



Central International University-CIU

Diversity Learning Institute-DLI

Twikatane e.V Germany

Skills Curriculum/Syllabus

Course Duration: 3 to 6 months

Course: NGO Creation & Management

What is NGO Creation & Management?

NGO Creation & Management refers to the process of establishing and effectively running a non-governmental organization (NGO). NGOs are non-profit organizations that operate independently of government control and are typically driven by a social, environmental, or humanitarian mission. The field of NGO Creation & Management encompasses various aspects involved in setting up and efficiently managing an NGO to achieve its objectives.

Here are some key components typically covered in NGO Creation & Management:

1. **Mission and Vision:** Defining the purpose, goals, and values of the NGO. This includes identifying the specific social or environmental issue the NGO aims to address.
2. **Legal Registration:** Understanding the legal requirements and procedures for establishing an NGO, including registering with the appropriate government authorities, obtaining necessary licenses, and complying with applicable laws and regulations.

3. **Governance and Organizational Structure:** Developing a governance framework, including defining the roles and responsibilities of the board of directors, executive team, and staff members. Establishing policies and procedures for decision-making, accountability, and transparency.
4. **Strategic Planning:** Developing a comprehensive strategic plan that outlines the NGO's long-term goals, strategies, and action plans. This involves assessing the external environment, identifying target beneficiaries or stakeholders, and designing programs and initiatives to achieve desired outcomes.
5. **Fundraising and Resource Mobilization:** Developing strategies for fundraising and diversifying funding sources to sustain the NGO's operations and programs. This includes identifying potential donors, writing grant proposals, organizing fundraising events, and implementing effective resource mobilization techniques.
6. **Financial Management:** Establishing sound financial management practices, including budgeting, financial reporting, and internal controls. Ensuring financial accountability, transparency, and adherence to donor requirements.
7. **Program Development and Implementation:** Designing and implementing programs and projects that align with the NGO's mission. This involves conducting needs assessments, setting objectives, developing work plans, monitoring progress, and evaluating outcomes.
8. **Partnerships and Networking:** Building collaborations and partnerships with other organizations, stakeholders, and communities to enhance the effectiveness and impact of the NGO's work. Networking with government agencies, donors, and other NGOs can help access resources, share knowledge, and foster collective action.
9. **Human Resource Management:** Recruiting, managing, and developing a skilled and motivated team. This includes establishing HR policies, conducting performance evaluations, providing training and capacity-building opportunities, and ensuring a positive organizational culture.
10. **Monitoring and Evaluation:** Developing systems to monitor and evaluate the impact and effectiveness of the NGO's programs and activities. This involves setting indicators, collecting data, analyzing results, and using evaluation findings for organizational learning and improvement.

NGO Creation & Management is a multidisciplinary field that requires knowledge and skills in areas such as leadership, strategic planning, finance, program management, advocacy, and stakeholder engagement. Successful NGO management involves balancing social impact with organizational sustainability and maintaining ethical and transparent practices in all operations.

Course Objectives

1. Understanding the concept and significance of NGOs: Gain a comprehensive understanding of the role and importance of non-governmental organizations (NGOs) in addressing social, economic, and environmental issues.
2. NGO creation and registration: Learn the process and legal requirements involved in establishing an NGO, including registration, governance structures, and compliance with relevant regulations.
3. Mission and vision development: Develop skills in formulating a clear mission and vision for an NGO, aligning it with the organization's values and objectives.
4. Strategic planning and project management: Acquire knowledge and skills related to strategic planning, project design, implementation, monitoring, and evaluation within the context of NGO operations.
5. Fundraising and resource mobilization: Explore various fundraising strategies and techniques, including grant writing, donor engagement, corporate partnerships, and crowdfunding, to secure financial resources for NGO initiatives.
6. Financial management and accountability: Understand the principles of financial management specific to NGOs, including budgeting, financial reporting, transparency, and accountability to donors, beneficiaries, and other stakeholders.
7. Stakeholder engagement and networking: Develop effective communication and networking skills to engage with diverse stakeholders such as government agencies, community members, donors, volunteers, and partner organizations.
8. Human resource management: Learn the essentials of recruiting, managing, and motivating personnel within an NGO, including volunteer management, leadership development, and team building.

9. Advocacy and policy influence: Gain knowledge of advocacy strategies, lobbying techniques, and policy engagement to promote social change and influence decision-making processes at local, national, and international levels.
10. Monitoring, evaluation, and impact assessment: Acquire tools and methodologies for monitoring and evaluating NGO programs, measuring impact, and ensuring continuous learning and improvement.

(A) Syllabus Outline:

Module 1: Introduction to NGOs (10 hours)

Module 2: Legal and Regulatory Framework (15 hours)

Module 3: Strategic Planning and Program Development (20 hours)

Module 4: Fundraising and Resource Mobilization (15 hours)

Module 5: Financial Management and Accountability (20 hours)

Module 6: Human Resource Management (15 hours)

Module 7: Advocacy and Networking (10 hours)

Module 8: Monitoring, Evaluation, and Learning (15 hours)