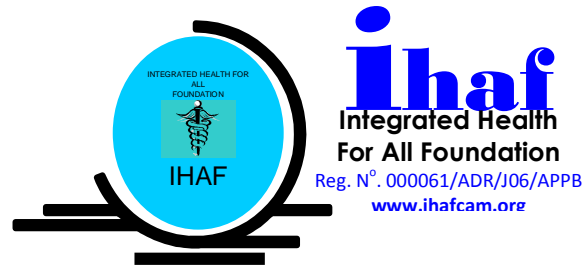


The Integrated Health for All Foundation (IHAF) Cameroon



*Through: The Department of Education
(DoEdu)*

*Through: The Division of Civil Society Capacity Building Network
(CSCBNet)*

Presents

Project Planning and Management and Leadership Internship Programme (PMLIP)

TYPE OF COURSE: Internship course.

COURSE DURATION: Minimum of 3 months (exceptionally 2 months) for those with prior experience.

NAME OF COURSE: Project Management and Leadership Internship Programme

ACRONYM: PMLIP

ABOUT THE INTERNSHIP: This course aims to strengthen the project planning and management & project leadership of local-level society organisations. In Cameroon we are building a project management & leadership in which NGO/civil societies workers participate regularly in making decisions that affect them and the society.

This is particularly so at local level, where the local government system requires the active participation of NGOs/civil society actors.

Meaningful NGOs/civil society leaders participation is linked to the development of effective and well-informed management & leadership in community-based organisations.

Through this internship, IHAF aims to equip a group of NGO leaders who are able to **make things happen** in their communities. It is a practical PMLIP course for people from organizations involved in the tough, creative works in community.

Two themes form the primary focus of the course:

1. Learning to think strategically

How do organizations negotiate different interests, build support, develop power, work with people from diverse backgrounds, and interact with government and other institutions?

2. Developing effective citizens

How do project leaders develop confidence and capacity in others to work together (team members & society); to plan, implement and monitor & evaluate projects in the interest of the community; and to have a concrete impact on a wide range of concerns.

INTERNSHIP OBJECTIVES: Basically, the overall objectives of the internship training are to:

- deeper understanding of project planning & management: concept & principles
- community organising skills
- team and community-building skills
- strategies for increasing the impact of organisation's work
- understanding of their own project leadership strengths, and ways to develop or improve these

COURSE CONTENTS:

WEEK ONE:

Presentations:

- Receiving interns (Acclimatization):
- Introduction to Internship: Lessons to maximize our stay during the internship
- About us:
 - Who we are
 - What we do
 - Where we work/How we work
 - Our Partners/Networking
 - Getting together
 - The Management
- Our Expectations (IHAF)
- Interns thinking loudly
- Collaboration and expectations from Interns/Organizers- IHAF

WEEK ONE AND TWO:

Basic Courses/trainings on:

- ❖ Basic Secretariat duties
- ❖ Basic Laws & Human Rights
- ❖ Formal Write-ups: Minutes, CVs, Reports
- ❖ Human Resource Management
- ❖ Citizen Education 4 Good Governance
- ❖ Role of Networking amongst CSOs
- ❖ Financial Accountability & Transparency
- ❖ Civic Engagement
- ❖ Youths & Leadership Skills
- ❖ Team Building Skills In PPM
- ❖ Gender issues

Week Three (Capacity Building - PPPMD):

Objectives:

At the end of the course, all intents are expected to know the following:

- What is a project, its components and project management as a whole?
- How do I develop one? How do I cost it?
- Who funds it?
- How do I know it is moving well or determine success? Field/practical works for each intent to actually wait hands on a project as a Project Management

Basic Courses/trainings on project planning and management for development:

- ❖ Project Management: Overview
- ❖ Project Need Assessments and Problem Analysis
- ❖ Project Planning and Formulation
- ❖ Gender issues and Resource mobilization
- ❖ Resource Scheduling and Budgeting
- ❖ Project Appraisal
- ❖ Monitoring & Evaluation
- ❖ Leadership in Project
- ❖ Team building skills
- ❖ Project writing tips
- ❖ Presentation of choice, skill,... by participants

NB: You do not becoming an expert after the training. Expertise will follow with experience. However, we recommend you do a detailed programme at the Pan-African Institute for Development – West Africa (PAID-WA).

WEEK FOUR

Discussion with mentors and clarify what you want to do and do the plan.

Duration depend on how you plan to do your project.

OTHERS SUPPORTING COURSES

Basic English to Francophones and Basic French to Anglophones:

These courses are not delivered by experts for any official proficiency in any of the Languages but rather for the purpose of improved (efficient/effective) understanding of the brief lectures during the training and for ease of communication.

