



INTERNATIONAL COOPERATION  
AND DEVELOPMENT INSTITUTE



SUSTAINABLE DEVELOPMENT  
BUSINESS COACHING  
PROJECT MANAGEMENT  
PUBLIC PROCUREMENT  
FINANCE, ACCOUNTING AND  
BUDGETING  
SECRETARIAL AND  
ADMINISTRATION

- + INSTITUTIONAL SUPPORT
- + CUSTOMIZED TRAININGS
- + STUDY TOURS
- + POST-TRAINING SUPPORT

# ENGLISH TRAINING CATALOGUE 2019

## INTERNATIONAL SEMINARS

TUNIS - HAMMAMET



[www.codev-international.com/en](http://www.codev-international.com/en)  
[registration@codev-international.com](mailto:registration@codev-international.com)

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# CODEV International

We are embarking on a redesign of our curriculum and course offerings to support the overall objective of helping countries achieve micro-economic stability and sustainable growth.

Countries' needs for capacity building trainings are changing as the globe economy becomes even more competitive and fast-moving, skilled policy making and human capital development are key to countries' success and prosperity .

Our in-depth capacity building courses highlight real-world examples of policy and regulatory best practices that tackle today's most pressing issues.



CODEV International courses give participants the opportunity to build upon their professional insights, while differentiating themselves by acquiring knowledge in different areas of specialty, they are suitable for professionals at all stages of their career, delivered face to face providing maximum flexibility for participants, to enhance the impact of our trainings and meet the ever-growing demand of our mentees.

By enrolling in CODEV International, you show the initiative for wanting to broaden your skill set, increase your knowledge and enhance your resume.

At CODEV, we blend our core curriculum with innovative offerings and best practice teaching approaches.

Our engaging and challenging courses incorporate reflection and analytical thoughts and we offer a number of seminars to choose from, we provide an environment where participants encounter appropriate challenge in their intellectual pursuits and enhance their skillfulness.

Our participants will have the opportunity to choose from a broad range of topics and subtopics areas, acquire the skills that set them apart as they position themselves for growth, and reinvigorate their career. They will benefit from the connections they forge with professional peers, instructors and expert mentors.

We pride ourselves on being able to meet your exact requirement.





# CODEV International

CODEV International, an independent organization geared towards capacity building and development support missions.

Seeking excellence, which is one of our valuable assets, has empowered us to design effective solutions performance to respond to our participants' needs. Our pragmatic and result-oriented approach has enabled us to succeed in our technical assistance missions to the satisfaction of our mentees and beneficiaries.

CODEV International, specializing in capacity building and technical support interventions in project management, public procurement, public governance and sustainable development. We offer on-site training, tailored to your needs upon request, in various countries, as well as capacity building seminars. CODEV International has succeeded to be one of the main tenors of the continent in its field. We are highly active and we have an impressive network of expert

consultants well recognized in their field of expertise to intervene in a complete panel of coherence and expertise.

Our institute has the objective to promote mentees' capabilities and worth by acquiring resources and integrating them in a way that leads to change in individual behavior and ultimately to more efficient and effective operations of institutions and organizations.

We are present in several sectors of activities, for instance, in public administration, private companies, and local authorities and in development institutions such as :

- + Sustainable development
- + Monitoring and evaluation of development projects and programs
- + Communication
- + Improvement of business climate
- + Environment
- + Agriculture



# Training course design

CODEV International has developed a coherent set of seminars aimed at project development managers, coordinators and professionals. Our training programs are designed to meet the required needs of governments, donors and development aid agencies.

CODEV Design seminars around activities that are most likely to lead participants towards the goals that we have defined to help acquire and retain skills longer. For example, writing, discussions, fieldwork, service learning, problem solving or small group collaboration. Since its creation, it has always endeavored to develop the most effective tools over the years, rich with its achievements and its journey in terms of capacity-building and technical assistance has shaped the way to attain a great deal of experience in training course design.

Thanks to our highly qualified mentors, CODEV International is capable of delivering an evaluative training program to answer any questions and ensure general satisfaction. Our mentors are determined to develop procedures for all training programs to identify barriers that are preventing skills from being applied and to increase productivity.

