



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:- bmagori@irdp.ac.tz 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).

Table 1:- Tailor Made Short Course Training Fee

SN	CATEGORY		DESCRIPTION	TRAINING FEE PER PARTICIPANT (TZS)	DURATION OF TRAINING	MANDATORY REQUIREMENT
	MINIMUM NUMBER OF PARTICIPANTS	MAXIMUM NUMBER OF PARTICIPANTS				
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	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

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

SN	THEME↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4	TRAINING FEE PER PARTICIPANT FOR FIVE TO SIX DAYS (TZS)
				QUARTER ONE 2025/2026	QUARTER TWO 2025/2026	QUARTER THREE 2025/2026	QUARTER FOUR 2025/2026	
		TRAINING DATES AND MONTHS →		JULY – SEPTEMB ER 2025	OCTOBER – DECEMBER 2025	JANUARY – MARCH 2026	APRIL – JUNE 2026	
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.				
		TRAINING PROGRAM↓	TRAINING DURATION ↓					
1	STRATEGIC PLANNING	Training on Strategic Planning, 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					1,000,000/=
4	PROJECT MANAGEMENT	Training on Project Designing, Bankable Feasibility Studies, Cost Benefit Analysis and Business Proposal Writeups	5-6 Days					1,000,000/=
5	MONITORING AND EVALUATION	Training on Monitoring and Evaluation (M&E)	5-6 Days					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	Training on Office Management, Customer Care and Effective Communication Skills for Frontline Staff.	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 PROGRAM↓	TRAINING DURATION ↓							
	MANAGEMENT	and Management						
12	HUMAN RESOURCE MANAGEMENT	Training on Effective Board, Senate and Council Meeting Coordination and Organization.	5-6 Days					1,000,000/=
13	HUMAN RESOURCE MANAGEMENT	Training on Strategic Leadership, Good Governance and Resource Management	5-6 Days					1,000,000/=
14	STATISTICS & DATA MANAGEMENT	Training on Data Management and Statistical Data Analysis Using STATA	5-6 Days					1,000,000/=
15	LAND USE PLANNING	Training on Land Use Planning and Risk Assessment	5-6 Days					1,000,000/=
16	ENVIRONMENT AL MANAGEMENT	Training On Environmental and Social Impact Assessment (ESIA)	5-6 Days					1,000,000/=
17	URBAN PLANNING & LAND MANAGEMENT	Training On Urban and Regional Master Planning	5-6 Days					1,000,000/=
18	URBAN PLANNING & LAND MANAGEMENT	Training On Spatial Development Planning	5-6 Days					1,000,000/=
19	URBAN PLANNING & LAND MANAGEMENT	Training On Village Land Use Planning	5-6 Days					1,000,000/=
20	URBAN PLANNING & LAND MANAGEMENT	Training On Land Surveying	5-6 Days					1,000,000/=
21	URBAN PLANNING & LAND MANAGEMENT	Training on Property Management and Valuation	5-6 Days					1,000,000/=
22	URBAN PLANNING & LAND MANAGEMENT	Training on Informal Settlement Regularization	5-6 Days					1,000,000/=
23	URBAN PLANNING & LAND MANAGEMENT	Training on Interim Land Use Plan	5-6 Days					1,000,000/=
24	BUDGETING AND	Training on Strategic	5-6 Days					1,000,000/=

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TRAINING PROGRAM↓	TRAINING DURATION ↓							
	FINANCIAL MANAGEMENT	Budgeting, Implementation and Cost Controls.						
25	PROJECT MANAGEMENT	Training on Project Management, Monitoring and Evaluation Using Microsoft Project.	5-6 Days					1,000,000/=
26	FINANCE & REVENUE MANAGEMENT	Training on Local Government Revenue Enhancement and Tax Collection	5-6 Days					1,000,000/=
27	PROCUREMEN T	Training on Store Keeping, Inventory and Asset Management	5-6 Days					1,000,000/=
28	PROCUREMEN T AND CONTRACT MANAGEMENT	Training on Public Procurement and Contract Management	5-6 Days					1,000,000/=
29	ENVIRONMEN TAL MANAGEMENT	Training on Environmental Management and Risk Assessment	5-6 Days					1,000,000/=
30	ENVIRONMEN TAL MANAGEMENT	Training on Risk and Disaster Management	5-6 Days					1,000,000/=
31	ENVIRONMEN TAL MANAGEMENT	Training on Climate Change and Risk Management	5-6 Days					1,000,000/=
32	ENVIRONMEN TAL 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 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/=
35	COMMUNITY	Training on Gender Based	5-6 Days					1,000,000/=