Basic computing training:

This is also offered to computer illiterate participants to enable them self-type their proposals, reports and otherwise. The computer programmes of importance include MS Words, MS Excel, MS PowerPoint, IT in project management, SPSS amongst others.

Note that, we also use participants with competencies in any of these domains to enhance capacities in the other participants.

Achieving in a small office like ours, how to draw a meeting agenda, how to chair a board meeting, public speaking, evangelization, singing/acting to instill hope and empower and bridge differences with local community people, etc

Others:

Participants are given opportunities to discuss any other relevant topic/subject which they think they can share with their colleagues via a seminar or exposé. They have to discuss these ideas with the Coordinator (who may or may not invite the candidate to present the idea to the board) for approval.

Generally, if the subject matter is not-political and falls in line with the organizations' objectives and respects the Constitution of the Republic of Cameroon, there are high chances of it being accepted.

It should benefit youths and ensure gender equality. It should improve knowledge or understanding in any relevant domain.

SEMINARS

Seminars are delivered by facilitators (and also by participants) in areas of their competences. These could be in-house or public (wherein external speakers will deliver lectures). Some traditional seminars include the following themes:

1. "Improving data collection, analysis techniques, interpretations and reporting the outcomes"
2. "Cure to writing winning project proposals: A short course"
3. "The relationship between Nutrition and HIV/AIDS"
4. "HIV/AIDS, probable causes of its every increasing prevalence in Cameroon: The rural as oppose to Urban perception/situation"

EXPOSÉS BY PARTICIPANTS:

Participants have the opportunity to expose

STUDY CASE:

Each selected participant is asked to write a project proposal following a basic format which we provide them. They are expected to complete and present this work orally within the first week and in addition submit a hard copy. This is intended to prepare the participants (have them do some work) prior to the start of the course. They write a proposal on a topic of their choice.

CASE STUDIES:

IHAF's projects and other projects drawn from far and wide containing relevant issues to the internship are discussed.

Interns also have the opportunity to share project ideas executed by their organization but with consent of the management which must be specified on the support letter.

DESCRIPTION:

IHAF uses **participatory** training methodologies, and the course makes extensive use of group work and other experiential learning techniques.

We hope to make the course residential during training to facilitate the completion of group homework assignments.

Those who attend the full course and complete all required assignments will be awarded a **certificate of attendance**.

METHODOLOGY:

The programme is unique and prestigious considering its very participatory approach of learning, more of interactive, unlike the traditional teacher dominating education programmes.

The training begins with a three weeks orientation workshop followed by a three weeks in-house/field skill building and ends with a six weeks trial management process during which the candidate is evaluated for project planned and managed.

During the **first phase** (first 3 weeks):

- interns are drilled with how to maximize our internship duration in IHAF and elsewhere in future, issues about the organization, trained on basic secretariat and office management (photocopying, typing, printing, office tidying, keeping records or record books, achieving, taking and balancing finances etc) in week one.
- In week two we were trained on how to take down minutes and how to write reports, how to write CV, motivation letters/ cover letters/ applications for job or study positions, how to manage personnels in an organization or any social group, etc.
- In week three, we were filled with knowledge on project planning and management for development and also youth leadership and team building in group activities.

These trainings are via short plenary inputs, group discussions, assignments, oral presentation (exposés and seminars), and practical works.

During the **second phase** of 3 weeks, interns are granted the opportunity to put in practice all that they have learned. At same time they are assigned to mentors and they begin to design project areas of their choices.