We provide our participants with reliable course content and instructions that will enable them to master the abilities they envisioned into practice. These key benefits make the training process an attractive challenge for the human resource development function. Our trainers ensure to undertake theoretically robust, methodologically rigorous, innovative research that has an impact on academic discourse, policy, professional practice to strengthen their participant's abilities to reflect and increase their self-esteem, confidence and self-awareness.

The primary objective of our training course design and development services is to develop content that meets the needs of our participants. Our instructional materials, course syllabus and learning outcomes are reviewed periodically to ensure they meet program standards.



## KNOWLEDGE

Development of fundamental principles and concepts of the addressed theme.

Case studies, On-site visits and meeting with professional mentors.

## EXPERTISE



## EVALUATION

Evaluation of skills acquisition bestowed upon mentees.

Training Impact Assessment (Post Training Support)

# Institutional Support

Institutional strengthening is a high priority for CODEV. It has always been an essential and central element of our activity since our inception.

Our initiative purposefully has paved the way for CODEV International to be the preferred destination for African managers and executives to develop and enhance their skills in a sustainable learning environment that advances capacity-building pursuits and enhance skills acquisition through the delivery of outstanding services, identifiable values, and exceptional experiences.

In short, we have a proven record of accomplishment, no matter what industry you are in; we have the tools and the experience necessary to customize the ideal solution to effectively train your employees.



We develop, evaluate and manage targeted, competency-based training opportunities that include smart agriculture, climate change integration, water and sanitation, communication, public finance, public procurement, monitoring and evaluation of development programs and projects.

Our institution is on a successful track with regard to Institutional support, CODEV International will always continue to provide support and invest in strengthening human and Institutional capacity .



**OUR OATH IS TO PROVIDE OUR PARTICIPANTS WITH A HIGH-QUALITY SERVICE, SUBSTANTIALLY AND CONSTANTLY UPDATED TO MEET THEIR NEEDS AND EXPECTATIONS**

CODEV provides a positive experience that defines success broadly. We contribute to improved performance in development projects and public institutions through better management of resources and capacity building .

We seek to impart an exceptional educational experience centered on high-quality practical instruction and a relevant curriculum. CODEV International inspires to meet participants' needs, provides a safe environment where diversity is supported and have up-to-date technology and facilities to make sure that participants can immediately begin transferring what they have learned to their daily work.

CODEV International is committed to offering you the best training seminars that help you achieve your goals and succeed in your projects. We seek to provide trainings that prepare each participant to face current and future major professional challenges.

A major part of our effort is to offer training opportunities to improve performance at both the personal and institutional level, which can be applied in a wide range of business sectors.



# Mainstreaming Climate Change into National Development



Climate change poses a serious challenge to the attainment of the Millennium Development Goals. It is a major challenge at both national, regional levels. It will certainly affect all ecosystems as well as all human societies in different ways and in different degrees. It is therefore important to manage climate change risks as part of our development approach. Integrating climate change as a crosscutting issue in development plans will protect hard-won advances made to date and to be made in the future in reducing poverty worldwide. Such an integrated approach will make development more resilient by reducing climate impacts and identifying development opportunities that may otherwise be overlooked.

CODEV International provides policy and capacity development services on climate change to support developing countries respond to climate change impacts and integrate climate risks into national planning.

Mainstreaming (or integrating) climate change in planning and decision making processes is a crucial tool to ensure climate change adaptation. This approach involves taking into account risks and opportunities while putting in place adaptation measures that are attuned to the long-term vision of development.



**Through these services, CODEV International supports national and sub-national governments to transform their development path to a low-emission and ecologically sustainable future.**

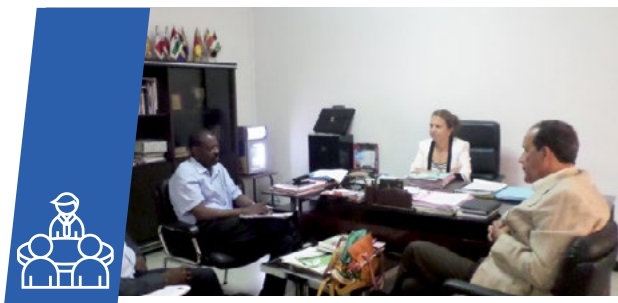
# VISION AND GOALS

Our mission keeps us at the vanguard of professional opportunities for the African community; opportunities that make their insertion in a globalized world easier in such a way that will place them in a continuous process of professional evolution, generating new skills and capabilities within a practical, and applicable context.