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TRAINING PROGRAM↓	TRAINING DURATION ↓							
	DEVELOPMENT	Violence Protection and Safeguarding						
36	COMMUNITY DEVELOPMENT	Training on Opportunity and Obstacles to Development (O&OD)	5-6 Days					1,000,000/=
37	COMMUNITY DEVELOPMENT	Training on Gender Mainstreaming, Analysis and Planning	5-6 Days					1,000,000/=
38	COMMUNITY DEVELOPMENT	Training on Evidence Based Policy Formulation for Sustainable Development	5-6 Days					1,000,000/=
39	COMMUNITY DEVELOPMENT	Training on Gender Equality and Diversity in Management	5-6 Days					1,000,000/=
40	COMMUNITY DEVELOPMENT	Training on Gender Mainstreaming in Planning and Decision Making.	5-6 Days					1,000,000/=
41	COMMUNITY DEVELOPMENT	Training on Intergration of Gender in Planning and Budgeting.	5-6 Days					1,000,000/=
42	COMMUNITY DEVELOPMENT	Training on Child Violence, Protection and Safeguarding	5-6 Days					1,000,000/=
43	CONTRACT MANAGEMENT	Training on Contract Management	5-6 Days					1,000,000/=
44	DRIVERS AND TRANSPORT OFFICERS	Training on Transportation Skills for Drivers and Transport Officers	5-6 Days					1,000,000/=
45	FINANCE AND PROCUREMENT	Training on Financial, Procurement and Contract Management in Lower Levels of Local Government	5-6 Days					1,000,000/=
46	FINANCIAL MANAGEMENT	Training on Corporate Valuation, Stocks and Bond Investment Strategies.	5-6 Days					1,000,000/=
47	FINANCIAL MANAGEMENT	Training on Strategic Financial Management	5-6 Days					1,000,000/=
48	FINANCIAL MANAGEMENT	Training on Local Government Revenue Enhancement and Tax	5-6 Days					1,000,000/=

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TRAINING PROGRAM ↓	TRAINING DURATION ↓							
		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					1,000,000/=
53	FINANCIAL MANAGEMENT	Training on Health Care Financial Management	5-6 Days					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					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/=

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TRAINING PROGRAM↓	TRAINING DURATION ↓							
		Agricultural Planning						
62	GIS	Training on Applications of GIS and Remote Sensing Technologies in Vulnerability Assessments	5-6 Days					1,000,000/=
63	GIS	Training on Advanced Course on SWAT - Applications of Soil and Water Assessment Tools in Watershed Management	5-6 Days					1,000,000/=
64	GIS	Training on Web-Based GIS and Interactive Maps	5-6 Days					1,000,000/=
65	GIS	Training on GIS for Natural Resource Management	5-6 Days					1,000,000/=
66	GIS	Training on Community Social Services Provision and Optimization (Water, Education and Health)	5-6 Days					1,000,000/=
67	GIS	Training on Advanced Course on SWAT - Applications of Soil and Water Assessment Tools in Climate Change Studies	5-6 Days					1,000,000/=
68	GIS	Training on GIS for Business and Marketing	5-6 Days					1,000,000/=
69	GIS	Training on Basic Geographical Information System for Beginners	5-6 Days					1,000,000/=
70	GIS	Training on Participatory Community Resource Mapping in Climate Change Adaptation Planning	5-6 Days					1,000,000/=
71	GIS	Training on GIS Modeling	5-6 Days					1,000,000/=
72	GIS	Training on GIS and Remote Sensing Based Land Use/Cover Change Statistics and Modeling	5-6 Days					1,000,000/=
73	GOVERNANCE	Training on Good Governance, Leadership and Negotiation Skills.	5-6 Days					1,000,000/=

