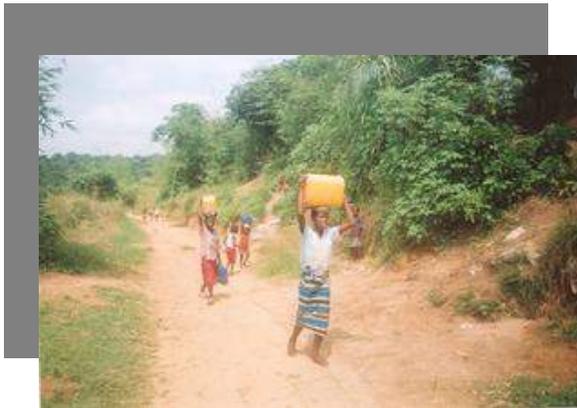


INFORMATION FOR COURSE PARTICIPANTS- 2011

Thank you very much for selecting DETRA-Africa as your preferred Training provider. DETRA is an organization that provides training, research and consultancy services to development and relief organizations in Kenya, Uganda, Tanzania, Somali, Sudan, Ethiopia, Rwanda, Burundi and other African countries. . Our main areas of expertise include Participatory Planning, Monitoring and Evaluation (PPME), Strategic Planning (SP), Project Documentation (PD), Project Reporting (PR), project budgeting, project design and proposal writing and fundraising. We also offer consulting and training services in team building, leadership and organizational development, enterprise development, value chain, and Community Managed Disaster Risk Reduction (CMDRR).



We have a team of highly qualified staff and associates with many years of international experience in project development, planning, management, monitoring, evaluation, and training. We can take up any assignment that is in line with our expertise in any part of the world. Our training and outreach staff have conducted capacity building projects for organizations such as the United Nations in Afghanistan, Iraq and Chad, international organizations such as World Vision, Care International, Volunteer Worldwide in East Africa, and organizations in countries like Zimbabwe, Namibia, Ghana, Kenya, Rwanda, DRC, Somali and Sudan. We have also trained government teams in Malawi, Uganda, Ethiopia, Pakistan and Senegal.

This information sheet will help you make an informed decision as you engage us to provide you're preferred training service to you. We walk the extra mile to ensure that our clients are satisfied. Please read the information below carefully.

Types of trainings- We offer 3 types of trainings

a) **Advertized**- These are course that are offered in specific times of the year, and are advertized. Participants attend by applying and filling the forms. These are as shown in our website (<http://www.detra-africa.org>) and also as per the brochures. For large groups from the same organization/office we can offer generous discounts (up to 20%).



b) **Customized**- Sometimes organizations and large groups request us to design courses to meet specific training needs for their organizations. Together with the requesting organization we agree specific topics to be covered. Customized courses are for atleast 5 participants. Costs for this are negotiated, and can be conducted in the organizations office, a place of choice or other selected venues by our



staff/trainers/associates. Please request a quote from us on this.

c) **Online**- This is conducted through internet/email/skype/telephone contact with the trainers, with the sharing of modules and online mentoring

For the advertized courses this year we have a number as can be found on our website and brochures. Please request any brochure that you need for any training, and additional information.

Training costs

1. The residential advertized courses training fees (as per brochures) include the following

- a) Training and facilitation costs
- b) Accommodation (four days and five nights only- fifth night is the evening before training starts)- Our trainings end at 10 Am on the last day to allow for participants to leave.
- c) All Meals (breakfast, lunch and dinner)
- d) All Teas and snacks (10 o'clock and 4 o'clock)
- e) Training materials

Cost excludes transport to and from the venue (we can offer transport to and from the airport at an extra cost) and any hotel extras participants take during training e.g extra Soda, beer, etc

2. The day advertized training courses fees (as per brochure) include the following

- a) Training and facilitation costs
- b) All Teas and snacks (10 o'clock and 4 o'clock)
- c) 1 meal (lunch)
- d) Training materials

Cost excludes transport to and from the venue (we can offer transport to and from the airport at an extra cost) and any hotel extras participants take during training e.g extra Soda, beer, etc

Please note that day type of participants have to seek own accommodation and meals (except lunch). We can however advice on nearby hotels for participants to stay in if they think it's to be cheaper.

3. Online trainings (done through online mentoring, emailing course modules and skype/yahoo messenger contact with the trainers).

All training types attract a USD 20 registration fee, which can be refunded if DETRA cancels the course, but may not be refunded if the



participant cancels the course. DETRA can cancel a course if we do not attain the 10 participant's quorum for advertized courses (but this can be applied for any other course the participant wants to attend).

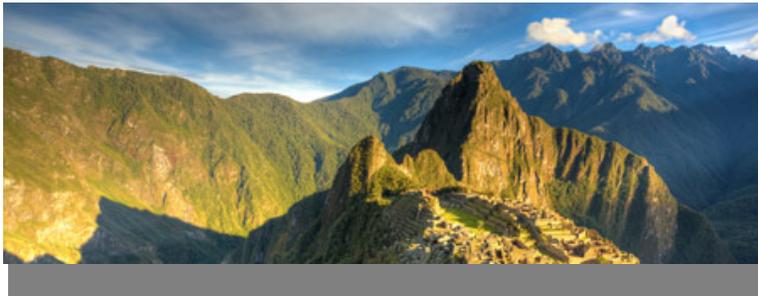
The quoted cost does also not include international airfare, laundry and other incidentals, and caters for full-board accommodation (shared). Participants who wish to stay in single rooms add an additional USD 10 per day. It is recommended that participants plan to have at-least USD 100 for incidental costs for the entire training period. This is in addition to the transport costs and costs for the Kenya tour if you decide to take it.

Arrival and departure

Participants are encouraged to arrive the day before the training start date, and leave the last day at 10:00 Am. DETRA could arrange transport to and from the airport using our arranged transport. We charge USD 45 from the airport to Nakuru (one way), USD 35 from airport to Naivasha or Thika (one way), and USD 20 from airport to Nairobi. Participants can alternatively hire taxi from airport to Nairobi (USD 22) and then public means to Nakuru, Thika or Naivasha (approximately USD 6). We however recommend our trainees to take our arranged transport due to safety (especially for those who have come to Kenya for the fist time). The cost of departure is the same, but may not apply if you take the 2 days tour of Kenya before departure.

Pre-course materials and training programme

Once you are in agreement that you are taking part in the course, and payment made, we will send to you



detailed information, including a pre-course narrative, which includes the entire programme. This is normally done 3 weeks prior to the course start date. The number of days for this course is not commensurate with the cost and content, so we always recommend to our trainees to read and understand the pre-course

narratives and materials to make it easier for facilitators to go through training quickly. DETRA will send to you the training programme three weeks before the course starts.

Certification

We award certificates for the course, signed by the facilitator and either the DETRA Training or the Director. The certificates are well recognized by organizations that are aware of our trainings, some of whom send to us trainees from time to time.

Kenya tour

Participants have always wanted to extend an extra two days to see some of beauty of Kenya after our trainings. DETRA in collaboration with a local tour operator Ecotourism Tours and Travel has been organizing the two days tour at a subsidized special package, which includes some of the following; Lake Nakuru National Park, Lake Naivasha, Hells gate National Park, and Nairobi National park, as well as animal orphanage and the Nairobi Tour. If interested please let us know so that we confirm costs and bookings.