With a comprehensive portfolio of activities and training programs, mentees will develop new skills through a broad array of expertise that enable them to pursue an applicable experience and professional development.

We seek to be part of the professional success of our mentees by sharing our knowledge and expertise to attain the objective pursued through extensive technical cooperation programs

Our training programs embraces a multidimensional approach to sustainable development. In our institute, mentees will undergo several seminars, workshops and specialized activities in order to deliver more effective and engaging training programs, increase learning retention and enhance their methods of delivery.



## MEETING WITH PROFESSIONAL MENTORS

The aim of these appointments organized by CODEV International is to help mentees develop their own skills, strategies and capabilities to tackle the next hurdle more effectively and to provide access to knowledge, situations or networks.



## PARTICIPATION IN CONFERENCES AND FAIRS

In the course of the training program, we offer our mentees the opportunity to attend conferences and fairs in order to raise awareness about a particular theme and to enhance their capacity building.



## Our Vision

“A world in which knowledge-empowered people, institutions and organizations achieve results to overcome global challenges.”

## Our Mission

“To develop capacities, enhance global decision-making and to support country level action for shaping a better future.”



The world is faced with challenges in all three dimensions of sustainable development – economic, social and environmental. CODEV International aims towards contributing to the deliberations on sustainable development; strategies need to be ambitious, action-oriented and collaborative and to adapt to different levels of development. Achieving sustainable development will require global actions to deliver on the legitimate aspirations towards further economic and social progress, requiring growth and employment.

Faced with resource scarcity and capital shortages, the main concern of actors and development professionals is to implement actions and interventions that respond to the needs of populations expressed in terms of impacts and, effects and outcomes. CODEV International steps in to provide a coherent set of seminars aimed at project development managers, coordinators and professionals.

Our training programs are designed to meet the required needs of governments, donors and development aid agencies, we seek to lead participants towards the goals that we have defined to help acquire and retain skills longer. We have always endeavored to develop the most effective tools over the years; our mentors are determined to develop procedures for all training programs to identify barriers that are preventing skills from being applied and to increase productivity.

## Sustainable Development projects and programs service



# / Sustainable Development projects and **programs** service

Perfectly convinced of this challenge, CODEV International has made its mission a core element and has invested energy and resources in human and sustainable development of skills with the ability to conduct policies, programs projects successfully through performance and results based management.

Today, CODEV International enjoys a well-known and solid reputation as a leader in capacity building operators in in the conduct of development projects and programs.

Thanks to our unrivalled expertise throughout the years, CODEV International has become a preferred destination for African managers and executives who are in charge of supervisory posts or in the implementation and management of development projects and for mentees seeking oriented knowledge and operational skills that meet their specific needs and expectations.



# Study Tours

Anxious to bring a better value to its services, CODEV International has a key role to play in the implementation of lively technical workshops by professionals and visits to major sites to promote the exchange of practices and experiences.



We help participants share experiences, navigate new skills and explore latest ideas all while developing the global perspective needed for success in today's interconnected world.

Study tours initiative is an excellent way for mentees to gain an international perspective within their program in order to understand how businesses operate across the world; we will incorporate academic contents with hands-on visits so you set to put theory into practice.

We strive to create the perfect study tour for every participant

The aim of these tours organized by CODEV International is to help participants develop their own skills, strategies and capabilities to tackle the next hurdle more effectively and to provide access to knowledge, case studies and networks. We stand by every participants to lead them towards gaining new enriching perspectives.



Africa is struggling with the challenge of Human resource development, in particular with its public sector. An efficient and motivated public service is fundamental to governance and to the formulation and implementation of economic and social policy.

Anxious to contribute effectively to the development and improvement of public policies and state governance systems, CODEV International has placed public administration sector at the scale of its priorities. Since its creation, CODEV has pursued its mission to contribute to the emergence of an efficient public sector by helping governments, both at central and sub-national levels, in the implementation of Results Based Management (RBM) while offering innovative solutions to promote the quality of public programs and services.