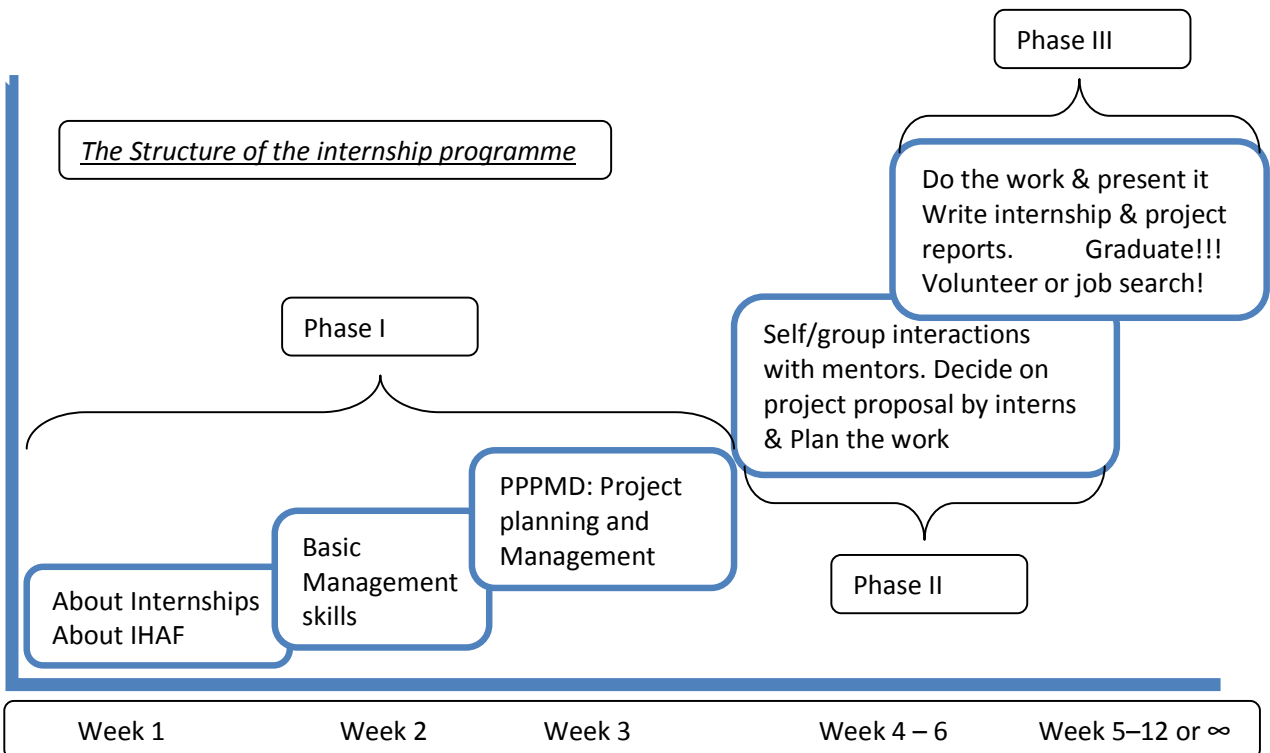
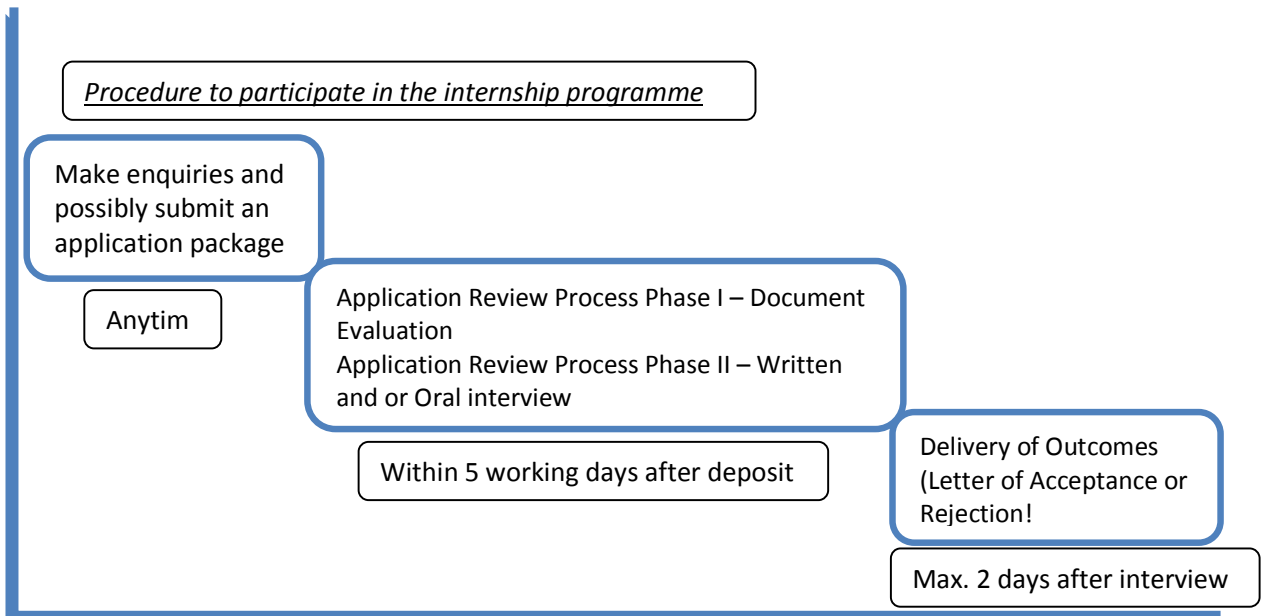
During the **third phase**, candidates, then work their planned projects amongst other in-house activities and produce both an internship and a project report.

