUILDING T	WRITE TO IRE R MADE AND	OP AND	TRAINING FEE PER PARTICIP ANT FOR FIVE TO SIX DAYS (TZS)
	FRONT OFFICE STAFF	Customer Service Delivery						
115	SECRETARIES, RECORDS & FRONT OFFICE STAFF	Training on Customer Care and Effective Communication Skills for Frontline Staff	5-6 Days					1,000,000/=
116	STATISTICS & DATA MANAGEMENT	Training on Data Management and Statistical Data Analysis Using NVIVO	5-6 Days					1,000,000/=
117	STATISTICS & DATA MANAGEMENT	Training on Data Management and Statistical Data Analysis Using Excel	5-6 Days					1,000,000/=
118	STATISTICS & DATA MANAGEMENT	Training on Data Management and Statistical Data Analysis Using SPSS	5-6 Days	SPANG				1,000,000/=
119	STRATEGIC PLANNING	Training on Strategic Planning and Implementation	5-6 Days		B			1,000,000/=
120	STRATEGIC PLANNING AND BUDGETING	Training on Strategic Planning, Effective Budgeting and Cost Controls	5-6 Days	KUCHA				1,000,000/=
121	URBAN PLANNING	Training on Urban Planning and Designing	5-6 Days					1,000,000/=
122	HUMAN RESOURCE	Training on Retirement Planning, Personal Finance and Business Management	5-6 Days					1,000,000/=
123	TAX COMPLIANCE AND ASSET MANAGEMENT	Training on Tax Compliance and Asset Management	5-6 Days					1,000,000/=
124	QUALITY ASSURANCE	Training on Organizational Quality Assurance, Control and Management	5-6 Days					1,000,000/=

INSTITUTIONAL PROFILE, CONTACT PERSON AND MODE OF PAYMENTS

1) IRDP PROFILE

The Institute of Rural Development Planning (IRDP) is a government higher learning Institution under the Ministry of Finance. IRDP is a corporate body established by the Act of parliament No.8 of 1980. The Institute is registered by the National Council for Technical and Vocational Education and Training (NACTVET) and recognized by Tanzania Commission for Universities (TCU). In implementing one of its' core functions, IRDP offers and conduct various capacity building, short courses and tailor-made trainings in multi-disciplinary and multi-sectorial areas, the courses aim to equip participants with relevant, current and emerging practical skills.

2) SHORT COURSES, CAPACITY BUILDING AND TAILOR-MADE TRAINING

Short Courses, Capacity Building and Tailor-Made trainings as indicated in the calendar and other courses are normally conducted at any place of convenience, IRDP main campus in Dodoma or at IRDP Lake Zone Training Center in Mwanza. Similar, tailor made or equivalent training may be conducted at the clients' request out of the time indicated in the calendar and schedule, at clients' premises/venue or any other area of preference for different purposes. Moreover, the client organization can request for IRDP to send experts to deliver and facilitate the training at the clients' request and suggestion.

For the training which are requested to be conducted as per clients' request, training fee shall be computed and agreed upon between IRDP and the client organization depending on various training parameters including; area for conducting training, distance, number of participants, contents to be covered, number of days for the training and other aspects of the training to be recommended by respective client organization.

For short courses indicated in the calendar and other courses, IRDP offers **formal Invitation letters and Invoice** for processing of payments to individuals and organization upon request through contact person(s).

3) CONTACT PERSONS

For further information about similar/equivalent training, request for formal invitation letter, invoice and other issues related to short courses, please contact the following:

 i) Mr. Benjamin I. Magori Coordinator for Short Courses Mobile:- +255 715 032 800 E-mail:- <u>bmagori@irdp.ac.tz</u> and

shortcourses@irdp.ac.tz

ii) Dr. Hosea A. Mpogole
 Director of Research, Consultancy and Publications
 Mobile:- +255 756 964 326 E-mail:- hmpogole@irdp.ac.tz

4) TRAINING FEE

The training fee for each training is as indicated against respective training in the calendar or as it shall be computed and agreed upon by IRDP and client organization(s), the fee caters for certificates, lunch, refreshments, tea, Institutional fee, field excursion, training facilitation and preparation of training materials. Travel expenses, per diem and other costs related to participant(s) should be paid directly to respective participant(s) by respective employers/sponsors as per respective organizational regulations and guidelines.

For tailor made Training, the training fee is as indicated in Table 1 or as it shall be computed and agreed upon by IRDP and client organization(s).

	CATE	GORY		TRAINING FEE	DUDATION	
SN	MINIMUM NUMBER OF PARTICIPANTS	MAXIMUM NUMBER OF PARTICIPANTS	DESCRIPTION	PER PARTICIPANT (TZS)	DURATION OF TRAINING	MANDATORY REQUIREMENT
1	05	10	One Participant to Ten Participants	2,000,000/=	5 - 6 Days	The Minimum Number of Participants for the Training to be conducted shall be Five (05)
2	11	30	More than 10 Participants and Less than 31 Participants	2 1,500,000/=	5 - 6 Days	
3	31	and above	31 Participants and Above	1,000,000/=	5 – 6 Days	The Maximum Number of Participants per Short Course Training shall be Fifty (50), otherwise the training shall be sub-divided into Clusters/ Cohorts

 Table 1:- Tailor Made Short Course Training Fee

The training fee caters for certificates, lunch, refreshments, tea, Institutional fee, field excursion, training facilitation and preparation of training materials. Travel expenses, per diem and other costs related to participant(s) shall be paid directly to respective participant(s) by respective employers/sponsors as per respective organizational regulations and guidelines.

5) MODE OF PAYMENT

All Payments are required to be made through NMB Bank Account with the following bank details; Account Number: 50501100008 Account Name: INSTITUTE OF RURAL DEVELOPMENT PLANNING - SHORT COURSE.

6) DEADLINE FOR PAYMENTS AND CONFIRMATION FOR PARTICIPATION

Participants should make payments and confirm their participation in respective training up to 24 hours prior to the date for commencement of the training to allow for training logistics and arrangements.



SCAN HERE (For More Information)



Chuo cha Mipango - Kupanga ni Kuchagua