We provides support and expertise to many public organizations, including cross-sectoral and sectoral ministries, deconcentrated or decentralized public-sector organizations, parastatal organizations, state-owned companies, technical and financial partners, etc, offering a rich and diverse range of consulting services, training programs and decision support system

## Public Administration service



# CODEV International EXPERIENCE

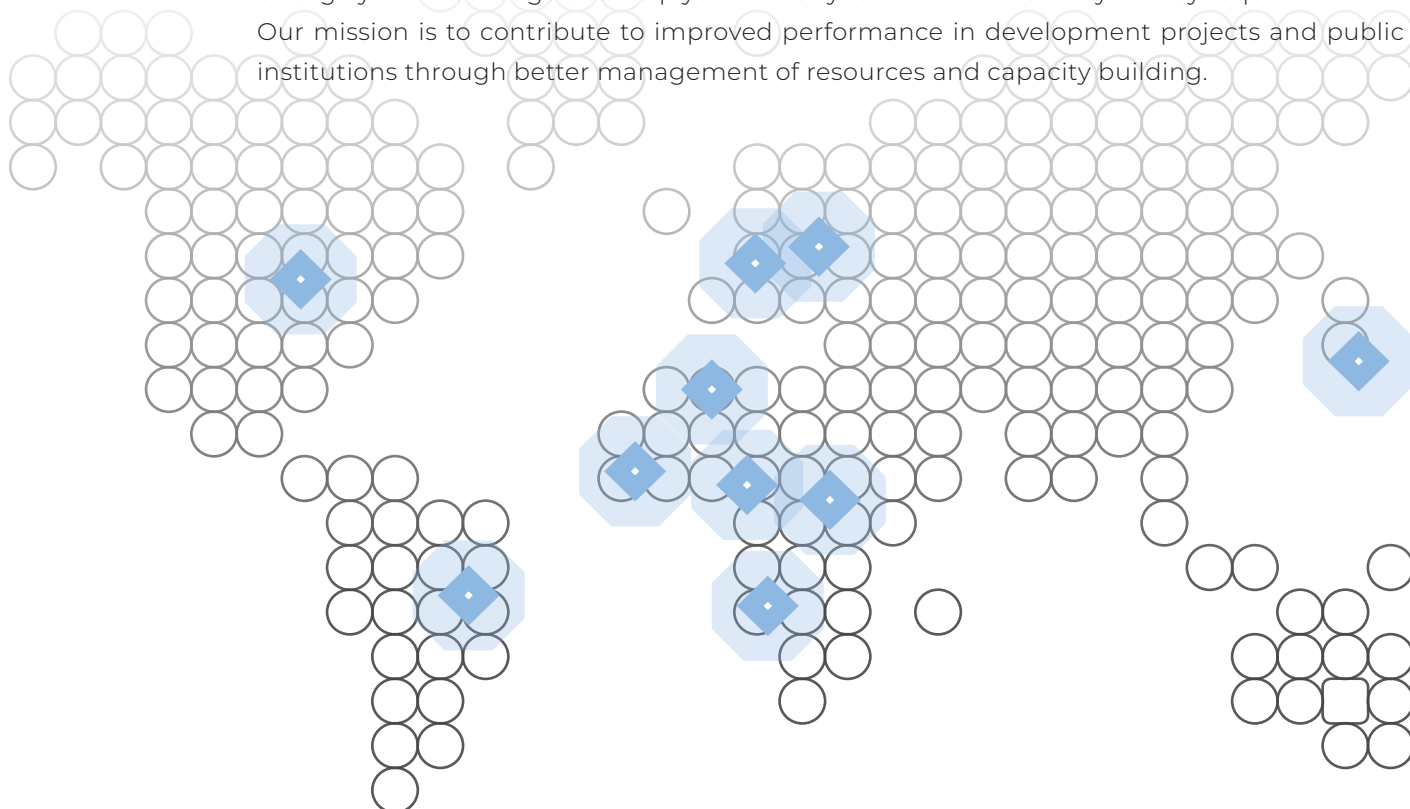


Over the years, we have established our status as a world leading consultancy firm, we help our mentees make significant and lasting improvements to their performance and realize their most important goals. We have build an institution uniquely equipped to this task, our initiative purposefully seek to open new pathways to the African region.