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TRAINING PROGRAM↓	TRAINING DURATION ↓							
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					1,000,000/=
79	HUMAN RESOURCE	Training on Performance and Appraisal Systems	5-6 Days					1,000,000/=
80	HUMAN RESOURCE	Induction Training to New Recruited Employees in Public Service	5-6 Days					1,000,000/=
81	HUMAN RESOURCE	Training on Effective Meeting Management and Minutes Taking	5-6 Days					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	ICT	Training on Smart ICT Tools & Digital Collaboration for Office Professionals	5-6 Days					1,000,000/=
85	ICT	Training on LaTeX Software System for Scientific and Academic Report Writing	5-6 Days					1,000,000/=
86	ICT	Training on ICT and Advanced Computer Applications for Secretarial and Office Management	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/=

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TRAINING PROGRAM↓	TRAINING DURATION ↓							
		Results, Academic Transcripts and Reports						
88	ICT	Training on Computer Aided Design and Contract Management	5-6 Days					1,000,000/=
89	ICT	Training on Basic Computer Skills and Information Management	5-6 Days					1,000,000/=
90	ICT	Training on Advanced Microsoft Office Management for Executive Assistants	5-6 Days					1,000,000/=
91	LAND MANAGEMENT	Training on Legal Framework for Land Management and Land Conflict Resolutions	5-6 Days					1,000,000/=
92	LAND MANAGEMENT	Training on Village Land Use Plan and Management	5-6 Days					1,000,000/=
93	LAND MANAGEMENT	Training on Preparation of Ecological Land Use Plan and Management	5-6 Days					1,000,000/=
94	LAND USE PLANNING	Training on Participatory Land Use Planning	5-6 Days					1,000,000/=
95	M&E	Training on Monitoring and Evaluation in Governance	5-6 Days					1,000,000/=
96	M&E	Training on Results-Based Monitoring and Evaluation	5-6 Days					1,000,000/=
97	M&E	Training on Monitoring and Evaluation in Food Security and Nutrition	5-6 Days					1,000,000/=
98	M&E	Training on Participatory Monitoring and Evaluation	5-6 Days					1,000,000/=
99	M&E IN ARD	Training on Monitoring and Evaluation for Agriculture and Rural Development Programs/Projects.	5-6 Days					1,000,000/=
100	M&E FOR HEALTH PROGRAMS	Training on M&E and Data Management for Health Programs.	5-6 Days					1,000,000/=
101	M&E IN	Training on Designing.	5-6 Days					1,000,000/=

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TRAINING PROGRAM↓	TRAINING DURATION↓							
	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	PROCUREMENT	Training on Public Procurement and Contract Management	5-6 Days					1,000,000/=
105	PROCUREMENT	Training on Store Keeping, Inventory and Asset Management	5-6 Days					1,000,000/=
106	PROJECT PLANNING & MANAGEMENT	Training on Project Management, Monitoring and Evaluation using Microsoft Project .	5-6 Days					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/=

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TRAINING PROGRAM↓	TRAINING DURATION ↓							
	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					1,000,000/=
119	STRATEGIC PLANNING	Training on Strategic Planning and Implementation	5-6 Days					1,000,000/=
120	STRATEGIC PLANNING AND BUDGETING	Training on Strategic Planning, Effective Budgeting and Cost Controls	5-6 Days					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:- bmagori@irdp.ac.tz 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).

Table 1:- Tailor Made Short Course Training Fee

SN	CATEGORY		DESCRIPTION	TRAINING FEE PER PARTICIPANT (TZS)	DURATION OF TRAINING	MANDATORY REQUIREMENT
	MINIMUM NUMBER OF PARTICIPANTS	MAXIMUM NUMBER OF PARTICIPANTS				
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	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

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