As a matter of fact, candidates take, prepare and present daily reports of every previous day's work or activities for the three months period.

LANGUAGE:

The courses are taught in English and French languages. For courses taught in English basic explanations are made in French vice versa.

ILLUSTRATION:



TARGET:

The course is for current and emerging NGOs/civil society & project leaders of community-based organizations in Cameroon and elsewhere.

The course focuses broadly on community organizing / projects and is relevant to organizations working on a wide range of issues: education, health, housing, security, environment, culture, human rights, gender, and many more.

The course is also relevant to different types of civil society organizations: Community-based organizations (CBOs), religious groups, civics and residents' associations, NGOs, unions, etc. Political party branches fall outside the strict definition of civil society organizations.

The internship is also open to young graduates from any recognized institute of learning (those with project planning and management experience are preferred but not a condition) who must demonstrate interest and need of the knowledge.

Enthusiastic students etc are also welcomed during vacations.

Baseline, prospective participants must be youths of either gender.

**ARE PARTICIPANTS
RECRUITED AFTER
THE INTERNSHIP:**

At the end of the internship, participants are free to apply to the Foundation to work on voluntary basis. It is not automatic, depending on the decision of the board; the candidate may or may not be retained to serve as a volunteer worker. For experience, over 50% of those who complete the course successfully and declare interest are being retained.

In addition to the certificate of participation that will be offered participants at the end of the training during an end of internship ceremony, we can recommend candidates for any eventual job where need be.

COST:

IHAF will cover the full costs of tuition and course materials for participants. Participants are expected to cover their own transport costs to and from the internship, meals and accommodation, Insurance and any other cost not mentioned here.

However, participants may be provided with an appeal letter to support with whatever they can (financially, morally, materially and otherwise) towards fundraising for the less privilege and minorities in communities where the Foundation works. This is not an obligation, donation/contribution should flow from the heart. Participants would be invited to join the Foundation during visits to less privilege. Your failure or refusal to make a donation has nothing to do with your participation at the internship. You will benefit from all the rights that any other participant does.

**SCHOLARSHIPS,
FELLOWSHIPS,
BURSARY, AND OR
STIPEND/PER DIEM**

It is the wish of the Foundation to make this internship an “all-expense-paid”. The Foundation desires that selected candidates should apply for financial assistance either partial or full- sponsorship so as to maximize concentration and understanding.

From experience most candidates are either late for lectures, discussions and or field works due to transportation difficulties (no taxi allowances), sleep during plenary sessions/lectures considering that some fend for themselves (and as such have to go hawking or doing some petit business in the evening hours to have some little money to feed oneself and pay rents), end up not having good exposures to field works (giving that there are no means or finances to transport participants to distant places where there is a true situation of their project proposals) etc. Details of problems encountered by participants that affect their performances at the internship could be seen in their PMLIP reports available at the Foundation’s Headquarters secretariat.

However, at the moment, there are no scholarships, fellowships, bursaries or stipend/per diems.

Considering that majority of the resource persons are internal and that we have some basic materials, the Foundation has continued to morally motivate the resource persons in the hope that the internship will very soon be a reality of our wishes and dreams: “All-Expense-Paid”.

In other words, the Foundation is lobbying for funding for the PMLIP. Please do not hesitate to contact the Foundation should you be interested in funding the internship or supporting it in any way or recommending us to a potential funding agency.

ELIGIBILITY:

Prospective applicants must:

- be in the age-group 23 – 35
- be formally **nominated by their organizations** to attend the course
- be in a leadership position in their organization, although not necessarily at the top leadership level
- hold a first degree and above (occasionally Advanced Levels); demonstrate interest and a need for the internship and is willing to serve the civil society.
- be ready to visit local communities; adapt in any living conditions and render voluntary services to the society where need be
- have good interpersonal relationships

It is essential for participants to be **able to communicate in English and or French.**

APPLICATION PACKAGE:

Application package should consist of:

- A completed application form
- A letter of motivation / statement of interest
- CV (maximum 3 pages including you contact details, relevant experiences and references)
- At least one Letter of recommendation (from your organization or guardian if you do not work in an organization)
- Copy of highest certificate

Before interview, if there will be any other relevant document you will be contacted.

APPLICATION FEES

There is no application fees

ENTRIES:

January, May, and September each year

IMPORTANT DATES AND DEADLINES:

It is generally advisable to apply early enough to guarantee a place at the internship. We have often times received applications that are over three times the available number of places.