## HIGH STANDARD TRAINING

Our training program is based on Interactive teaching methods, exchanges of experiences, case studies, and meetings with professional to enhance the learning capacity. Participants will be assisted during the Training process by our highly qualified program advisors. They respond quickly and accurately to your queries and provide ongoing assistance until you enlarge your knowledge and help you with any further information you may require.

Our mission is to contribute to improved performance in development projects and public institutions through better management of resources and capacity building.



# TRAINING CALENDAR 2019

TUNIS - HAMMAMET





# SUSTAINABLE DEVELOPMENT



	Code	Duration	Date	Place	Price €
<b>SUSTAINABLE DEVELOPMENT</b>					
<b>New</b> Risk Assessment of Contaminated Sites	CISD1	2 weeks	from 04 to 15 March	Tunis	3 600
Climate-Smart Agriculture	CISD2	2 weeks	from 02 to 13 September	Tunis	3 600
Environmental and Social Impact Assessments	CISD3	2 weeks	from 07 to 18 October	Tunis	3 600
Resettlement Action Plan	CISD4	2 weeks	from 04 to 15 November	Tunis	3 600

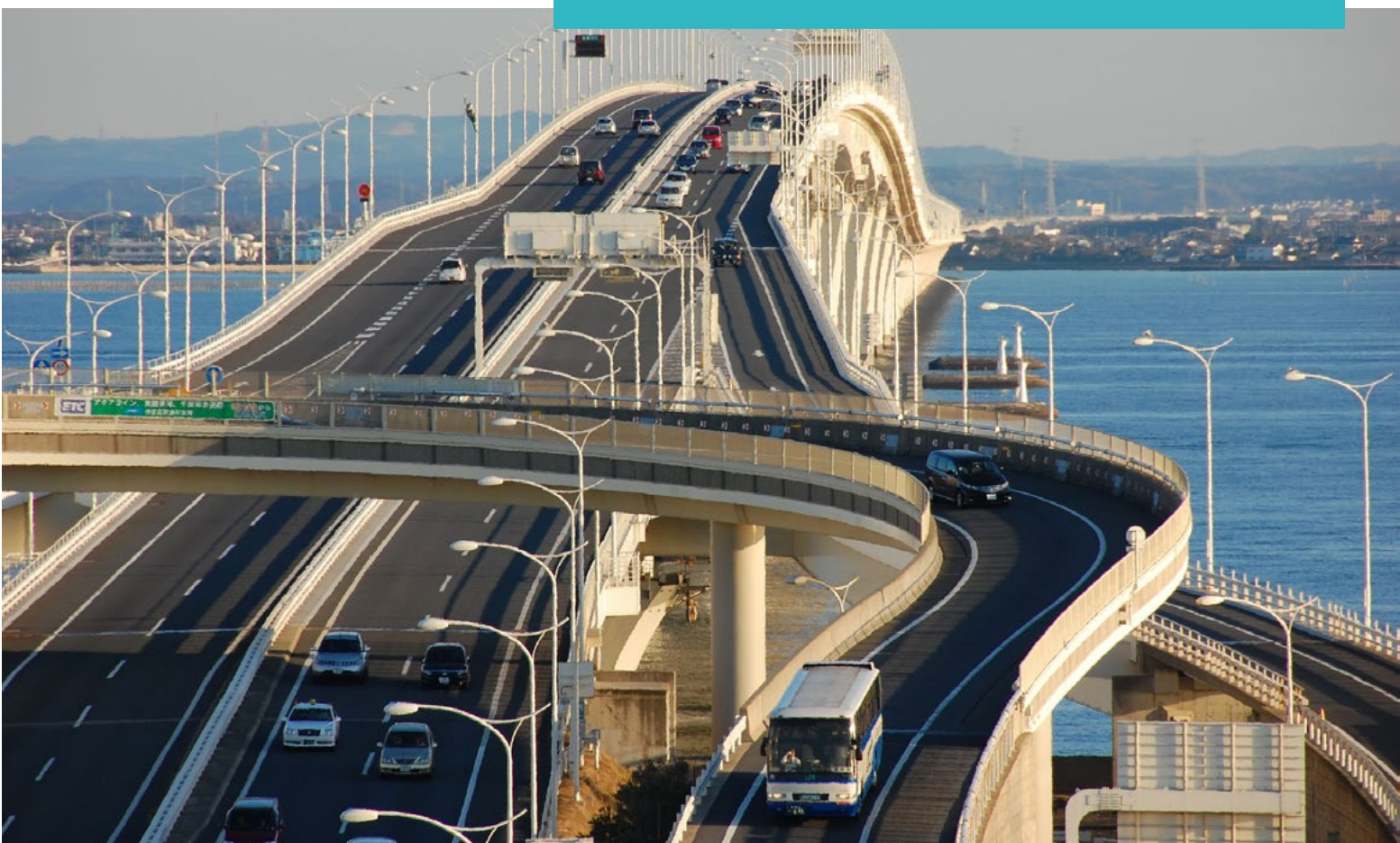
# BUSINESS COACHING



	Code	Duration	Date	Place	Price €
<b>BUSINESS COACHING</b>					
<b>New</b> Coaching and Mentoring for Improved Performance	CIBC1	1 week	from 18 to 22 February	Hamamet	1800
<b>New</b> Strategic marketing: planning, development and implementation	CIBC2	1 week	from 11 to 15 March	Hamamet	1800
<b>New</b> Leadership and Communication Skills for Project Managers	CIBC3	1 week	from 13 to 17 May	Hamamet	1800



# PROJECT MANAGEMENT



	Code	Duration	Date	Place	Price €
<b>PROJECT MANAGEMENT</b>					
Monitoring and evaluation of development programs and projects	CIPM1	2 weeks	from 15 to 26 April	Tunis	3 600
<b>New</b> Project Risk Management	CIPM2	2 weeks	from 08 to 19 July	Tunis	3 600
<b>New</b> Project Management Skills for Project Managers	CIPM3	2 weeks	from 05 to 16 August	Tunis	3 600
<b>New</b> Negotiation Skills for Project Managers	CIPM4	2 weeks	from 16 to 27 September	Tunis	3 600
