

## Session 5.1 – Writing a winning project proposal

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### Aim

To learn to write an effective project proposal.

### Outcomes of this session

By the end of this session participants will be able to:

- Describe what are the key sections of a project proposal;
- Write suitable text for each of the major sections;
- Structure the proposal in a logical flow and sequence.

### Session overview

2 hours

Step	Time	Activity/method	Content	Resources needed
1	15	Recap	Key learning from day 4	
1	105	Presentation of group work	Project proposal	Flip charts

### Resources needed

Flip chart and paper

Markers

Tape

### Facilitator's Notes

#### Step 1:

Recap highlights – make sure rapporteurs only mention key learning aspects, not the whole process of the day.

#### Step 2:

Each group gives their final presentation of the proposal (30 minutes each). The sections that are not written on a flipchart can be narrated, but only giving the key points. It is good to invite outsiders to this presentation because it will give the presentation more importance – let the audience ask questions. Make sure the participants have made copies of their proposals so people can bring them home.

## Session 5.2 – Evaluation, wrap-up and closing

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### Aims

- To evaluate the course in terms of contents, objectives and expectations fulfilled, as well as facilitation
- To close the course

### Outcome of this session

At the end of the session the participants will be able to:

- Express their opinion on the course and its facilitation

### Session overview

1 hour 40 minutes

Step	Time	Activity/method	Content	Resources needed
1	30	Individual work	Self assessment and evaluation	Forms
2	40	Plenary	Wrap up and feed back	Form
3	30	Plenary	Closing and certificates	Certificates

### Resources needed

Self assessment and evaluation forms (in participant manual)

Flip chart and paper

Markers

Certificates

### Facilitator's Notes

#### Step 1:

Ask all participants to again fill out the self assessment form they filled in on the first day. Ask the forms back. Also ask them to fill out the evaluation form and give it to you.

#### Step 2:

Write on a flip chart:

- What is the best thing you learned
- What will you do with what you learned in your organisation

Ask all participants to reflect on this in the plenary.

#### Step 3:

You have invited someone to do the closing of the session. Ask this person to hand out the certificates or do it yourself.