Entry session	Application Deadline	Probable interview date (on or before)	Probable date of decision (on or before)	Deadline for successful applicants to indicate topic of study case	Internship start date
January	December 5	December 15	December 17	December 21	January 5
May	April 5	April 15	April 17	April 21	May 5
September	August 5	August 15	August 17	August 21	September 5

NB: Prospective graduation date for each session is 5 days after the application deadline of the preceding entry session. E.g. January entry graduation shall be April 10.

Depending on the duration and scope of your project you could exceed the limit upon support from your internal mentor and graduate at a later date.

Further deadlines e.g. to submit reports etc shall be communicated to selected participants.

HOW TO APPLY:

Step I:

Know the internship: Internship brochure

- Visit our website for information about the PMLIP;
- Send us email(s) for enquiries or call us;
- Visit our Headquarters Secretariat.

Proceed to step II if interested.

Step II:

Compile and submit an application file.

Step III:

Go for interview.

All applicants will be invited to attend interview before the final selection of participants is made. Interview on phone may also be possible for those who are out of Yaounde.

APPLY TO:

Please post, email or bring your completed application form to:

IHAF HQ Secretariat, PO Box 31717, Biyem Assi, Yaounde Cameroon, CA

Or via Email: ihafcam@ihafcam.org

ihafcam@yahoo.com

Tel: (237) 2211 7903

WEBSITE:

www.ihafcam.org

**SELECTION
PROCEDURE:**

After receiving application packages, all candidates will be invited for interview (written and or oral).

Phase-to-phase interview is preferable but interview on phone could be granted to candidates out of Yaounde and abroad.

MAXIMUM ENTRY:

7 – 10 participants per entry.

GENDER EQUALITY:

Preference is given female candidates. Thus approximately 4 females and 3 males

**YOUTHS
PARTICIPATION:**

The course is strictly for youths. Youths are defined here as being 35 years of age or less

VENUE:

The course will be held at the IHAF HQ Secretariat, Yaoundé.

MANAGEMENT:

PMLIP Internship Organizing Committee (PIOC), Division in charge of Civil Society Capacity

Building Network (CSCBNet) of the Department of Education (DoEdu) of the Integrated Health for All Foundation (IHAF), Cameroon. See the PIOC below.

OUR TRACK RECORD IN THE DOMAIN: The Integrated Health for All Foundation (IHAF) in Cameroon is non-profit, non-political non-governmental community health-based humanitarian organization which works to promote a sustainable good health and development in Cameroon.

IHAF runs programme and projects that build capacities in NGO/civil society leaders / workers to improve management and leadership in project implementations for increase successes in projects.

For the last two years IHAF has been involved in project planning and management for development as well as project leadership and team building programmes for NGOs / civil society organizations in Cameroon and the West Africa Region.

In summary:

- Presence of 4 experienced and qualified resource persons trained at PAID-WA under sponsorship of the GIDD-COMSEC, London in collaboration with Commonwealth Department, MINREX and PAID-WA, 2008 & 2009
- Presence of 1 experienced facilitator trained at the Entrepreneurship Development Institute of India, sponsorship by the Ministry of Foreign Affairs India and the Commonwealth Secretariat, 2009
- 7 experienced facilitators recognized by the Commonwealth Foundation Marlborough House London which sponsored our recent training workshop on PPPMD I & 2 for West Africa Region during which ***we trained 60 youth NGO/civil society leaders from Cameroon, Ghana & Nigeria.***
- Resources from our partners such as the World Association of NGOs, Hesperian Foundation, Commonwealth Foundation London, etc cannot be over emphasized.

Just to mention a few and so as not to forget the fact that your criticisms are also our strengths.

SOME REMARKS FROM EX-INTERNS The letters of appreciation and communiqués made by the students of the 1st, 2nd, 3rd and 4th batches of the PMLIP to the Foundation.

These documents including their reports are available at our headquarters office and open to the public. We can also get a copy or copies over to you at your own cost if applicable.

**ORGANIZING
COMMITTEE (PIOC)**

Coordinator - Wilfred A. Abia
Deputy Coordinator – Agejo Patrick Ageh

Members of the committee – Secretaries listed below.

Facilitators – Wilfred A Abia
– Jato Denis Mbako
– Eucharia Ada Abia
– Agejo Patrick Ageh
– Jato Denis Mbako

Co-facilitators/Secretaries – Selected ex-interns who serve as volunteers:

- Ekuri Daniel Ojong
- Mekole Judith Njachoi
- Eke Sylvester Ako
- Nyakuna Vano Gwandbobmuga

Webmaster: Njuacha George Ebesoh (Coordinator for IHAF Abroad)

**CONTACT THE
INTERNSHIP
PROGRAM**

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PMLIP - IHAF
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