<b>New</b> Results-based management: Maximizing the Effectiveness of Programs and Projects	CIPM5	2 weeks	from 11 to 22 November	Tunis	3 600



# PUBLIC PROCUREMENT



	Code	Duration	Date	Place	Price €
<b>PUBLIC PROCUREMENT</b>					
<b>New</b> Managing Risks & Preventing Irregularities in Public Procurement	CIPR1	02 weeks	from 20 to 31 May	Tunis	3 600
<b>New</b> Public contract procurement	CIPR2	02 weeks	from 15 to 26 July	Tunis	3 600
<b>New</b> Procurement Strategy Development	CIPR3	02 weeks	from 02 to 13 December	Tunis	3 600

# FINANCE, ACCOUNTING AND BUDGETING



	Code	Duration	Date	Place	Price €
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## FINANCE, ACCOUNTING AND BUDGETING

<b>New</b> Budget planning and forecasting	CIFAB1	2 weeks	From 10 to 21 June	Tunis	3 600
<b>New</b> Financial Management for Donor Funded Projects	CIFAB2	2 weeks	From 19 to 30 August	Hammamet	3 600
<b>New</b> Strategic financial planning and implementation	CIFAB3	2 weeks	From 14 to 25 October	Tunis	3 600

# SECRETARIAL AND ADMINISTRATION



	Code	Duration	Date	Place	Price €
<b>SECRETARIAL AND ADMINISTRATION</b>					
<b>New</b> English communication skills	CISA1	01 week	From 04 to 08 February	Tunis	1 800
<b>New</b> Office Management and Effective Administration Skills	CISA2	01 week	From 22 to 26 April	Tunis	1 800
<b>New</b> Documents and records management compliance	CISA3	01 week	From 24 to 28 June	Hammamet	1 800



# CUSTOMIZED TRAININGS

Whether your business is in need of a customized training program, CODEV International is ready to help, we will present you with options that are in line with your specific training goals and Time frame.

At the request of institutions, development projects, governments or donors we offer training sessions based on your unique requirements that can best meet your needs and your organization's desired outcomes. Our tailor-made seminars can be delivered in your country, at venues of your choice, at any time and adapted to your specific needs.

Through careful analysis of our mentees' requirements, we design training programs that match their specific needs.

The total budget varies according to the length, number of trainers and incidental expenses.

