

English and Computer Training for MoC Officials

Request to revise scope of “ Strengthening MoC core HR
functions through the DoP Institutional and Individual Capacity”
implemented by DoP, MoC

About Strengthening MoC Core HR Function Project (1)

- Project Objective: to equip the MoC department of Personnel with the capacities to provide human resources management services to other MoC departments and PDoC.
- Project Outputs:
 - Review of Gov't HR Policy (complete)
 - Annual Training Plan for MoC central departments (Complete)
 - Annual Training Plan for PDoCs (Complete)
 - MoC Staffing Plan (Complete)
 - Skill Development for MoC (partially complete, the request to include English and IT training is a part of this output).

About Strengthening MoC Core HR Function Project (2)

- Approved Budget: **\$234,540.00**
- Accu. Expenditure: **\$166,729.50**
- Remaining balance: **\$67,810.50**
- Remaining Activities: All training/workshops and consulting completed.

About English and Computer Training

- Beneficiaries: MoC staff from central departments
- Outputs and Activities:
 - Improved Communication Skills in English
 - At least 30 officials successfully completed English Course for Beginners (Elementary); and
 - At least 60 officials successfully completed English Course for Advanced Learners (Intermediate)
 - Strengthened Computer Literacy
 - 60 officials completed training on Microsoft Office, Internet, and Email

Budget

Item	Cat	Unit	Price	
English Training - (4.00 - 5.00 PM)				
Elementary - 3 Mths (1 Class of 30 Officials)	C	1	5,000.00	5,000.00
Intermediate - 3 Mths (2 Classes, each of 30 Officials)	C	2	5,000.00	10,000.00
Consumable for English Training (white boards/markers and flipcharts)	E	3	500.00	1,500.00
MS Office Training - (4.00 - 5.00 PM)				
Train 30 officials in the first batch for three months and the second batch for another three months with the total of 60 officials	C	2	4,000.00	8,000.00
Consumables for Computer Training (white boards/markers and flipcharts)	E	2	500.00	1,000.00
Procurement of Goods (will be transferred to TTRI)				
Equipments (Laptop - 2, Desktop Computer - 30, LCD projectors - 2, Screen LCD projector - 2, Printer Laser Jet - 2)	B	1	40,000.00	40,000.00
Miscellaneous Expenses (during and opening and closing training sessions and for stationary and toners/cartridges)	B	1	2,310.40	2,310.40
Total				67,810.40

Proposal in summary

- DoP requests to include the English and Computer training for MoC to be funded under existing project
- Re-allocate remaining project budget to fund the requested activities.
- Extend MoU until March 2015.