1

## DEFINE YOUR TERMS OF REFERENCE

You can also select one or more training themes from the trainings we offer in our training centers that we will adapt to your needs.

## DECIDE ON THE TIME PERIOD FOR EACH TRAINING PROGRAM

We deliver training on your schedule

2

3

## SEND US YOUR REQUEST FOR PROPOSAL

Send an email to [registration@codev-international.com](mailto:registration@codev-international.com)

# POST-TRAINING SUPPORT

CODEV International ensures that all the mentees, regardless of where they are located, have access to all the information needed. Thus, a post-training support is provided to our participants to strengthen their practical skills and their decision-making processes. We put at your disposal a continuous assistance through attentive listening and dialogue for whole year starting from the ending date of the training session to help you with any further information you may require.



## HOSPITALITY

CODEV International's team picks you up from the airport, takes you to your hotel and assists you during your entire stay. They also accompany you whenever is needed and respond quickly to your every-day needs..



## ACCOMMODATION

CODEV International has negotiated for its Participants a special accommodation; our team will guide you during the Booking process at the hotel. Please do not hesitate to contact us for further details.



17 Avenue de Jugurtha  
Mutuelle ville 1082 Tunis Tunisie  
Phone. : + 216 71 844 645  
Fax : + 216 71 894 685

[registration@codev-international.com](mailto:registration@codev-international.com)  
[www.codevformation.com/en](http://www.codevformation.com/en)



## SIGHTSEEING TOURS

We are seeking to reach perfection in delivering the best training seminars to our mentees. CODEV International organizes weekend tours to various locations of interest, Visits to the Tunisian seaside resorts, the most prestigious ones in the Mediterranean and to Archaeological sites to discover the Carthaginian Civilization.



## VISA PROCEDURE

CODEV International will take charge of all the formalities to grant visas and residence to all its foreign participants throughout the Duration of the training in Tunisia.

In fact, Participants are required to provide the following documents:

- + Scanned copy of the passport
- + Electronic Copy of Bank Swift
- + Electronic copy of Plane ticket

The file will be completed by the Pre-registration and hotel reservation, and then the required documents will be submitted at the Ministry of the Interior affair

### REGISTRATION

Participants who are interested in our Training programs are required to register online on our website [www.codev-International.com/en](http://www.codev-International.com/en) by completing the Registration form or by sending an email to :

[regesration@codev-International.com](mailto:regesration@codev-International.com) and we will get back to you with all the information needed to begin the administrative procedures

### UNRIVALED CUSTOMER SERVICE

Our team will assist you during the entire registration process . We will respond quickly and accurately to your enquiries and provide ongoing assistance until you reach your destination.



# How to Register

## 1. Choose your training seminar:

- a. we have 21 training seminars in different areas
- b. you can choose your own tailor-made seminar adapted to your specific needs

## 2. Register:

- a. Online at [www.codevformation.com/en](http://www.codevformation.com/en)
- b. By email : [registration@codev-international.com](mailto:registration@codev-international.com)
- c. By Telephone : +216 71 844 645

Our customer service team will send you the necessary administrative and financial documents as well as additional information

## 3. Complete the administrative procedures:

(Funding, work order, visas and plane ticket)

Our customer service team assists you with information and guidance about the hotels in the proximity of the learning center, we have negotiated preferential rates for you.

## 4. Pay the registration fees by bank transfer to the order of CODEV International

## 5. Enjoy unrivaled hospitality:

Our logistic team will meet you at the airport whatever the date and time of your arrival and take you to your hotel.

At training center, our team will offer you coffee and provide on-site assistance

## 8. Post training support:

we ensure that all participants regardless of where they are located have access to all information needed

## 7. Discover our various destinations during trips organized by our logistic team on the weekends

## 6. Learn, apply and share knowledge:

With skilled trainers who use advanced tools, active and practical teaching methods You will also benefit from the experience of participants from all over the world in the same professional field



# REGISTRATION FORM

## Training Topics

Theme :

Date :

Place :

## Department, Project or Company

Name:

Country :

Address :

City:

Phone:

Fax :

E-mail :

## Participants

Mrs:

☐

Mr:

☐

Name / surname :

Function :

Department:

E-mail :

Phone:

Place:

Date:

Stamp and Signature